

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Board of Directors AGM Meeting Minutes**

June 8, 2021

Time: 6:00 p.m.

Zoom Virtual Meeting

#### **Present:**

Doug Abbott  
Stephen Hussey  
Lyndsay Suurna

Brenda Warnock  
Christena Laitinen  
Lil Silvano

Terry Scott  
Susan Schikofsky

#### **Staff:**

Dominic Noel

Ashley Gearing

Jaden Cerasuolo

#### **Guests:**

Kristy Aloe (Auditor)

#### **Call to Order**

The meeting was called to order at 6:05pm – quorum present.

#### **Call for Expressions of Conflict of Interest**

None declared.

#### **Approval of Agenda**

Motion to approve the agenda as presented.  
Seconded and Carried.

#### **Presentation of the Auditor**

Kristy Aloe from Joe Ruscio Professional Corporation was in attendance to provide a presentation of the Auditor Report for the year-ended 2020-2021. Kristy provided a detailed review of the letters and statements and reported a clear opinion. It was reported that the Algoma NPLC was in good financial position at year-end 2020-2021.

Motion to approve the March 31, 2021 audited financial statements and audit report as presented.

Seconded and Carried.

# Algoma

## *Nurse Practitioner-Led Clinic*

Motion to accept the appointment of Joe Ruscio Professional Corporation as the auditor for 2021-2022 fiscal year.

Seconded and Carried.

### **Approval of Previous AGM Minutes**

Motion to approve the June 8, 2020 AGM meeting minutes as presented.

Seconded and Carried.

### **Report of the Chair**

The annual Chair Report was presented, which highlighted accomplishments from the past year and strategic plans for the upcoming year.

Lindsay exited the AGM due to internet issues at 6:46 PM.

### **Nominating Committee**

The report of the nominating committee was presented.

Motion to accept Lyndsay Suurna as the Vice President of the Board for the upcoming board fiscal year September 2021-June 2022.

Seconded and Carried.

Lyndsay Suurna and Lil Silvano require signing authority for their new roles on the Board. The Recording Secretary is now a vacant position that must be filled.

### **Board Resolutions**

The By-Laws and the Board Policies were reviewed.

A change to section 3.07 of By-Law 1 was presented.

*Current:*

**Member attendance.** In the event that a board member is unable to attend one-third (1/3) of regular meetings in a year, the commitment of the board member will be reviewed by the chair, in consultation with the executive committee.

# Algoma

## *Nurse Practitioner-Led Clinic*

### *Amendment:*

**Member attendance.** In the event that a board member is unable to attend two-thirds (2/3) of regular meetings in a year, the commitment of the board member will be reviewed by the chair, in consultation with the executive committee.

Motion to amend section 3.07 of By-Law 1 regarding member attendance.  
Seconded and Carried.

A change to 2018-01 Travel and Related Expenses Policy and Procedure was presented.

**Hospitality and Entertainment.** All such expenses can only be paid if prior approval has been given by the Chair. If the Chair is incurring the expenses reimbursement approval would be given by the Vice Chair.

A change to 2021-06 Confidentiality Policy and Procedure was presented.

**Procedure for Maintaining In Camera Minutes.** The minutes of an in camera session will be recorded in a Word document. The Board will provide direction on what needs to be included in the minutes. Once the Word document is complete, it is to be encrypted with a password.

Motion to approve changes in the 2018-01 Travel and Related Expenses Policy and Procedure and 2021-06 Confidentiality Policy and Procedure.  
Seconded and Carried.

### **Adjournment**

Motion to adjourn at 7:16pm

### **Board Meeting Evaluation**

1. Was this a good use of your time? – Yes
2. What did we decide?

## Algoma

### *Nurse Practitioner-Led Clinic*

- A. Motion to approve the March 31, 2021 audited financial statements and audit report as presented.
- B. Motion to accept the appointment of Joe Ruscio Professional Corporation as the auditor for 2021-2022 fiscal year.
- C. Motion to accept Lyndsay Suurna as the Vice President of the Board.
- D. Motion to amend section 3.07 of By-Law 1 regarding member attendance.
- E. Motion to approve changes in the 2018-01 Travel and Related Expenses Policy and Procedure and 2021-06 Confidentiality Policy and Procedure.

---

Doug Abbott, Board Chair

---

Date of Approval