

**Minutes of the Board of Directors  
of the Alzheimer Society Lanark Leeds Grenville**

January 19, 2021

Audio/Video Conference Call via Zoom

**1. Call to Order and Roll Call**

The meeting was called to order at 5:02 p.m.

**Present:** Melinda Coleman (Executive Director), Peter Cuthbert (Chair) Susan Storie, Robin Hawe, Peter Petsanis, Linda Chaplin, Matthew Armstrong, Vicki Willis.

**Regrets:** Anita Fitches

**Guest:** Robin Hull

**2. Confirmation of Agenda and Additions**

- Operational Health & Safety Policy

**Motion:** Robin H. and **Second:** Matthew A. that the Operational Health & Safety Policy be accepted as circulated and presented by Melinda C. **All Approved & Carried.**

**3. Approval of Minutes - December 2020**

**Motion:** Peter P. and **Second:** Linda C. that the Minutes from the meeting Dec. 15, 2020 be accepted as presented. **All Approved & Carried.**

**4. Staff Presentation – Robin Hull**

- Melinda C. introduced Robin, our Education Coordinator.
- Robin has been with the society for 10+ years. Robin provided a description of her role and information about the Education Programs offered throughout our society – such as First Link; Dementia Friendly training for Businesses; Finding Your Way; Gentle Persuasive Approach (GPA).
- Under the Finding Your Way Program, Robin has contacted the Police Foundations course at the Algonquin College Perth Campus. Robin also provides education to Police Officers, First Responders, etc.
- Robin also participates in 4 Memory Clinics.

**5. Financial**

a) **December Financial Statement** was sent out prior to the meeting.

- Melinda provided an overview and discussion occurred.
- In Year Reallocation – the entire amount of \$79,063 has been approved.
- Melinda advised that per ASO we will not be submitting CAPS for this year. We will be

Correction  
Should be  
LINK

using the same Budget as last year. Melinda and Mark will be reviewing this. One item that will need to be monitored is the rent variance (as brought up at previous meetings).

- Melinda will request for Mark Elliott to attend our next meeting.

**Motion:** Robin H. and **Second:** Peter P. that the Financial Statement dated December 2020 be accepted as presented. **All Approved & Carried.**

#### 6. Executive Director's Report

- Report was sent out by Melinda C. prior to the meeting – Melinda provided an overview.

**Motion:** Peter P. and **Second:** Linda C. that the Executive Director's Report be accepted as presented. **All approved & Carried.**

#### 7. New Members of the Board

- Peter C. met with potential new member Debbie Erfle-Story<sup>JP</sup>. Peter provided a summary of Debbie's qualifications and indicated that the criteria to become a Board Member has been met. Peter C. highly recommended Debbie as a new board member.

**Motion:** Linda C. and **Second:** Susan S. that Debbie Erfle-Story<sup>JP</sup> be appointed as a Board Member to the Alzheimer Society Lanark Leeds Grenville. **All Approved & Carried.**

- Peter C. has provided Debbie with copies of policy & procedure, constitution etc.

#### 8. Board Policies – Review

- Peter C. referred to the Board Policies document that was issued in December 2020 – there was no further discussion.

**Motion:** Linda C. and **Second:** Robin H. that the Board Policies dated December 2020 be adopted as presented. **All Approved & Carried.**

#### 9. ASO Federation Agreement

- Melinda provided a detailed overview of the Federation Agreement and specifically indicated that we are meeting the requirements. Board members indicated this was interesting and helpful.

#### 11. Adjournment

**Motion:** Susan S. and **Second:** Peter P. that the Meeting be adjourned. **All approved & Carried.** 6:10 pm.

#### 12. Next Meeting Date - February 16, 2021 - Zoom Conference – 5 pm.

  
Chair Signature

  
Secretary Signature

  
Date

  
Date