

**BOARD OF DIRECTORS MEETING**

**OPEN SESSION**

Thursday, May 25, 2023

5:30 pm – La Verendrye General Hospital / Webex

**A G E N D A**

Item	Description	Page
1.	Call to Order – 5:30 pm – Indigenous Acknowledgment & Reading of the Mission Statement 1.1 Quorum 1.2 Conflict of Interest and Duty	
2.	Consent Agenda 2.1 Board Minutes – April 27, 2023 * Pg 4 2.2 Board Chair & Senior Leadership General Report – J. Ogden, H. Gauthier, J. Loveday, C. Larson, J. Forbes, Dr. L. Keffer * Pg 6 2.3 Governance Committee Report – J. Begg 2.4 Audit & Resources Committee Report – B. Norton * Pg 9 2.5 Quality Safety Risk Committee Report – D. Clifford * Pg 12 2.6 Auxiliary Reports * Pg 14	
3.	Motion to Approve the Agenda	
4.	Patient / Resident Safety Moment	
5.	Business Arising - None	
6.	New Business - None	
7.	Opportunity for Public Participation	
8.	Move to In-Camera	
9.	Other Motions/Business	
10.	Date and Location of Next Meeting: June 20, 2023	
11.	Termination	

\* denotes attached in board package / \*\*denotes circulated under separate cover / \*\*\* denotes previously distributed



**BOARD OF DIRECTORS MEETING  
ANTICIPATED MOTIONS – OPEN SESSION**

**Thursday, May 25, 2023**

3.	Motion to Approve the Agenda	THAT the RHC Board of Directors approve the Agenda as circulated/amended
8.	Move to In-Camera	THAT the RHC Board of Directors move to in camera session at (time)
9.	Other Motions/Business	
11.	Termination	THAT the RHC Board of Directors meeting be terminated at (time)

Indigenous Acknowledgment:

*Riverside acknowledges that the place we are meeting today is on the traditional lands of the Anishinaabeg people, within the lands of Treaty 3 Territory, as well as the home to many Métis.*

**VISION**  
Caring, Together

**MISSION**  
Improving The Health of Our Communities

**VALUES**  
Progressive • Integrity • Caring • Accountable

**STRATEGIC PILLARS**

**ONE RIVERSIDE**  
Supporting a consistent and enabling organizational culture

**INVESTING IN THE PEOPLE WHO SERVE**  
Creating a plan to strategically leverage human resources

**TOMORROW'S RIVERSIDE TODAY**  
Making investments today, to support Riverside tomorrow

**STRIVING TO EXCEL IN EQUITY, DIVERSITY & INCLUSION**  
We will support EDI in all we do

 **Riverside  
Health Care**



The patient was told that there were beds available at Rainycrest, however a match couldn't be made due to a respiratory outbreak within the facility. They understood that if they accepted the bed in Rainy River, they would need to be given a crisis designation to be transferred to Rainycrest in the future. With the number of patients in hospital waiting for a bed, there was a high likelihood they wouldn't be prioritized.

Ultimately, the patient opted to wait for a bed to open in Rainycrest. They felt that a home closer to their children would be a better fit for them. While they understood the reasoning behind the More Beds, Better Care Act, they were appreciative they were able to retain some autonomy in which long term care home they would go to. They expressed their gratitude that Riverside was able to support their decision. They also felt that Home and Community Care was beginning to look at how they plan and make decisions on beds in relation to Bill 7.

Discussion took place around the value of this story and how it helps to better understand patients' experience with Bill 7.

**5. BUSINESS ARISING:**

There was no business arising.

**6. NEW BUSINESS:**

There was no new business.

**7. OPPORTUNITY FOR PUBLIC PARTICIPATION**

There was no public participation.

**8. MOVE TO IN-CAMERA:**

It was,

MOVED BY: S. Weir

SECONDED BY: J. Begg

THAT the Board go in-camera at 5:34 pm.

CARRIED.

**9. OTHER MOTIONS/BUSINESS:**

There was no other motions/business.

**10. DATE AND LOCATION OF NEXT MEETING:**

May 25, 2023

**11. TERMINATION:**

It was,

MOVED BY: Jon Begg

SECONDED BY: Shanna Weir

THAT the meeting be terminated at 7:31 pm.

CARRIED.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary/Treasurer



## Board Chair, Chief of Staff & Senior Leadership Report – May 2023 Open Session

### Strategic Pillars & Directions

#### Investing in Those Who Serve - Strategically Leveraging our Human Resources

- **Ontario Structured Psychotherapy (OSP)**  
Riverside Health Care's Mental Health & Addiction OSP program is a satellite of the St. Joseph's Care Group OSP Program as they are the regional lead. OSP provides treatment for people with depression, anxiety, and anxiety-related conditions. Our Memorandum of Understanding includes an annual referral target of 1,260 for the Rainy River District and this translates to 4 client assessments per day per therapist; we have 2 therapists. Promotional materials are being prepared that are region specific to maximize awareness of the program.
- **Door Security**  
Starting May 9, 2023, our team implemented the next phase of increased door security at LVGH; this will require use of FOB keys to access areas previously unsecured. Areas formally that were 'open' will begin to 'lockdown' requiring staff to carry their FOB key at all times. The following areas were added as part of the current phase:
  - Added 24/7 FOB access - Stair E/ZONE 11, Stair J/ Zone 16, Door from DI area to ER
  - Timed FOB access includes - Door from Main Entrance Area (Zone 12) to Lab/Dialysis, 6pm-6am, 1<sup>st</sup> Floor Nursing Unit, 10pm – 7am, 2nd Floor Nursing Unit towards Admin area, 4:30pm-8am, 3rd Floor Door off Main elevators (Zone 35), 4:30pm – 8am.
 Effective June 1, 2023, LVGH will reopen its main entrance to the public. With recognition of 24/7 on site security and expanded lockdown zones it was identified that it was an appropriate time to reopen these doors to the public.
- **Nursing Week**  
Nursing Week was celebrated May 8-14, 2023. The theme this year was Our Nurses. Our Future. This theme showcased the many roles that nurses play in one's healthcare journey. At Riverside, the week consisted of daily food themes at each site, pizza, long johns, pancake breakfast, nachos, and popcorn. Potted birch trees were displayed at each site that consisted of nursing caps where nurses wrote why they went in to nursing or what makes them feel nursing is a good profession. Secondly, birch trees displayed stars where patients, clients, residents, and/or families displayed what they felt about nursing. These trees were displayed in areas for the public to see. Draws were completed for each site for nursing to win themed baskets. Each nurse received a bag full of treats, one item being nurse badges. A video celebrating nursing week with pictures of Riverside's nurses was posted on our intranet and social media.
- **Nurse Badges**



- **Staff Appreciation**  
Each Riverside Staff received a plant for their garden for the May pop up staff appreciation.

#### One Riverside - Promoting a Consistent and Empowering Culture

- **Sinclair Street**  
On Tuesday, May 23, 2023, the Town of Fort Frances will begin upgrades to Sinclair Street, adjacent to La Verendrye General Hospital. The upgrade includes the watermain, sanitary sewer replacement, road repair and resurfacing. The project is expected to continue until September 2023. We are awaiting further details on this project at this time.

At the onset of this project access to Sinclair Street via Victoria Avenue will be blocked off. The staff parking lot will be accessible via Armit Avenue. Additionally, the areas closest to Victoria Avenue, including doctors' parking and street parking next to the community counseling building, will be affected.

## Board Chair, Chief of Staff & Senior Leadership Report – May 2023 Open Session

A leadership group has been formed to ensure that functional and communication matters are addressed proactively as it relates to this project.

- **OPP Meeting**

Our Team met with Constable Dereck McLean of the local OPP Detachment on May 11, 2023, at LaVerendrye General Hospital to discuss patient hand off from the OPP to staff at Riverside Health Care. A hand off form shared by TBRHSC was discussed further at the meeting. Katharine Byrick of BLG also engaged Lisa Longworth (Provincial Mental Health Lead / Program Analyst), Chantal Dupuis (lead for Northeast and Northwest) and Norm Feaver (legal counsel for OPP) about our challenges. We are currently engaging the local OPP to enhance the MOU and possibly add use of a hand off (transfer of care) form.

- **Front Line In Quality Initiatives**

Our Directors of Risk and Quality have prepared an educational session specific to coaching leadership on how to engage front line staff in all aspects of quality improvement in their respective departments. This session will form the majority of our Directors meeting on May 30, 2023, at Rainycrest's Hallet Hall. Effective quality programs are typically driven bottom up and require that staff are actively involved in all aspects of quality from identification of opportunities straight through to implementation and evaluation of solutions.

### Tomorrow's Riverside Today - Investing Today to Support Tomorrow

- **Ontario Health Team**

Our OHT is in the process of hiring an Executive Lead and a System Planner. Odgers Bernstein of Toronto has been hired to conduct this search. As the OHT is intended to be permanent but only comes with annual confirmation of one-time funding there are considerable roadblocks to recruiting other than a full-time position. As such, Riverside Health Care has agreed to absorb the financial risk of funding ceasing and employment being terminated for staff that have moved to our region/community. Concerns were raised regarding who would employ this individual if we recruited a full-time permanent employee. Discussion is ongoing.

- **Regional Transformation and Integration**

- Hospital Led Transformation Priorities:
  - Regional Electronic Health Record Renewal
  - Regional HHR Planning
  - Regional Laboratory
  - Regional pharmacy
  - Pandemic Response (including Regional Surgical approaches).

- **System Led Transformation**

- Regional maturation of OHTs
- Regional enablers (ie. digital and data).

- **List Of OHTs in the Northwest**

1. All Nations Health Partners
2. Rainy River District
3. City and District of Thunder Bay
4. Kiiwetinoong Healing Waters

- **Regional Surgical Operational Working Group**

Surgical services have been impacted through the COVID-19 pandemic with reduced operating room time, patients unwilling to travel, high hospital occupancy rates and HHR struggles resulting in a significant back log of surgical procedures. These issues, in addition to hospital operating funding pressures, are consistent across the Northwest and require a regional solution that is specific to the geography and population. The focus of this work will be on the planning for sustainable and equitable surgical solutions to improve access and quality surgical experiences for the residents of the Northwest Region.

The purpose of this working group is to assist with the development of a comprehensive blueprint for surgical services in the Northwest including:

- Expansion of the team based single point of entry model across the region – Central Waitlist Management
- Integration of many aspects of care and a regional governance structure to support equitable/ethical decisions
- Updated facilities, equipment, and education to provide best practice care
- Pathways to ensure equitable access to care as close to home
- Dedicated/Defined referral surgical pathways and patient repatriation

## Board Chair, Chief of Staff & Senior Leadership Report – May 2023 Open Session

- Health System Sustainability (result in efficiencies/reinvestment of existing resources/improving wait times)
- Maximize future funding opportunities by designing a future focused system
- Continue to enhance high-quality clinical care

What's in scope:

- All regional hospitals with surgical/endoscopy services (not limited to current partners in Regional Surgical Services)
- Capital Investments
- Operational and HHR requirements

What's out of scope?

- Regional Surgical Network – physician funding AFA
- Diagnostic Imaging and Laboratory planning

A Fort Frances meeting will be held on May 18, 2023, including the Senior Team, local and regional surgical staffing representation, Director of Nursing and both the Chief of Staff and Associate Chief of Staff to garner our collective insight regarding surgical challenges and opportunities.

- **Home & Community Care (H&CC)**

RHC has, through engagement with H&CC, reclaimed four office spaces and a meeting room on the 3<sup>rd</sup> floor of LVGH. With the conversion of one prior meeting space to a ceremonial space and the need for additional office spaces we are pleased this was achievable. H&CC are retaining four office spaces on the 3<sup>rd</sup> floor to accommodate their staff that are frequently working out of office.

- **Surgical Program**

Riverside will be performing joint replacements, hips and knees for Manitoba patients. Riverside will be sharing 300-400 cases with Dryden and Kenora. This will result in an activity increase of 150 joints over the next year.

### **Striving To Excel in Equity, Diversity & Inclusion (EDI)**

- **Sparks Rural & Northern Conference**

The CEO and CNE attended the Sparks Rural & Northern Conference on May 2 and 3, 2023 via video conference. The sessions largely focused on mental health, addictions, Indigenous health care, cyber security, incidence management, virtual care, transitions from urban to rural hospitals, and access to care in rural communities.

- **Ceremonial Space**

The construction component of the ceremonial space at LVGH is nearing completion for end of June 2023. Demolition, insulation, wall board, tee bar installation, and new doorway is all done. Wiring, flooring, ductwork, HVAC controls are in progress.

- **Shared Worship Space**

Riverside is working to convert the current LaVerendrye General Hospital chapel into a shared worship space. This work is being conducted on an ongoing basis and was done in consultation with Riverside staff. Work is being done to remove religious symbols, install privacy curtains to allow multiple genders/religions to worship in the space at the same time, install a cabinet to store various religious items, install a compass indicating the direction of Mecca for Muslim worshippers, and adding removable signage indicating "prayer/meditation in progress - please do not disturb."

Thank you to the Riverside Team for their submissions, they are invaluable in the preparation of this report.

Respectfully Submitted,

Joanne Ogden, Board Chair

Dr. Lucas Keffer, Chief of Staff

Julie Loveday, Executive Vice President, Clinical Services & CNE

Carla Larson, Chief Financial Officer

Henry Gauthier, President & CEO



**Audit & Resources Committee Report – May 2023**

2.4.1 Financial Report – 2022-23 Draft Unaudited Year End \*



## Operating Revenue & Expense Summary April 1, 2022 to March 31, 2023

		2022-2023 DRAFT Budget	YTD DRAFT Budget	YTD Actual	YTD Actual Dollars Over(Under) YTD Budget	YTD Actual Percent Over(Under) YTD Budget
<b>Fund Type 1 - LHIN Funded - Hospital Services</b>						
<b>REVENUE</b>						
LHIN - Base Funding	A-1	\$27,866,124	\$27,866,124	\$28,160,538	\$294,414	1.06%
QBP Funding	A-2	\$489,500	\$489,500	\$1,591,045	\$1,101,545	225.03%
Other Funding (19*) - Hospice, Oncology Drug Reimbursement, Stroke Strategy	A-3	\$1,398,500	\$1,398,500	\$2,626,720	\$1,228,220	87.82%
LHIN - One Time Funding	A-4	\$58,800	\$58,800	\$3,866,106	\$3,807,306	6475.01%
MOHLTC - One Time Funding	A-5	\$196,275	\$196,275	\$196,279	\$4	0.00%
Other Revenue MOHLTC - HOCC	A-6	\$624,774	\$624,774	\$661,116	\$36,342	5.82%
Paymaster	A-7	\$0	\$0	\$0	\$0	0%
Cancer Care Ontario	A-8	\$21,788	\$21,788	\$9,637	(\$12,151)	-55.77%
Recoveries & Miscellaneous	A-9	\$1,716,159	\$1,716,159	\$2,141,596	\$425,437	24.79%
Amortization of Grants/Donations Equipment	A-10	\$387,373	\$387,373	\$359,773	(\$27,600)	-7.12%
OHIP Revenue & Patient Revenue from Other Payors	A-11	\$1,725,506	\$1,725,506	\$1,828,997	\$103,491	6.00%
Differential & Copayment	A-12	\$970,001	\$970,001	\$762,729	(\$207,272)	-21.37%
<b>TOTAL REVENUE</b>	<b>A-13</b>	<b>\$35,454,800</b>	<b>\$35,454,800</b>	<b>\$42,204,536</b>	<b>\$6,749,736</b>	<b>19.04%</b>
Compensation - Salaries & Wages	A-14	\$19,234,068	\$19,234,068	\$23,474,962	\$4,240,894	22.05%
Benefit Contributions	A-15	\$5,173,732	\$5,173,732	\$5,244,230	\$70,498	1.36%
Future Benefits	A-16	\$199,100	\$199,100	\$163,800	(\$35,300)	-17.73%
Medical Staff Remuneration	A-17	\$1,810,900	\$1,810,900	\$2,535,014	\$724,114	39.99%
Nurse Practitioner Remuneration	A-18	\$138,448	\$138,448	\$216,482	\$78,034	56.36%
Supplies & Other Expenses	A-19	\$5,390,945	\$5,390,945	\$6,835,295	\$1,444,350	26.79%
Amortization of Software Licenses & Fees	A-20	\$27,831	\$27,831	\$17,831	(\$10,000)	-35.93%
Medical/Surgical Supplies	A-21	\$747,713	\$747,713	\$1,408,329	\$660,616	88.35%
Drugs & Medical Gases	A-22	\$1,622,419	\$1,622,419	\$2,627,424	\$1,005,005	61.94%
Amortization of Equipment	A-23	\$813,165	\$813,165	\$830,976	\$17,811	2.19%
Rental/Lease of Equipment	A-24	\$158,458	\$158,458	\$182,672	\$24,214	15.28%
Bad Debts	A-25	\$82,000	\$82,000	\$120,058	\$38,058	46.41%
<b>TOTAL EXPENSE</b>	<b>A-26</b>	<b>\$35,398,779</b>	<b>\$35,398,779</b>	<b>\$43,657,073</b>	<b>\$8,258,294</b>	<b>23.33%</b>
<b>SURPLUS/(DEFICIT)</b>	<b>A-27</b>	<b>\$56,021</b>	<b>\$56,021</b>	<b>(\$1,452,537)</b>	<b>(\$1,508,558)</b>	<b>-2692.84%</b>



## Operating Revenue & Expense Summary April 1, 2022 to March 31, 2023

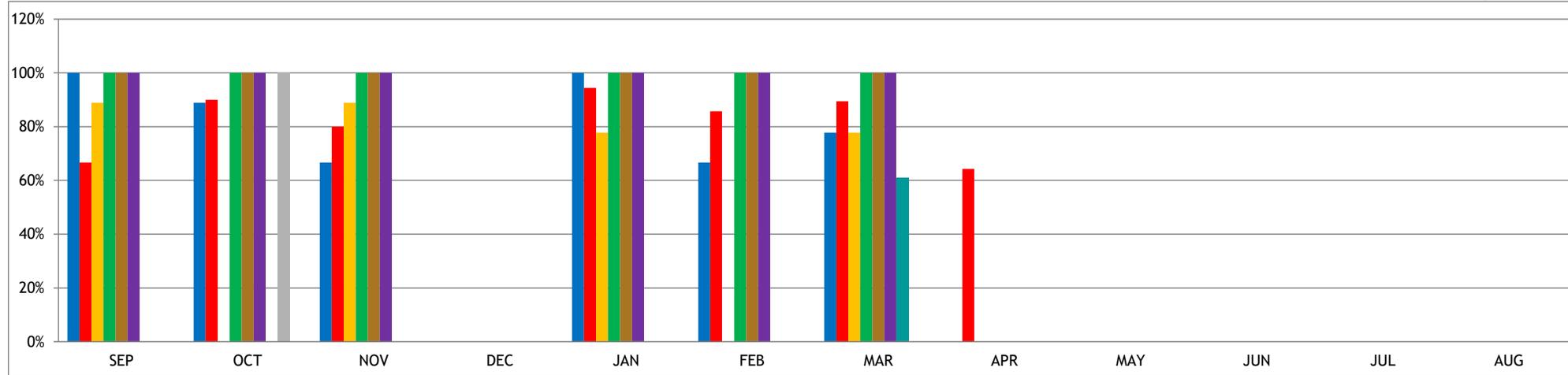
		2022-2023 DRAFT Budget	YTD DRAFT Budget	YTD Actual	YTD Actual Dollars Over(Under) YTD Budget	YTD Actual Percent Over(Under) YTD Budget
<b>Fund Type 2 - LHIN Funded - Counselling &amp; Non Profit Housing Programs Mental Health - Case Management - Housing - Addictions - Problem Gambling</b>						
TOTAL REVENUE	B-1	\$1,523,053	\$1,523,053	\$2,067,025	\$543,972	35.72%
TOTAL EXPENSE	B-2	\$1,523,053	\$1,523,053	\$2,112,350	\$589,297	38.69%
SURPLUS/(DEFICIT) - DUE To LHIN	B-3	\$0	\$0	(\$45,325)	(\$45,325)	0.00%
<b>Fund Type 3 - Other Ministry/Agency Funded - Non Hospital Services Partner Assault Response - Family Violence</b>						
TOTAL REVENUE	C-1	\$203,436	\$203,436	\$262,765	\$59,329	29.16%
TOTAL EXPENSE	C-2	\$203,436	\$203,436	\$262,765	\$59,329	29.16%
SURPLUS/(DEFICIT) - DUE To Other	C-3	\$0	\$0	\$0	\$0	0.00%
<b>Fund Type 2 - LHIN Funded - RainyCrest Community Support Services (Home Support, Assisted Living, Adult Day, Meals on Wheels)</b>						
TOTAL REVENUE	D-1	\$1,612,382	\$1,612,382	\$2,217,346	\$604,964	37.52%
TOTAL EXPENSE	D-2	\$1,612,382	\$1,612,382	\$2,217,346	\$604,964	37.52%
SURPLUS/(DEFICIT) - DUE To LHIN	D-3	\$0	\$0	\$0	\$0	0.00%
<b>Fund Type 2 - LHIN Funded - RainyCrest Long Term Care</b>						
TOTAL REVENUE	E-1	\$14,252,075	\$14,252,075	\$17,378,798	\$3,126,723	21.94%
Compensation & Benefit Contributions	E-2	\$12,055,122	\$12,055,122	\$14,598,581	\$2,543,459	21.10%
Supplies	E-3	\$1,314,068	\$1,314,068	\$1,478,271	\$164,203	12.50%
Service Recipient Specific Supplies	E-4	\$0	\$0	\$0	\$0	0.00%
Sundry	E-5	\$1,135,117	\$1,135,117	\$1,576,847	\$441,730	38.91%
Equipment	E-6	\$252,989	\$252,989	\$1,487,901	\$1,234,912	488.13%
Contracted Out	E-7	\$113,883	\$113,883	\$83,332	(\$30,551)	-26.83%
Building & Grounds	E-8	\$29,013	\$29,013	\$333,275	\$304,262	1048.71%
TOTAL EXPENSE	E-9	\$14,900,192	\$14,900,192	\$19,558,207	\$4,658,015	31.26%
SURPLUS/(DEFICIT) including unfunded liabilities	E-10	(\$648,117)	(\$648,117)	(\$2,179,409)	(\$1,531,292)	236.27%
Less: Unfunded Future Benefits	E-11	\$0	\$0	\$131,175	\$131,175	0%
Less: Unfunded Amortization Expense	E-12	\$0	\$0	\$8,519	\$8,519	0%
SURPLUS/(DEFICIT) excluding unfunded liabilities	E-13	(\$648,117)	(\$648,117)	(\$2,039,715)	(\$1,391,598)	214.71%
Operating Surplus(Deficit) - Corporate - Hospital and Other Funds		(\$592,096)	(\$592,096)	(\$3,603,251)		
Operating Surplus(Deficit) - Hospitals & Long Term Care ONLY		(\$592,096)	(\$592,096)	(\$3,557,926)		
Total Operating Margin - Hospitals & Long Term Care ONLY		-1.19%	-1.19%	-5.98%		



**Quality, Safety, Risk Committee Report – May 2023**

2.5.1 Board Quality Metrics \*

# BOARD OF DIRECTORS - QUALITY METRICS - 2022-2023



- INDICATORS:
- Participation A** - # of voting board members attending board meetings monthly.
  - Participation B** - # of voting board members attending committee meetings monthly.
  - Reflection A** - # of completed board meeting evaluation surveys bi-monthly.
  - Reflection B** - # of members that complete the board self-assessment questionnaire annually (June).
  - Decision Making** - # of board decisions made by detailed briefing notes/supporting documentation done monthly.
  - Education A** - # of education sessions at board meetings monthly.
  - Education B** - # of board meeting agenda items related to integration, quality or strategy monthly.
  - Composition** - # of categories in the skills based board matrix met annually (March).
  - Compliance** - # of new directors that attend board orientation annually (Sept).

INDICATOR	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD Actual	Target	Variance	Notes
1. Participation A	100%	89%	67%	#DIV/0!	100%	67%	78%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	83%	75%	8%	
2. Participation B	67%	90%	80%	#DIV/0!	94%	86%	89%	64%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	82%	75%	7%	
3. Reflection A	89%	#DIV/0!	89%	#DIV/0!	78%	#DIV/0!	78%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	83%	100%	-17%	
4. Reflection B										#DIV/0!			#DIV/0!	100%	#DIV/0!	
5. Decision Making	100%	100%	100%	#DIV/0!	100%	100%	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100%	90%	10%	
6. Education A	100%	100%	100%	#DIV/0!	100%	100%	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	120%	100%	20%	min of 1 session/mtg
7. Education B	100%	100%	100%	#DIV/0!	100%	100%	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100%	100%	0%	min of 2 items/mtg
8. Composition							61%						61%	89%	-28%	11/18 skills met
9. Compliance	#DIV/0!	100%	#DIV/0!										#DIV/0!	90%	#DIV/0!	Board Orientation took place in October 2022



## Auxiliary Report – May 2023

### Emo

No Report.

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### La Verendrye General Hospital

See Attached Report.

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### Rainycrest

No Report.

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### Rainy River

The big event for May was our Annual Strawberry Social. It was a great success with strawberry dessert served as well as a penny table, special draw tables and a plant table. All proceeds are designated to go toward the purchase of a new ultrasound machine for the Rainy River Health Centre. Our last meeting of the season will take place in June with election of officers on the agenda.

**La Verendrye General Hospital Auxiliary  
Executive Committee Meeting  
May 2, 2023 at 1:30 p.m.**

**Present:** Marnie Cumming Margie Gibson  
Linda Booth Donna Penney  
Jan Beazley Linda Plumridge  
Brenda Cox Susan Sieders

**Absent:** Ellen Gagne Diane Glowasky  
Irene Laing

**1.0 Call to Order:**

Marnie called the meeting to order at 1:32 p.m.

**2.0 Auxiliary Pledge**

Donna read the Auxiliary Pledge.

**3.0 Declaration of Conflict of Interest**

There was no conflict of interest declared.

**4.0 Approval of Agenda:**

The agenda was approved as circulated.

**5.0 Minutes**

The minutes of the April 4, 2023 meeting were accepted as circulated.

**6.0 Treasurer's Report**

Linda had circulated the Treasurer's Report (see attached), which included the draft year end statement to March 31, 2023, the April 30 Financial Report, and a summary of the fundraising revenue for the past fiscal year. She reviewed the information in detail and felt we were doing very well with the Shop revenues and fund-raisers.

**7.0 Correspondence**

None

## 8.0 Directors Reports

### Foundation Representative Update

Marnie said she had received the capital equipment list. There were 16 more IV pumps on the list, over and above the ones fundraised for in the Emergency department. She noted we must consider what we will fundraise for in the coming year. The Foundation will be making an announcement shortly on another large fundraising campaign and we may be able to consider this at our next meeting. We would like to announce our next pledge at the AGM in June.

### Gift Shop

Jan received a quote for the parts to fix the confectionary machine. The costs were approximately \$970 plus applicable taxes. There was also a large cost for Twin City Refreshments to come and fix the machine. Jan was in touch with Ed Cousineau and he indicated that Biomed would repair the machine for us once the parts are in.

**Moved by:** Linda Plumridge                      **Seconded by:** Brenda Cox

That we move ahead and purchase the necessary parts to fix this machine.

### Carried.

The old Coke machine in the storage room would be removed on May 3. Jan did not have a further update on the electrical work being completed to move the other pop machine.

Susan updated on new merchandise and pop-ups. There was also discussion on additional signage.

### Communications

Marnie noted we would get an article out on Rockin for a Reason which was a very successful event. Jan had followed up with Riverside on the Auxiliary getting their own email, for use by the President as needed, and the Treasurer for e-transfers, etc. This was approved and Chris Dent will work on getting this finalized – it will likely be LVGH [Auxiliary@rhcf.on.ca](mailto:Auxiliary@rhcf.on.ca). Linda will discuss with Chris Dent as well.

### Memberships

Marnie indicated we had 2 renewals and 2 new members.

Phoning/Courtesies: Donna updated on cards sent out. She noted that a small birthday party would be held for June Smith for her 100<sup>th</sup> birthday at Rainycrest.

## **Social Activities**

Marnie noted the staff appreciation went very well, and more packages had been required. Next year, we would get a more accurate number of all staff working.

## **Special Events – vacant**

## **Directors at Large**

Brenda said her 3 years is up and is willing to resign for other folks to take on this position. There are other activities/functions that she would be able to complete as she is interested in staying on. Linda Booth agreed to move up to the Secretary role as Ellen Gagne will not be able to continue. This will all be reviewed by the Nominations Committee.

## **9.0 Unfinished Business**

**Volunteer Recognition** – No update on this.

## **Rockin for a Reason Update**

Marnie thanked Linda Booth for all her work on getting this organized. She had also raised the most funds with \$1435 to date with a few more pledges coming in. Linda P noted that we had about \$8,000 in individual contributions; \$3,300 from businesses, and the Poppy Fund from the Legion for \$5,000. This totalled about \$16,521 to date.

There was discussion that our booth location wasn't as good as last year. Note of thanks would be sent out to businesses, and a communiqué would be put in the paper.

## **Strawberry Social**

After discussion, it was agreed that this year's event would be take out/delivery only. Price is \$6 same as last year with a minimum order of 2. Jan has checked on the ambulance space and the mid-size freezers which are available for the event. She also talked to Nicole re Food ordering and the list of requirements needs to be to her by June 8, with delivery on June 12.

Brenda agreed to take over the calling of businesses for orders from Jan.

## **Stitches Update**

Marnie had talked to Aimee from Seven Gens about the ribbon skirts and thinks this will work out. Betty's has come on as a sponsor and will set up their sewing machines, as well as donate one for a raffle. The event will be on Oct. 13/14 at Zion Lutheran. Donna will look after servers for refreshments. There will also be a bake sale. More details will follow.

### **Sandy Beadle – Retirement**

Marnie purchased a gift certificate from Hammonds for \$150.00 and purchased one of the boxes from the gift shop with engraving. The gift totalled about \$200.

### **Nominations Committee**

The committee met and reviewed requirements for the upcoming year. They would be following up with individuals and have more information at the next meeting.

### **10.0 New Business**

#### **AGM**

The AGM will be held on June 12. Marnie asked the group to have their year end reports in to here by Friday, May 26<sup>th</sup> so that the document can be formatted and copied.

### **11.0 ADJOURNMENT**

Meeting was adjourned at 3:10 p.m. Next meeting on Tuesday, June 6<sup>th</sup> with the AGM and Luncheon on Monday, June 12<sup>th</sup>.

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Marnie Cummings, Chair