

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

January 18, 2022

Audio/Video Conference Call via Zoom

1. Call to Order and Roll Call

The meeting was called to order at 5:05 p.m.

Present: Melinda Coleman (Executive Director), Peter Cuthbert (Chair), Matthew Armstrong, Linda Chaplin, Peter Petsanis, Vicky Willis, Debbie Erfle-Storie, Anita Fitches, Robin Hawe.

Regrets: Susan Storie

Peter C. advised we have a quorum.

2. Confirmation of Agenda and Additions

- no additions.

3. Approval of Minutes – November 16, 2021

- Peter C. asked if there were any comments or changes to be noted – there were none.

Motion: Vicky W. **and Second:** Peter P. that the Minutes from the meeting November 16, 2021, be accepted as presented. **All Approved & Carried.**

4. Endowment Fund: Colleen Bradley, the Alzheimer Ontario Chief Development Officer – Planned Giving, was invited as a guest to speak to the Board in relation to the Endowment Fund that has been received by ASLLG. The fund in question is in collaboration with the HUB in Almonte and together, the two agencies would be working towards funding opening and operating of the Almonte Overnight Stay Care Program. There would be fundraising required within the community to augment the endowment received. Colleen explained to the board how the endowment fund would work and the expectations of this collaboration.

The draft agreement between the two parties was presented to the board prior to the meeting for review.

Motion: Robin H. **and Second** Debbie ES. that the Board approve that the Executive Director continue to the next planning phase of the Endowment fund and present the agreement prior to signing at the next meeting. **All approved & Carried.**

5. Executive Director's Report

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

- Day Program and Overnight Stay Care Program are considered essential services, so with screening of clients and safety protocols in place, the in-person programs have continued. All other staff are working from home again due to COVID restrictions. If all goes well staff will be back in office in February in a hybrid model.
- We continue to move forward with Alyacare.
- We are migrating to O365 with ASO. It will be a cost savings, be more secure and reliable, will align our chapter with all other Societies, and we will not need to pay for IT support as ASO will take care of it if they are able to. We must also maintain our own IT support locally.
- Alzheimer Awareness month is going well. Theme “Quest for Kindness”.

Motion: Anita F. **and Second:** Linda C. that the Executive Director’s Report be accepted as presented. **All Approved & Carried.**

6. Financial

- **Financial Summary** from November 2021, highlights provided by Robin:
- Dual savings account has incurred good interest.
- No risks or concerns noted at this time.

Motion: Robin H. **and Second:** Vicky W. that the Treasurer’s report, regarding the November 2021 financials, be received. **All Approved & Carried.**

- **Base Funding Increase:** Expect a base funding increase of 1%. Have not received funding letter yet.
- **Preliminary Budget:** Preliminary budget presented and reviewed with Board. Final budget 2022/2023 will be presented to the board in March for approval. Submission to the Ministry is not required until March 2022. Melinda will circulate the final budget to the Board before submission.

7. New Business

- **Project Lifesaver Update:** Have applied for a New Horizons (Provincial) grant to help launch the program. The grant will assist with funding the Police Services to commence the program in LLG.
- **MIM (Minds in Motion) Grant:** Had applied for a grant from Lanark Community Grants and received funds to facilitate the program for 2022. Will have to report back on the success of the program and how the funds are being used. This grant will assist with maintaining the program.
- **Finding your Way Annual Grant and Booth Grant:** Received these two grants to assist with the Finding Your Way Program and the Day Program. Must report to ASO on metrics and clients served.

- **0356 migration with ASO:** spoke to Executive Director's update.
- **Resignation of Board member:** Susan Storie has submitted her resignation to the board. Susan has been an asset to the ASLLG Board of Directors over the last few years. She has been a part of fundraising and raising awareness as well. Susan will be missed on the board.

8. Adjournment

Motion: Debbie ES. **and Second:** Matthew A. that the meeting be adjourned.

All approved & Carried. 6: 31pm.

Next Meeting Date – March 15, 2022 - Zoom Conference

Chair Signature

Date

Secretary Signature

Date