

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

September 30, 2013

Time: 1800 hours

Algoma NPLC boardroom

Present:

Debbie Graystone	Mary Tasz	Rhonda Angeconeb
Eric McCooye	David Walde	Jane Breckenridge

Staff:

Sandra Lamon	Ali Pettenuzzo
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Regrets:

Max Liedke	Jean Feagan
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Call to Order: Debbie called the meeting to order at 1803 hours – quorum of board members present.

Approval of Agenda: the agenda was approved with 2 additions under new business; Governance Policy Review and Quality Committee.

Moved by: D. Walde, Seconded by: M. Tasz

All in favour - carried

Declaration of Conflict of Interests – none declared

Approval of Minutes: Review June 24, 2013 Regular Board Minutes.

Motion to accept minutes as presented

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

All in Favour – carried

Review June 24, 2013 AGM Minutes

Motion to accept minutes as presented

Moved by: D. Walde Seconded by: M. Tasz

All in Favour – carried

*David and Sandra will review by-laws to make any necessary changes to be presented at the next year's AGM.

President's Report – Debbie addressed the board and shared how she would like the focus for this year's board activities to be around quality – KPI review and

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governance policies/education. She encouraged members to participate and be involved, also discussed succession planning as her time as President and board member will be done at the end of this term. Discussion around having an NP as President; Jean is currently Vice, so she could transition into President.

Education Session: Review of Board Survey results – Sandra explained to the board that the survey results are theirs to use as they see valuable, it can be a tool for them in identifying areas for improvement and education.

Scheduled Board Activity: An activity and education topic calendar for this year was developed and reviewed by the board.

STANDING ITEMS

Treasurer's Report: (Max absent) –

Motion to approve the financial statements for the periods ending May 31, 2013; June 30, 2013 and July 31, 2013

Moved by: J. Breckenridge Seconded by: M. Tasz

All in Favour – carried

Motion to approve the Q1 report ending June 30, 2013

Moved by: R. Angeconeb Seconded by: D. Walde

All in Favour – carried

Reports from Committees:

Nominating Committee – Mary notified the board that no names were brought forward to the committee over the summer. 2 names were discussed at the meeting; 1 a community NP and the other a political community member. Mary will contact the community member first to assess their interest.

Leadership Team Report:

No significant issues to report. A few highlights from the report are:

- The clinic applied and has been accepted to be 1 of 8 sites in the province to be a Smoking Cessation best practice champion site. The RFP for this program is through the RNAO and provides funding for program resources and community education, it runs until March 2015.
- The Pap campaign will be running again in October – PAP tests are offered to all women in the community during a week in October for cervical cancer screening awareness.
- 1 staff member has given notice that she will begin a 1 year parental leave starting in February 2014.

The full report is attached to these minutes.

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*D. Walde left the meeting at 1840.

Business Arising

2013-2014 Board Meeting schedule – the schedule was reviewed for information only. The board reviewed the meeting time of 6:00pm – this time is difficult for 1 board member, a start time of 5:30pm was reviewed – board decided meetings will remain at 6pm.

Dashboard – the draft dashboard was reviewed and statistics shared by the leadership team. The board will review the dashboard, 13-14 QIP and key performance indicators from the strategic plan to determine what information the board requires on a regular basis and bring back recommendations to the next meeting.

Policies for Review – Fire Safety Plan

Motion to approve the amendments to the Fire Safety Plan as presented

Moved by: J. Breckenridge Seconded by: R. Angecone

All in Favour – carried

New Business

13-14 Board education and Activity Schedule: the board reviewed the draft schedule and approved the current education topics and activities. The schedule can be amended throughout the year. Staff presentations will be made periodically to the board as well.

Governance Policy review – Debbie asked board members to review the governance policies before the next board meeting in October (board members can find them in their board binder). Please review for amendments or additions and bring to next meeting.

Quality Committee – Debbie reviewed with the board that discussion to develop a quality committee occurred at the AGM and was also reflected as a need in the board survey. Volunteers are needed to sit on this committee – so far Jane B and Rhonda will volunteer for the committee but the board is looking for 1 more member; Ali will sit on the committee as the leadership team representative. The committee will review the draft TOR and look at a meeting schedule and report back to the board in October.

Adjournment:

Motion to adjourn at 1930 hours by J. Breckenridge

Next meeting: **October 28, 2013**

Recording Secretary: _____