

**Hospice Greater Saint John  
Minutes of Board of Directors  
Tuesday, September 25, 2007**

The Board of Directors of Hospice Saint John met on Tuesday, September 25, 2007 at the Hospice House at 385 Dufferin Avenue, Saint John NB.

Present: Marilyn Craft, Sandy Johnson, Suzanne Roma, Ivy Cosman, Patrick Woods, Cathy Connolly, Betty Bowes, John Sheehan, Marijke Blok, Shirley McAlary, Dr. Chris O'Brien, Dr. Nancy Grant, Jo McLean, Doug McCaig, Tina Landry, Ivan Ho

Regrets: Shelley Macdougall

**1. WELCOME & OPENING PRAYER**

Marilyn Craft, Chairperson called the meeting to order at 4:30PM. Prior to the meeting a tour of the facility was given to Premier Shawn Graham, MLA Abel LeBlanc, Minister Mary Schryer, and Minister Roly McIntyre.

Marilyn welcomed new board members Doug McCaig and Ivan Ho and passed along Shelley Macdougall's regrets.

The opening prayer was said by Cathy Connolly

**2. APPROVAL OF AGENDA**

*Motion to approve the agenda as presented. (Marilyn Craft/Ivy Cosman)  
Carried*

**3. MINUTES MAY 29, 2007**

*Motion to approve the Minutes of May 29, 2007 as circulated. (Jo McLean/John Sheehan)*

**4. RESIDENTIAL HOSPICE UPDATE**

Dr. Chris O'Brien reported that we have the support of all the local MLA's, area Ministers, Saint John Board of Trade, Greater Saint John Mayors and the AHSC. All agree it is the right thing to do for our community and are willing to actively support us to government.

Minister Graham was impressed with the building and indicated an interest in pursuing a partnership with Hospice. The fact that he allowed the media to accompany his visit indicates that he is likely to make a positive announcement somewhere in the future. Upon her departure today from the house, Minister Schryer indicated that operational funding for the Residential Hospice will be in the new seniors' plan due to be made public later this fall. At present, government is looking at placing the operational funding of the Residential Hospice under the Family and Community Services umbrella. Although Residential Hospices are operationally funded through Health in the other provinces, the Board has agreed that Hospice will pursue other funding options with the NB Government with the following restrictions:

- Hospice requires an annual grant of \$580,000 or \$200/day/patient from the government.
- The full cost of care for the residents (ie, patients) will be fully funded by government and Hospice – Hospice is prepared to be the co-pay and will not ask residents to co-pay as is currently the practice in admissions to Special Care and Nursing Homes.

- Family and Community Services will need to be prepared to treat Hospice differently and modify their admission assessment process. Most palliative patients will be admitted to the Residential Hospice for the last weeks of life with an average length of stay of approximately three weeks. Hospice will need to have some control over assessments and admissions.

Dr. Nancy Grant said she did not hear anything from the Premier today that she has not heard before. She said the public will have to continue to pressure the government to fund the Residential Hospice. As such, she is recommending that Hospice circulate a petition and collect signatures from 15% of the population, approximately 15,000. There were petition sheets for all Board Members to take with them to get signed in support of the residential Hospice. This issue needs to be kept in the public eye. The past number of days has seen many articles in the Telegraph Journal supporting a Residential Hospice and we need to continue to keep the pressure on and keep the public engaged in this initiative.

Tina Landry expressed some concern regarding working with Family and Community Services based on her experience with Bayshore Home Health. Sandy and the staff will need to work out all the details at a later date to protect the best interest of Hospice and its residents.

## 5. COMMITTEE REPORTS

### 5.1 Finance Committee

Pat Woods reviewed the Financial Statements with respect to the approved budget, year to date figures, projections to year end and presented the 2008-09 budget for approval. The projections to year end include more accurate revenue figures and additional expenses for our new home which would not have been included in the original 2007/08 budget approved in September 2006.

The operational revenue from Grants is projected to be down for three reasons:

- 1) Launching the Capital Campaign will split grant income and re-direct operational grant revenue into the capital campaign.
- 2) In addition, most Grants fund new programming and since we will not be developing new programming (with the exception of the Residential Hospice) this will limit our capacity to attract grant revenue for operations.
- 3) In addition, Sandy has spent a great deal of additional work in relation to the new house especially trying to garner support for the Residential Hospice both from the government and the public which takes away from the onerous task of grant preparation.

Special events and fundraising is projected to have increased revenue.

Pat expressed his concern for all this additional workload both by the staff and volunteers. He said he hoped Sandy would tell the Board if she and the other staff felt burdened.

Pat reported that we are basically breaking even at this point and expect to continue that way through this year and into next year.

***Motion to approve the 2007-08 budget as presented for presentation purposes only to the United Way (Pat Woods/Cathy Connolly) - Motion Carried***

## 5.2 House Committee

Shirley McAlary reported that the house on Douglas Avenue has been on the market since June 1<sup>st</sup> with 90 people viewing it. They have been 10 open houses a great deal of advertising and still no written offers. Both houses have required a great deal of work by the House Committee. Neither apartment is rented. We paid \$273,000 for the house and it had served us well but also has a number of issues for a purchaser. If we continue to keep it we will be required to heat it, maintain the outside and if we rent all 3 apartments this will bring additional issues for the already overburdened House Committee.

Shirley reported that she had an offer in her brief case that was less than the purchase price. The house will need to be rezoned as part of this offer. There are other people looking at the house again tonight that have looked at it twice before. Shirley stressed that she felt this house had served us well, giving us rent-free space for one year and serving as an investment to generate over \$200,000 in community donations and helping us to raise the revenue we needed to purchase Dufferin Row. She encouraged the Board to seriously consider this offer. Sandy reported that it is critical that Hospice sell this property to reduce expenses and prevent volunteer/staff burnout.

***Motion: To entrust Shirley get the best possible price for the house and to delegate the authority to negotiate and sign the offer to the Executive. (Dr. Nancy Grant/John Sheehan).***

Cathy asked for discussion on the motion. She asked what we needed from the sale of Douglas Avenue to cover the purchase of this house. Pat Woods reported that we needed \$225,000 to cover the cost of the house bank loan. Interest costs amount to \$1,300 per month for each month we have the loan. Shirley reported that we could counter offer but there would be a strong possibility that we would lose the sale. It is hoped that rezoning could be complete by mid-November with a closing soon after if the rezoning was successful. She will continue to show the house but we could not accept any offers until the current offer was withdrawn. heard.

***Motion: Shirley to sell the house on Douglas Avenue for the best possible price and the decision to be made by Marilyn and Sandy (Nancy Grant/John Sheehan) - Motion: Carried***

Pat Woods said that he hoped we would get fair value for the property and hoped it would not sell any less than \$200,000.

The House Committee also replaced the front steps of the current house and did some painting. They also worked on the leak in the basement which improved it somewhat. Cathy asked if it was the drain tile. Sandy said they planned to more permanently correct it better when they did the side garden.

## 5.3 Resource Development Committee

Cathy Connolly reported that the 50 Hope & Healing Bracelets available at the Open House all sold thanks to Shirley McAlary. We will order 500 bracelets with 250 to be sold in this year's budget and 250 next year. They will be sold at Angel's Remembered, the Valentine's Dance and at other opportunities as they arise.

Sunlife Financial is sponsoring this year's Angel's Remembered Campaign with a donation of \$10,000. The Kick-Off will take place on December 1 at Harbour Station at the Sea Dogs Game. Honorary co-chairs of this year's event will be Hospice volunteer Pauline Long and her son Wayne, part owner of the Sea Dogs and Stacey Arsenault of Sunlife. Angels will be sold that night and then moved to McAllister Place.

Sunlife staff will also serve as volunteers at various Angels sites. This should help relieve some of the shortages that existed last year at some of the sites.

Tina reported that the registration for the Bayshore Conference was poor. To date there are only 35 people registered and they had hoped to have 100-150. Pat Woods suggested Tina send info to Employee Assistance Reps in large companies. City Hall has them as well as many other companies including the Department of Health.

Plans for the Valentine Gala are underway for Saturday February 9, 2008 at the Trade and Convention Centre. Jo McLean asked if members of the Board could assume responsibility for selling and/or bringing one table. Cost per table is \$750 for 10 tickets or \$75 per person for the Dinner and Dance.

Pat Woods said he would approach Home Depot about a corporate discount for Hospice. They also have a program where they do renovations such as building decks etc.

#### **5.4 Friends of Hospice**

Betty Bowes reported that the Friends of Hospice have just started to meet for this year. They did have a birthday party in the summer for June Clarke and Marjorie Thomas, long term Friends who turned 90. All but 3 members of friends attended. They have also prepared food for some clients over the summer months.

#### **5.4 EXECUTIVE DIRECTOR'S REPORT**

Sandy reported the Day Program at the House has been discontinued because of lack of registrations despite a great deal of effort and money spent on promotion both to the general public and to healthcare professionals. It is currently functioning as an outreach service into client's homes.

The Caregiver Supper and Support Program for September also did not have any response but the Lunch and Learn for Nov 1- Nov. 29 is still planned.

The Grief Support Program has 23 registrants and will run from September 26- November 14 at the House.

There is a client survey presently underway. They were asked 5 questions and the response has been very good. The results will be available at the next Board Meeting.

Sue King has resigned to return to school. Staffing for Hospice into the foreseeable future is as follows:

- Sandy and Ruth are both full time employees, working five days per week. Sandy is the Executive Director and Ruth is the Program Coordinator for Palliative Support Services.
- Dianne works 4 days a week and functions as the Administrative and Grief Support Services Coordinator.
- Jim works 6 hours a week and does the bookkeeping and produces the financial statements.
- Sandy is taking a well deserved vacation the first 2 weeks of October.

#### **6. ADJOURNMENT**

Motion to adjourn meeting at 6:22PM Betty Bowes.

**Next Meeting Tuesday October 30, 2007**

Respectfully submitted

Suzanne Roma  
Secretary