

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Board of Directors Regular Meeting**

June 24, 2013

Time: 1900 hours

Algoma NPLC boardroom

#### **Present:**

Debbie Graystone

Jean Feagan

Mary Tasz

Eric McCooney

David Walde

#### **Staff:**

Sandra Lamon

Ali Pettenuzzo

#### **Regrets:**

Max Liedke

Rhonda Angeconeb

Jane Breckenridge

**Call to Order:** Debbie called the meeting to order at 1908 hours – quorum of board members present.

**Approval of Agenda:** the agenda was approved with 1 addition under new business, NP recruitment.

Moved by: J. Feagan, Seconded by: D. Walde

All in favour - carried

**Declaration of Conflict of Interests** – none declared

**Approval of Minutes:** Review May 27, 2013 Regular Board Minutes.

Motion to accept minutes as presented

Moved by: J. Feagan Seconded by: D. Walde

All in Favour – carried

**President's Report** – no report

**Education Session:** Debbie explained we are introducing a new agenda with standing items and as well time for board education and activities.

**Scheduled Board Activity:** The board activity for June is to complete the Board evaluation. All members are asked to return the completed survey by July 3<sup>rd</sup>.

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### **STANDING ITEMS**

#### **Treasurer's Report:** (Max absent) –

Motion to approve the financial statements for the period ending April 1, 2013

Moved by: M. Liedke (proxy) Seconded by: D. Walde

All in Favour – carried

#### **Reports from Committees:**

##### Nominating Committee – Appointment of Officers (M. Tasz)

The Board had two Officer positions that are open this year; the Office of Vice-President and Treasurer. We would like to thank David and Max for their time and dedication to their respective Offices over the last 2 years.

The Nominating Committee received one nomination for the Office of Vice-President. Jean Feagan has been appointed Vice-President of the board for a two year term from 2013-2015.

The Nominating Committee received one nomination for the Office of Treasurer. Max Liedke has been appointed Treasurer of the board for a second two year term from 2013-2015.

#### **Leadership Team Report:**

A verbal report was made to the board (written notes will be supplied in the future). Key points addressed included physician recruitment plans, QIP training for staff, extended hours clinics are going well, staff education and staff involvement in community events were highlighted.

A motion was made to provide a letter of support to the downtown community health and child centre committee for their feasibility study application; the letter will include support for the potential to partner with them and support the feasibility of incorporating NPs into their model of care.

Moved by: E. McCooeye Seconded by: D. Walde

All in Favour: Carried

### **NEW BUSINESS**

**New Agenda Format:** A new agenda format has been created to include more standing items such as board education and leadership team report.

**13-14 Board education and Activity Schedule:** results from the survey will assist in the development of a calendar for 13-14 that will outline education topics and activities for the board throughout the year (i.e. strategic planning, policy review etc.)

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**Dashboard for regular stats:** the board reviewed the draft dashboard that will be presented monthly to them regarding statistics from the clinic. The leadership team will be spending time over the summer determining the best means of extracting the data.

**Policies for review:** The board approved the following policies as presented (2 new and 1 amended): Dress Code (amended), Scent Free Environment (new), and Personal Items and Fixtures (new).

Motion to approve the 3 policies as presented:

Moved by: J. Feagan Seconded by: D. Walde

All in Favour: Carried

**NP recruitment:**

Motion to approve a conditional offer of employment for the NP position to J. Bradford

Moved by: M. Tasz Seconded by: Eric McCooye

All in Favour: Carried

Motion to approve a 2-month contract for an RN position conditional on signing of NP offer of employment to run between October-December 2013

Moved by: J. Feagan Seconded by: D. Walde

**Adjournment:**

Motion to adjourn at 2020 hours by D. Walde

Next meeting: **September 30, 2013**

\*All meetings will be held at Algoma NPLC, Willow Avenue.

**\*Reminder that food will be served at all board meetings.**