

Present: Liz Snider, Ian Donald, Bob Long, Michèle Le Blanc, Terry Lee, Terry Gilhen, Kenna McCall, Deb McGuire, Peter McKenna (Executive Director), Onalee Randell (Director, Community Services), Kelly Robinson (Director, Primary Care), Jane Page-Brown (recorder)		
1.	Welcome, regrets & absences	<p>Regrets:</p> <ul style="list-style-type: none"> - J. Pelletier (Board Chair) - Janet Cosier - Phil Fortier <p>Liz Snider chaired the meeting and called the Board to order at 5:30pm</p>
2.	Approval of Agenda	<p>New item (s):</p> <ul style="list-style-type: none"> 6. d. Nominating Committee - update re: Board recruitment 6. e. Executive Director Report – additional item 8. d. Hike for Hospice Palliative Care 9. a. GOV 74 – Audit Committee TOR 9. c. Add - discussion re: AOHC Board Liaison 9. d. Smiths Falls Healthy Living Festival 12. Discussion re: revised evaluation form <p>MOTION: that the amended agenda be approved Moved by M. Le Blanc, seconded by D. McGuire , Carried.</p>
3.	Declaration of Conflict of Interest	None declared
4.	Approval of Board minutes	<p>MOTION: That the March 27, 2018 Board meeting minutes be approved, Moved by I. Donald, seconded by M. Le Blanc, Carried.</p>
5.	Remarks from Board Chair	No additional comments from the Meeting Chair
6.	Consent Agenda	MOTION: that the consent agenda be approved as presented Moved by B. Long, seconded by T. Gilhen , Carried
	a.	Executive Committee
	b.	Finance Committee
	c.	<p>Community Engagement Committee</p> <p>L. Snider reported on recent discussions at the Executive Committee in regards to the CEC. It was agreed that further insight regarding the role of the CEC will be informed by the review of governance structure report which J. Cosier will be presenting to the Executive Committee in the coming weeks, followed by a report to the full Board, likely in July. In the interim, the CEC has decided to postpone regular committee meetings.</p>
	d.	<p>Nominating Committee</p> <p>D. McGuire reported that the Nominating Committee interviewed two candidates for the existing Board vacancy. At the next Board meeting a formal motion will be put forward to present the preferred candidate for member approval at the Annual General Meeting.</p> <p>It was suggested that further discussion around recruiting and engaging board members from diverse backgrounds (e.g. youth) would be beneficial. It was agreed that the new governance structure may yield opportunities to explore new approaches for Board succession planning.</p>

e.	Executive Director report	P. McKenna and K. Robinson reported that verbal notice was received today that RCHS has received funding for the IPCT (Interdisciplinary Primary Care Team) initiative. Further written confirmation and funding details are to follow.
f.	Board Chair report	
7.	Collaborative Governance	The LLG Collaborative Governance forum is scheduled for Friday June 1 st . The formal agenda runs from 9:00am to 12:00 noon followed by an optional lunch and networking session from 12:00 – 1:30pm. The agenda and registration details were forwarded via email by Graeme Bonham-Carter.
8.	Business Arising	
a.	Smiths Falls Capital Project Work Group	P. McKenna reported that the Site Selection Work Group will be meeting on Friday May 11. Andrew Rodrigues from Colliers Project Management will be presenting the results from the Expression of Interest. A recommendation will come back to the RCHS Board regarding next steps which are expected to include further investigation on short-listed sites and development of Class D cost estimates.
b.	AGM (Tuesday June 26 th) – Update	The 2 nd renewal notice has been sent to the membership. P. McKenna is awaiting a response from a representative from “Together Smiths Falls – A Community Enhancement Association”, the organization chosen to receive the annual community service recognition award. The RCHS management team is working on material for the AGM report and ‘pop-up’ presentations for the meeting. The Executive Committee will continue to oversee the overall AGM preparations.
c.	Hospice Palliative Care Ontario Conference – verbal update	T. Gilhen, T. Lee and O. Randell reported on their reflections of the conference. All agreed it was an excellent conference, and each came away with useful information and resources. They also noted that they came away with more questions and an appreciation that more information is needed for the Board to make key decisions going forward. A suggestion was put forward to establish a working group to research the proposed residential hospice further and to provide more concrete answers for identified challenges and questions,. The group would be co-chaired by a Board member and Onalee Randell and would report to the RCHS Board. Terms of Reference would identify additional members (e.g. community partners), scope of work, timelines etc. MOTION: That T. Gilhen and O. Randell will Co-Chair a working group to research further the concept of a residential hospice. Moved by: T. Lee, seconded by B. Long, Carried.
d.	Hike for Hospice Palliative Care Event	RCHS staff have put together a team for the Hike for Hospice which is taking place on Sunday May 6 th from 12:00-2:00pm in Perth (Crystal Palace in downtown Perth) The event is in support of Volunteer Hospice Palliative Care Services provided by Community Home Support – Lanark County and the Palliative Care Services at the Perth Smiths Falls District Hospital Board members are encouraged to attend and/or sponsor the RCHS team.

9.	New Business	
	a. Policies	<p>MOTION: To approve GOV 73 Nominating Committee Terms of Reference as presented. Moved by: D. McGuire, seconded by: Ian Donald, Carried</p> <p>MOTION: To approve GOV 74 Audit Committee Terms of Reference as presented. Moved by T. Lee, seconded by T. Gilhen, Carried</p>
	b. Annual Review of Legislative Compliance	<p>B. Long agreed to assist with the annual review of legislative compliance again this year. A. Caron (Director of Corporate and Admin Services) will follow up after the audit to schedule the review.</p>
	<p>c. AOHC – Board Liaison</p> <p>AOHC - AGM Resolutions and voting delegate</p>	<p>M. Le Blanc reported difficulty in participating in recent AOHC Board Liaison webinars due to technical issues related to the meeting software used by the AOHC. It was agreed that this would be explored further after the upcoming AOHC conference including the possibility of future meetings being held using a more accessible format. (e.g. teleconference)</p> <p>L. Snider recommended deferring the AGM resolutions to the May 29th Board meeting to allow members time to review the material.</p> <p>MOTION: That the Board Treasurer be appointed as the representative to vote on the Board’s behalf at the AOHC AGM; and the Vice–Chair to act as the alternate voting representative. Moved by: M. LeBlanc, seconded by D. McGuire Carried</p>
d.	Smiths Falls Healthy Living Festival	<p>The annual Smiths Falls Healthy Living Festival is scheduled for Saturday June 16th from 10:00am – 3:00pm RCHS is planning to put in a booth; and key messages are currently being developed. As in past years volunteers from the Board are welcome to assist with 1 or 2 hour sessions, in partnership with staff. Anyone who would like to volunteer for this event is asked to contact Onalee Randell, Director of Community Services.</p>
10.	Generative Discussion	Executive Director – Succession Planning (In-camera)
		<p>MOTION: To move in-camera at 6.10pm Moved by T. Lee, Seconded by I. Donald, Carried</p> <p>Decision : Discuss establishing a Working Committee and its membership with the Board Chair during week of May 8</p> <p>MOTION: To move out of in-camera at 6:45pm Moved by I. Donald, seconded by D. McGuire, Carried</p>
11.	Future Agenda Items	<ul style="list-style-type: none"> - ED Performance Appraisal - Accreditation Report - Governance restructuring - Impact of Political Change - Operational Plan - Audit Report
12.	Meeting Evaluation – Ian Donald	<ul style="list-style-type: none"> - March 27 Feedback <ul style="list-style-type: none"> o Members were particularly pleased with the informative discussion on the Operating and Quality Plan. o They also were also impressed by the animated discussion and noted that this was facilitated by advance

		<p>liaison with Board members. Agreed that we need to do more of this.</p> <ul style="list-style-type: none"> o Members requested more educational presentations on RCHS operations to increase their understanding of RCHS programs & services <p>- Updated Evaluation/Feedback Form</p> <ul style="list-style-type: none"> o Feedback currently provided by 40-50% of members with focus on specific issues o Objective of updating is to obtain feedback from broader range of board members while still obtaining input on specific issues o Updated form provides for two levels of feedback with both being optional: <ul style="list-style-type: none"> i. Overall satisfaction rating (new) ii. Feedback on specific issues (as previously) o Feedback will continue to be confidential to Corporate Secretary/Recorder <p>Motion: The updated form to be utilized for the next year and then reviewed in conjunction with Governance Evaluation/Self-Assessment</p> <p>Moved by I. Donald, seconded by D. McGuire,</p>	
13.	Meeting Adjournment	<p>MOTION: That the meeting be adjourned at 6:54pm</p> <p>Moved by: T. Lee</p>	Carried
14.	Next Board Meeting	<p>Tuesday May 29, 2018</p> <p>Location: Smiths Falls CHC – Community Room 5:00 Dinner 5:30 Meeting</p>	Carried

Approved by:

Elizabeth Sinder
Chair

May 29, 2018
Date

I. Donald
Secretary

May 29, 2018
Date