

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Minutes

September 12, 2016

Time: 6:00pm

Algoma NPLC Boardroom

Present:

Wendy Payne
Eric McCooye
Christena Laitinen

Giulian Diluzio
Max Liedke
Brenda Warnock

Lyndsay Suurna
Cathy Nichols

Staff:

Sandra Dereski

Ali Pettenuzzo

Lisa Ash (Recording Secretary)

Regrets:

Mary-Ann Suraci

Call to Order

Wendy called the meeting to order at 6:00pm – quorum of board members present.

Declaration of Conflict of Interest

None declared. Wendy reminded everyone that directors are to email her any potential conflicts prior to the board meeting, if possible.

Approval of Agenda

Motion to approve the agenda as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

Approval of Minutes

Motion to approve the June 13, 2016 general meeting minutes as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

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Chair's Report

Prior to the start of the meeting, an orientation for new board members was completed. Each director and staff members present shared their career experience, past board involvement, and a few personal anecdotes. Minutes of the Chair/Leadership Team meetings from July 13th and August 23rd were circulated. Wendy shared a potential board education opportunity. She passed around information and requested that interested directors contact her.

Leadership Team Report

The Leadership Team report was presented and discussed. A celebration for the clinic's 5-year anniversary is being planned. It was requested that a director participate in the planning of this event and Lyndsay volunteered for this. A new RN has been brought on board with the intention of transitioning to an NP role once her exam is completed in late fall/early winter. The expectation is to announce at the 5-year celebration that we will be open for registration of new patients; however, consideration for managing large numbers of patients prior to NP exam results will be considered. The dashboard reports for May, June, and July were also presented and discussed.

Treasurer's Report

Financial statements for the periods ending May 31, 2016, June 30, 2016, and July 31, 2016 were presented and reviewed. Sandra distributed an updated July 31, 2016 report.

Motion to approve the financial reports for the periods ending May 31, 2016, June 30, 2016, and July 31, 2016 as presented.

Motion Moved; Motion Seconded.

All in Favour – Carried

New Business

1. **Appoint New Board Officer Positions and Assign Committee Memberships** – A discussion was held regarding the appointment of officer positions. The appointment of Vice-Chair has been deferred and Wendy requested that interested directors contact her. Wendy Payne will remain as Chair and Eric McCooye will remain as Secretary.

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Motion to approve Giulian Diluzio as Treasurer for a 1-year term for the 2016-2017 board year.

Motion Moved; Motion Seconded.

All in Favour – Carried

The board committees will sit as follows;

- Governance – Eric McCooye, Wendy Payne, and Brenda Warnock
- Quality – Christena Laitinen, Ali Pettenuzzo, and Cathy Nichols
- HR – Chistena Laitinen
- Finance – Giulian Diluzio, Max Liedke, and Wendy Payne
- Executive – Wendy Payne, Eric McCooye, Giulian Diluzio, and Vice-Chair

2. **Board Member Annual Agreement** – All members present signed this form; however, changed the title to 'Board Member and Committee Member Annual Agreement'.

Motion to approve the board member and committee member annual agreement form as amended above.

Motion Moved; Motion Seconded.

All in Favour – Carried

3. **Website Presentation-Board Module** – Sandra presented the board module on the Algoma NPLC website and gave a demonstration on how it can be used by the board members. It was received very well and the directors are excited to be able to start using it. It was suggested that a 'motions' document be created so that there can be quick access to all motions made throughout the year. Wifi will be made available for member to access this module starting at the next meeting.
4. **Strategic Plan** – The vision, mission statement, and core values were discussed. The vision 'Your first choice for health care' was presented. Directors are to consider this statement and provide a vision statement of their own to the Chair. The mission statement was presented and amended to 'The Algoma NPLC is committed to providing timely, patient-centered, innovative, excellent primary care'.

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Motion to accept the mission statement as amended.
Motion Moved; Motion Seconded.
All in Favour – Carried

Note: Eric McCooye left the meeting at 8:13pm.

The core values 'collaboration, respect and integrity, honest and trust, compassion and diversity' were presented.

Motion to accept the core values as presented.
Motion Moved; Motion Seconded.
All in Favour – Carried

- 5. Updated Organizational Chart** –Wendy presented an updated organizational chart for the clinic. It was mentioned that the board will take what was presented into consideration; however, Wendy felt this is very much a board task. Further discussion was held regarding the relevance of the board taking part in this task as it can be considered an operational task and anything below the Leads is at their discretion. Wendy suggested the board have an in-camera meeting about this in the future.

Adjournment

Motion to adjourn at 8:26pm

Next Meeting: **October 17, 2016**

Eric McCooye, Board Secretary

Date of Approval