

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting Agenda

Date: September 12, 2016 Time: 6:00pm Location: Algoma NPLC Boardroom

	Responsibility	Required Activity
Call to Order and Declaration of Conflicts	All <5 min	
Approval of Agenda	All <5 min	Motion Required
Approval of Minutes – Regular Meeting - June 13, 2016 <i>*Note: 2016 AGM minutes attached for information only</i>	All <5 min	Motion Required
Chair's Report	Wendy 5 min	welcome and introductions of new members: each member to share career experience, past board involvement, strengths to share; approval of Chair/Leadership meeting minutes from July 13 th and August 23 rd meetings
Leadership Team Report	Sandra/Ali 10 min	dashboard and pulse report; new hire, HR issues, vacant positions
Treasurer's Report – Report for period ending May 31, 2016 Report for period ending June 30, 2016 and Report for period ending July 31, 2016	Max/Giulian 5 min	Motion required. Approval of May, June and July financial reports; motion for resolution of outstanding financial reconciliations from prior to 2014 by the end of this board year.
New Business		
1. Appoint New Board Officer positions and Assign Committee Memberships	Wendy 15 min	Motion Required. Fill Vice-Chair and Treasurer positions; fill committee vacancies
2. Board Member Annual Agreement Signature	All <10 min	Motion Required. Approval of Board Member Annual Agreement form; approval of board application form
3. Website Presentation – Board Module	Sandra 5min	Review of new board member module on ANPLC website and setting priorities for uploading

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4. Strategic Plan	Wendy <10min	<i>For discussion and approval of mission, vision statements and values and approval of the initial suggested strategic plan</i>
5. Updated Organizational Chart (time permitting)	Ali and Sandra <5min	<i>For discussion – an “in camera” session at a later date may be required prior to approval</i>

Next Meeting Date – October 17, 2016

Adjournment – Motion required

*Note: Please declare any conflicts of interest to the chair prior to the start of the meeting.

Board Package includes; suggestions for vision, mission and values, annual board member agreement, board member application form, suggested update for organizational chart, strategic plan for first year.