

**Shoreham Village Senior Citizens Association  
Board of Directors Meeting  
May 23, 2017  
2:00 pm**

**Present:** Sue Neilson, John Frizzle, Patsy Brown, Liz Finney, Nancy Timbrell-Muckle, Alice Leverman and Reinhard Jerabek, Josie Ryan

**Regrets:** Janet Simm and Nancy Guest

**1. Call to Order**

The Chair called the meeting to order at 2:10 pm. It was noted that Janet Simm was unable to attend and that Josie Ryan was attending on her behalf.

**2. Approval of Agenda**

Patsy Brown added the Foundation's Golf Tournament fundraiser to the agenda.

***Patsy Brown approved and seconded by Alice Leverman. Motion Carried.***

**3. Approval of Minutes – April 4, 2017**

- Under section 10.4 "GP-2: Role of the Board" of the minutes – Policy GP-2: Role of the Board was revised. It was the by-laws that needed to be approved at the Annual General Meeting, not Policy GP-2.
- Under section 13.4 "Volunteer Appreciation Event" – The suggestion was not to have representation at municipal meetings, but to nominate one of our volunteers for the Volunteer Municipal Event. This event happens each year and an annual submission should be done each year.
- It was noted that the CEO is doing a wonderful job using only the Shoreham Village email to communicate with the Board.
- It was asked if anything has been done with the \$200,000 available to be used for renovations of our facility. Josie Ryan mentioned that the CEO had contacted the Director of Continuing Care at the DHW but has not signed off on approval to proceed to date. The Chair noted that we have been losing money since April 6<sup>th</sup> and will continue to lose money until we get the required approvals.

***Nancy Timbrell- Muckle and Alice Leverman moved approval of the April 4, 2017 minutes with the noted revisions. Motion Carried.***

**4. Board Education Session**

Point Click Care Implementation – Josie Ryan

- Point Click Care (PCC) is an electronic charting system. It is not used for medication administration at this time staff continue to use paper MARs. The EMar portion is not capability with Pharmacy processes.
- Point Click care provides secure remote access for Physician, Pharmacy and Nursing.
- A care module, Point of Care, will be implemented prior to the end of the calendar year. This will allow for CCA to document daily activities directly into the chart.
- There is an electronic communication board available on the system, the ability for Environmental and Food Service staff to access this is being investigated.

- Josie Ryan reviewed our Scorecard. The scorecard includes key indicators of resident care e.g. occupancy rates, resident incidents, infections and Staff Hand Hygiene Rates. The scorecard will be presented quarterly, including a trend analysis.

*The Chair noted that this is essential information for the Board.*

- Josie reported that Shoreham Policies and Procedures are available electronically and an icon has been placed on every computer in the building, so that staff can easily access. They are in PDF format therefore cannot be modified without approval. Staff would prefer to have paper copies; however, it is not possible guarantee accuracy with paper binders throughout the building. With the electronic version staff always have access to the most up to date information.

## 5. **Business Arising**

Nil

## 6. **Chair's Report**

- The Chair sent greetings from the Board at the Volunteer Appreciation Event. It had a Mad Hatter theme and was a wonderful event.
- The Chair sent greetings from the Board at the Staff Recognition Event. The attendance was low, but everyone had a wonderful time. Attendance continues to be an issue at the staff event. It may be time to make changes.
- Licensing Report – The CEO and Chair receives a copy of the Licensing Report. It doesn't get distributed all Board members, but anyone is welcome to request a copy of this document. There were a number of recommendations.

## 7. **Finance Report**

### **7.1.1 Financial Statements to the end of March 2017 (Attachment)**

- Cash position is stronger than last year.
- Deferred contributions and long term deferred revenue lines are comprised of fixed assets.
- There was a deficit for March due to planned spending.
- Cumulative end of period deficit is \$236k. Changes are mostly due to fixed assets and equity transactions, resulting from the change in capital asset policy.

### **7.1.2 Boiler Financing**

- The Department of Health and Wellness has approved new boilers. \$360,000 funding for over a 15 year period. Reinhard Jerabek suggested that instead of borrowing money from the government (which would incur legal and additional financing fees); that Northwood advance Shoreham the \$360,000 and we could pay the money back at a lower interest rate. The interest rate with the Department of Health and Wellness is 5% and with Northwood it would be 2-2 1/2 %
- The Board thought that it seemed like a great suggestion. It would save Shoreham a substantial amount of money and it would generate a modest return for Northwood.
- Northwood will prepare a Promissory Demand Note, so that Shoreham could pay as funds become available.

**Motion was made by Patsy Brown that we borrow \$360,000 required for the new boilers from Northwood at a reduced interest rate. A Promissory Demand Note will be created. Seconded by Nancy Timbrell-Muckle. Motion Carried.**

**8. CEO Report (Attachment)**

Discussion held on areas of interest from the attached report.

***Motion made by Alice Leverman to approve and seconded by Patsy Brown. Motion Carried.***

**9. Monitoring Executive Expectations**

9.1 EE-4: Financial Condition

9.2 EE-8: Communication and Support to the Board

9.3 EE-9: Emergency Executive Succession

***Motion made by Nancy Timbrell-Muckle to accept monitoring reports. Seconded by Patsy Brown. Motion Carried***

**10. Board Policy Review**

10.1 EE-8 – This policy will be reviewed at the June meeting. The Chair and Tammy Leopold are working together to clean up some of the Board policies.

**11. Items for Discussion/Decision**

11.1 Strategic Planning

Vision, Mission, Values Draft – Consultation feedback

Facility Refurbishment Strategy

- The Chair and CEO met with staff, residents, Foundation and Auxiliary representation, and volunteers for feedback on the draft Vision, Mission, Values. We will wait to discuss the results from these sessions once the CEO is returns.

11.2 Shoreham Logo

- Liz Finney has an appointment arranged with Carol Ritchie from Northwood to discuss the branding and logo. Liz spoke to Nancy Guest and will be working with her to design the signage.
- Updates will be provided at the June meeting.

11.3 AGM Planning – June 27, 2017 (Draft Agenda attached)

- Number 8 – By laws – There will be more changes required to our By-laws.
- It was asked if we have ever considered having a guest speaker at our AGM's to gather more interest from the community. It would be wonderful to have public attend our AGM so that an overview on the history of the partnership could be presented and it would show the community how far we have come since the partnership.

**12. In Camera – CEO Evaluation**

**13. Next Meeting: June 6, 2017, 2 pm – Draft Audited Financial Statements**

**14. Adjournment: Meeting adjourned at 3:50 pm**