

# Algoma

## *Nurse Practitioner-Led Clinic*

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

October 28, 2013

Time: 1800 hours

Algoma NPLC boardroom

#### **Present:**

Debbie Graystone

Max Liedke

Jean Feagan

Eric McCooney

Jane Breckenridge

#### **Staff:**

Sandra Lamon

Ali Pettenuzzo

#### **Regrets:**

David Walde

Rhonda Angecneb

Mary Tasz

**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 1 addition under new business; Board member resignation.

Moved by: J. Feagan, Seconded by: J. Breckenridge

All in favour - carried

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

**Approval of Minutes:** Review September 30, 2013 Regular Board Minutes.

Motion to accept minutes with one amendment

Moved by: J. Breckenridge Seconded by: E. McCooney

All in Favour – carried

**President's Report** – Debbie addressed the board and discussed how there are now 2 vacancies on the board and the nominating committee will be making this a priority for filling these spots.

**Education Session:** Debbie put together a power point presentation on the role and responsibilities of board members and reviewed it with the members. The board will add this to their new member orientation with one amendment.

# Algoma

## *Nurse Practitioner-Led Clinic*

**Scheduled Board Activity:** Review of the board governance policies; the following policies were discussed:

2011-01 – no changes, approved
2011-07 – no changes, approved
2011-04 – amended, approved with amendments
2011-03 – no changes, approved
2011-05 – amended, approved with amendments
2011-09 – amended, approved with amendments
2011-10 – amended, approved with amendments
2011-08 – deferred to nominating committee for review
2011-02 – deferred to next meeting

### **STANDING ITEMS**

#### **Treasurer's Report:** (Max) –

Motion to approve the financial statements for the periods ending August 31, 2013 and September 30, 2013

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

All in Favour – carried

Motion to approve the Q2 report for the period July 1 - September 30, 2013

Moved by: J. Feagan Seconded by: M. Liedke

All in Favour – carried

\*discussion about current bank account balance; Sandra and Max to meet and discuss investment policy

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

Nominating Committee – Mary not present to report; Sandra had not heard if Mary has contacted candidate discussed at last meeting. In light of recent vacancy, the nominating committee (Jean, Mary and Sandra) will meet asap to put a plan together for recruiting and filling vacancies.

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

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

- RNAO Smoking BPG RFP initial meeting scheduled

# Algoma

## *Nurse Practitioner-Led Clinic*

- CDSM program commenced in October 2013 – SW/RN-lead program
- Leadership Team attended webinar on patient survey's for QIP – invited to attend further training sessions in Toronto in November
- SW attained following certifications:
  - Level one trauma counselling
  - Dialectical behaviour therapy certificate
  - Harm reduction workshop
- Student placements – 4<sup>th</sup> year RN – Lakehead University, 3<sup>rd</sup> year RN – Sault College, Year 1 NP student – Laurentian University

### Good News Stories

“I called to let you know that I am following the advice of my son who is 25 and a new patient at your clinic, he recommended that I register with the NP clinic because he has had such a positive experience at the clinic, JP”

The full report is attached to these minutes.

### **Business Arising**

**Review Dashboard/KPI's** – deferred

**Policies for Review** – none at this time

### **New Business**

**Quality Committee** – Ali notified the board that a planning meeting of the quality committee has been set to discuss TOR, meeting schedule etc.

**Resignation** – Debbie notified the board that as of October 28, 2013 D. Walde has resigned from the board for personal reasons. Debbie noted how instrumental David has been in the development of the clinic and that he will be greatly missed.

### **Adjournment:**

Motion to adjourn at 1933 hours by J. Feagan

Next meeting: **November 25, 2013**

**Recording Secretary:** \_\_\_\_\_