

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

November 17, 2020

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) Susan Storie, Robin Hawe, Peter Petsanis, Linda Chaplin, Matthew Armstrong.

Regrets: Anita Fitches

Guest: Leisha Currier

2. Confirmation of Agenda and Additions

- nothing added

3. Approval of Minutes

- **September 2020 Minutes - Motion:** Robin H. and **Second:** Peter P. that the Minutes from the meeting on Sept. 15, 2020 be accepted as presented. **All Approved & Carried.**
- **October 2020** – No Quorum therefore no formal minutes were recorded.

4. Staff Presentation – Leisha Currier

- Melinda C. introduced Leisha who has been with the society for 7 years.
- Leisha provided an overview of the Adult Day Program and Overnight Program.

5. Financial Statements

a) October Financial Statement was sent out prior to the meeting – Melissa provided an overview and discussion occurred. It was noted we will have a deficit, however our organization is not in financial distress. **Motion:** Robin H. and **Second:** Matthew A. that the Financial Statement dated October 20, 2020 be accepted as presented. **All Approved & Carried.**

b) Tangerine Account – Melinda C. advised this has been settled and the funds were deposited in September.

c) G.I.C.'s – we were not able to discuss at the October meeting (due to no quorum). The G.I.C.'s have automatically renewed (Robin H. confirmed this is what happens if there is no other instruction). Robin H. suggested that an instruction should be given to the bank to NOT automatically renew. Peter C. requested that a report be provided to the Board re: Value and Maturity Dates. Melinda will bring this to the December meeting.

d) Insurance Increase and added coverage – Melinda C. provided an update that there has been an increase in insurance. Twenty-one Alzheimer's Chapters left AVIVA and are now with Northbridge. Coverage includes Covid (for staff or client) and Board insurance was added. Office contents was also increased. This increase will need to be considered when preparing next year's budget.

e) Reserve Funds

- Net Assets are approx. \$805,000.
- suggestion for envelopes are listed in Melinda's E.D. Report.
- Matthew A. has suggested we take half of the reserve funds and allocate to the envelopes. Matthew also suggested we create a policy for when something occurs where we need to use the reserves. The Policy can be changed by the Board as needed.
- Peter C. will meet with Melinda C. to develop the policy. They will consult with Robin H. and Matthew A. and then bring a draft policy back to the Board for review.

f) In camera discussion re: staffing

Motion: Robin H. and **Second:** Matthew A. that we move the meeting in-camera at 6:03 pm.

Motion: Linda C. and **Second:** Peter P. that the meeting move out-of-camera at 6:29 pm.

A staffing issue was presented by Melinda C. (E.D.) to the Board. The E.D. was given direction by the Board to proceed. **Motion:** Peter P. And **Second:** **Robin H. All Approved & Carried.**

6. Executive Director's Report

- Report was sent out by Melinda C. prior to the meeting – Melinda provided an overview and discussion occurred.
- **Ontario Health Team Update** – main focus is primary care – we are a specialized service.
- Health & Safety Policy and Procedure
- **Motion:** Robin H. and **Second:** Peter P. that the Executive Director Report for November 2020 be accepted as presented. **All Approved & Carried.**

7. Open Issues:

a) Nomination Committee

- Melinda provided name of a potential new board member – Vickie Willis.
- Peter C. provided name of a potential new board member – Debbie Erfle-Story.
- Peter C. and Peter P. - nomination committee – will interview the potential members and then bring recommendations to the Board in December.

b) Health & Safety Policy – Summary of Changes

- there is now a Health & Safety Committee.
- See E.D. Report.

c) Monthly Donors

- See E.D. Report.

d) Adult Day Program Covid Relief Day for Clients on Waitlist

- Melinda C. provided this information to the board members.

e) Ontario Health Teams

- see E.D. Report.

f) New Partnerships

g) Grant Applications Pending

- Red Cross grant for PPE (Personal Protective Equipment).
- Emergency Community Support Fund

8. New Business

a) Arrears for Membership Fee payments – Melinda will send out reminders to Board Members.

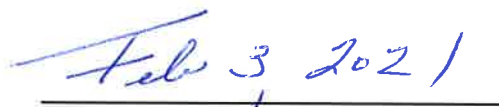
9. Adjournment - Motion: Matthew A. and **Second:** Peter C. that the Meeting be adjourned. All approved – **Carried. 7:02 pm.**

9. Next Meeting Date

- December 15, 2020 - Zoom Conference



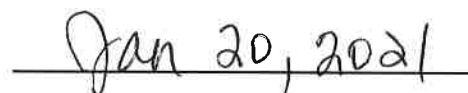
Chair Signature



Date



Secretary Signature



Date

