

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.

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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.

Lyndsay 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.

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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?

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- 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