

**Shoreham Village Senior Citizens Association
Board of Directors Meeting Minutes
September 18, 2019
3:00 pm**

Present: Alice Leverman, Patsy Brown, Joseph Green, John Frizzle, Nancy Timbrell-Muckle, Liz Finney (until 4pm), Wayne Arnold, Janet Simm, and Reinhard Jerabek (via Skype)

Regrets:

Meeting called to order at 3:08 pm

1. Welcome and introductions

- Welcomed Wayne Arnold as a new Board Director.
- Board congratulated Alice on her new role as Chair.
- Liz noted that she would need to leave the meeting at 4pm.

2. Approval of Agenda

- Item 3 – Approval of May 15th minutes was moved to the end of the agenda, In-Camera.
- Items 10,11,12 – No reports as this will be discussed under Item 6.1

Motion to approve amended agenda. Patsy Brown/Liz Finney. Motion Carried.

3. Approval of Minutes – June 19, 2019

Motion was made to approve the June 19, 2019 minutes. John Frizzle/Nancy Timbrell-Muckle. Motion Carried.

4. Business Arising

- 4.1 Strategic Partnerships/Building Renewal Project
-updated building proposal/summary (attached)

This topic will be covered under agenda Item 7 - CEO Report

5. Finance Report

5.1 DHW 2019/2020 Funding

- Received DHW budget on June 19th. Not much changed in the budget. A \$4,000 increase in operations and funding for a dishwasher and some beds was approved.

5.2 Financial Statements to August 2019 (Attachment will be circulated by September 16)

- YTD – No surprises
- Cash – We are in a similar cash position as last year. It is good to keep a cash position close to \$500,000.
- Accounts Receivable – Significant increase compared to last year. This increase was due to payment of outstanding HST Input Tax Credits.
- We are over budget due to increased costs, which are not covered in the DHW budget.

- Environmental Services and Facility Services – Higher than normal due to some recent purchases.
- No instability with the financials. We are in a good financial position for this point in the year.

5.3 Signing Authority Resolution

- Staff names have been removed from the signing authority and only position titles are listed.
- Some additional titles have been added to the list. There are times, especially during vacations, that it is difficult to get cheques signed. Adding a few more staff to the list will ensure cheques are processed in a timely manner.

Motion to approve new Signing Authority. John Frizzle and Patsy Brown. Motion Carried.

6. **Chairs Report**

6.1 Board Planning Cycle (Attachment)

- The Chair posed a question to the Board. Every meeting Board policies are reviewed according to the Board Planning Cycle. A fair amount of reviewing minutes and policies needs to be done before each meeting. The Chair is the one that did this review and made necessary recommendations to the Board.
- Two suggestions were put forth:
 - Option 1** - Board Policy reviews occur at designated times throughout the year. Could be once per year, twice per year, or a few times per year. This would be a separate meeting, in which full attention would be put on the review.
 - Option 2** – Continue reviewing policies at each meeting, but with the expectation that each member will do a thorough review of policies before meetings. Policy reviews will no longer be solely the responsibility of the Chair. All members will be expected to review the policies and make recommendations for consideration.

Decision was made to go with Option 2.

- The Chair did not review Agenda Items 10,11,&12 due to this discussion. These items will be added to the agenda for the next meeting.
- A physician recruiter with the NS Health Authority has asked to meet with the Chair and CEO to discuss Shoreham.
- Concerts for Care Initiative – The concert was a success and a wonderful afternoon for many. One concern mentioned was the poor sound system quality. This will need to be looked at.
- FOI POP – The review did not take as long as expected. It was felt that a partial reimbursement is owed to us, as we paid \$10,000 to have this review done due to the extensive amount of time involved.
- No word from government on our facility replacement/renovations.
- On September 11th an article was in the Masthead News from our Member of the Legislature. He spoke about dedicating money to the St. Margaret Bay/Chester area long-term care infrastructure. The Chair is hoping to speak with the local MLA regarding this.
- Board Education – Any suggestions for Board education, please contact the CEO.
- We will need to get back to the Strategic Plan.
- Going forward the Chair's report will be in writing, instead of verbal.

7. CEO Report (Attachment)

7.1 Main Entrance Project Update/Motion

- As part of our partnership with the OHC, we shared our license with them to do Age Care Technology surveys. Some training was done in the summer and surveys have been started.
Concerts in Care Initiative – They have offered to put on 10 concerts at Shoreham for \$3,000. It was felt that this was a lot for Shoreham to take on, given space limitations and the additional pressures put on staff. It was suggested that maybe we consider sharing the concerts with NW. We could look at splitting up the concerts and cost. It was felt that this would be more sustainable for Shoreham. The CEO will take this recommendation forward.
The Lunenburg Academy of Music Performance has also agreed to perform at Shoreham Village - arrangements are currently being made.
- The main entrance is currently closed and the old entrance is being used. A few changes need to be made to the waunderguard system on these doors.
- Very little capital funding was awarded to us. It was noted that many caring individuals live in our community. A number of them would probably be willing to help with some of our capital items, if approached for a donation. The Chair is going to speak to the Foundation Chair regarding this.
- Summer went from the best ever for staffing, to the worst ever. We are currently using agency staff to fill our staffing gaps. In addition to a number of strategies, we are looking at a formal international recruitment strategy. We are looking at a contract with an international recruiter. They have indicated that they could get us staff as early as 2 months.
- The number of antibiotics that we have on site is being expanded. This will allow us to treat residents without having to contact the doctor to write a prescription.
- FOI POP – 77 pages were received from this inquiry. The majority of what was received was our original documents from the architect, which was sent to them. We are not pleased with spending \$10,000 to receive our documents in return.
- Next steps regarding SV Building Renewal Project – Arrange a meeting with the Acting Deputy Minister – Dr. Tom Marrie and a meeting with our MLA – Hugh MacKay. Action: CEO to arrange. Going public would be a last step.
- Patsy and the Chair have made a plan to review the strategic plan. They will review all documents pertaining to the facility replacement/renovations and will bring results to the November meeting. The CEO has a chronical list of all actions taken to date. She will review this list and ensure it is up-to-date.

8. New Business

8.1 Concerts for Care Initiative

Covered in CEO Report

8.2 Potential Board Member – Andrew Synder (Attachment)

Motion was made by Joseph Green to accept Andrew Synder on the Board as a new Director, with official membership being determined at the Annual General Meeting. Seconded by Nancy Timbrell-Muckle. Motion Carried.

9. Monitoring Executive Expectations (Attachment)

9.1 EE-4: Financial Condition

9.2 EE-10: Public Image

- Some information on Shoreham’s website was not up-to-date. The CEO explained that Shoreham’s website is very challenging to update based on the way that it was created. NW staff are finding it difficult to make changes, but was able to make some updates to the site, so it should be up-to-date. Solutions are being explored to make it easier to make changes to the site. Eventually Shoreham will be able to make some of their own changes to the site.

9.3 EE-13: Risk and Incident Reporting

It was suggested that the frequency of Monitoring Executive Expectations should also be reviewed.

10. **Board Policy Review**

- 10.1 EE-1: General Executive Constraint
- 10.2 EE-2: Treatment of Employees
- 10.3 EE-11: Information Management
- 10.4 EE-13: Risk and Incident Reporting
- 10.5 GP-4.1: Board Meeting Processes

Added to the agenda for the next meeting.

11. **Self-Monitoring Governance Process**

- 11.1 GP-1: Role of the Board

Added to the agenda for the next meeting.

12. **Board Executive Relationship**

- 12.1 BE-1: Global Board-Executive Relationship
- 12.2 BE-2: Monitoring Executive Performance

Added to the agenda for the next meeting.

13. **Is there anything from our discussion today that we need to communicate with the Shoreham Foundation Board?**

The Chair will be meeting with the Foundation Chair to discuss fundraising opportunities within our community.

14. **Next meeting – November 20, 2019**

15. **Adjournment**

Motion to adjourn at 4:53 pm. John Frizzle