

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

March 15, 2022

Audio/Video Conference Call via Zoom

1. Call to Order and Roll Call

The meeting was called to order at 5:03 p.m.

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

Regrets: Anita Fitches, Robin Hawe

Peter C. advised we have a quorum.

2. Confirmation of Agenda and Additions

- no additions.

3. Approval of Minutes – January 18, 2022

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

Motion: Moved by: Linda C. **and Second:** Peter P. that the Minutes from the meeting January 18, 2022, be accepted as presented. **All Approved & Carried.**

4. Guest – GERALYNNE SMITH, Support Coordinator and Minds in Motion Coordinator with ASLLG

- Provided an overview of the Minds in Motion Program

5. Executive Director's Report

- Report was sent out by Melinda C. prior to the meeting – Melinda provided an overview.
- A few Highlights from report:
 - All staff were back in office working as of February 28th. Many programs were facilitated face to face at the beginning of March. Some remain virtual currently as well.
 - Alyacare initiative is on track.
 - The larger space in Carleton Place that was being considered is no longer an option due to costs. We will look at making some small renovations on the current unit at a lower cost to increase the program space.
 - PSS WE funding was applied for and approved. ADP/OSC Staff will receive retroactive payments for their direct client care hours in 2021.

- The funds (\$50,000) that were previously approved to expand the OSC is being deferred due to current staffing restraints. We will monitor this closely and offer additional OSC hours when suitable.
- We received 12 - \$500 cheques from the Hub as a monthly donation for Almonte ADP.

Motion: Moved by: Debbie E.S **and Second:** Vicky W. that the Executive Director's Report be accepted as presented. **All Approved & Carried.**

6. Financials

a. Financial Summary

- Financial Summary highlights for January 2022 provided by Melinda, in the absence of the Treasurer.
- No risks noted at this time.

Motion: Moved by: Vicki W. **and Second:** Matthew A. that the Financials, January 2022, be received. **All Approved & Carried.**

b. Pending Bequest \$1500

- ASLLG is expecting bequest of \$1500 in the next few months from a resident of Smiths Falls.

8. Betty Neill Endowment Fund

- Final copy of the contract was shared with the Board.

#1 Motion: Moved by: Debbie E.S **and Seconded:** Linda C. That the ASLLG proceed with the Betty Neill Endowment Fund by signing the contract and begin the process of raising the funds required. **All Approved & Carried.**

#2 Motion: Moved by: Linda C **and Second:** Peter P. that the ASLLG consider allocating approximately \$10,000 fundraised dollars if available and not required for operations at the end of each fiscal year to be invested into the Betty Neill Endowment Fund for 5 years. **All Approved & Carried.**

9. Budget 2022/23

- The budget for 2022/23 was shared with the Board and reviewed

Motion: Moved by: Matthew A **and Second:** Debbie E.S That the 2022/2023 budget be approved in principle until the Treasurer (who was absent from the meeting) has the opportunity to indicate his support of the tabled budget.

10. New Business

- Director’s terms ending: Matthew Armstrong, Linda Chaplin and Anita Fitches’ terms will be ending in June 2022. There will be 4 vacancies on the Board at that time.
 - It is recommended that Staff and the Board search for potential Board members from Care Givers of Clients as well as in the community.
 - The search for board members along with the job description to be posted on the ASLLG website and possibly other sites as well as communicated via radio etc in the community.
- AGM: Scheduled for June 21, 2022
 - The AGM will be virtual via zoom
 - An orientation for new board members will be scheduled after the AGM for first Board meeting of the new Board of Directors.

11. Adjournment

Motion: Moved by: Debbie E.S **and Second:** Matthew A. that the meeting be adjourned at 6:47 pm. **All approved & Carried.**

10. Next Meeting Date – May 17, 2022 - Zoom Conference

Chair Signature

Date

Secretary Signature

Date