

October 19, 2009

Present:

Jane Sippell, Jane Breckenridge, Juli Briglio, Jane Ovens, Christian Provenzano, John Robertson, Debbie Graystone

Regrets: Rich Peters

- 1, Call meeting to order and Agenda Review  
No additions/deletions
2. Previous Minutes Approval: September 16, 2009  
No additions or amendments motion for approval
3. Agenda Items

### 3.1 OLD BUSINESS

#### 3.1.1 Review and finalize Articles of Incorporation

Now officially incorporated. Articles of incorporation – Christian will work on this – put them in a book and he will file the forms with the Ministry. Work is pretty much done. Christian will speak with Carlo. Debbie will obtain minutes from Mary Ellen Szadkowski from first meeting.

#### Review and Finalize Bi-Laws

We had approved the bi-laws – Carlo needs to edit the bi-laws that he has. Quote for Carlos might be higher because he has done more work- Action: Christian will follow up with Carlo tomorrow. Christian will bring back to the next meeting. Amendments to be approved at next meeting.

#### Review Development Grant Application

Debbie sent the grant application to everyone. We didn't receive what we had applied for but received \$37,200.00.

Agreement signed by Sault College. Received invoice from Mary Ellen for \$25,000.00 for business consulting. Need to get College permission to pay this. Right now we have \$27,000.00 as of October 1, 2009.

Motion: Authorize the College to pay the amount owing to Mary Ellen Zadkowski. Christian Provenzano Moved – Seconded Dr. Robertson

Motion: Pay legal fees up to a maximum of \$2000.00. Moved Jane Sippell and seconded by Juli Briglio

## 3.2 NEW BUSINESS

### 3.2.1 Update of Executive Meeting October 1, 2009

Rich is preparing some quotes for the architect to get ready for RFP. Not clear in transitional funding document where fees fall under. D. Graystone to follow-up with Ministry.

There is no cost for us tendering. Just submitted Phase I - in Phase I it is not included. Not clear in Phase II -there is nothing for architectural fees in grant that we can be sure of.

Executive discussed possibility of needing a larger site. There clinic could outgrown its allocated space at Sault College and there is not additional space there for growth in the future.

The intent, if there was to be expansion would be satellite clinics.

Discussion ensued regarding renovations. It is a one time funding availability.

### 3.2.2 Review and Finalize floor plans/space

Debbie handed out plans done by Mary Ellen. Debbie's plans not much different.

Architect is helpful in determining what you need. Jane Sippell spoke of what the hospital did and the architects came up with what was needed.

Original drawing showed one big room. No separate work area

### 3.2.3 Election of Human Resource Committee

Debbie wanted to get this committee in development. Elect committee to be prepared to move.

Jane Breckinridge – has HR experience

Require a NP – Juli agreed to do this

Christian Provenzano

Hiring director first. That individual can do more of the hiring

Motion Dr. Robertson Second – Jane Sippell

### 3.3 NEXT STEPS

#### 3.3.1 Update Re Banking Information Processes

Debbie Graystone

Treasurer: Rich Peters will be signing officers

MOTION: Chair of the Board and Treasurer have banking signing authority when banking is established

Motion: Jane Sippell and Seconded Dr. Robertson

MOTION: To provide authority to College to move remaining funds to newly established Algoma NP Led Clinic bank account.

MOTION: Christian Provenzano - moved

Mary Tasz – seconded

#### 3.3.2 Increasing Public Awareness – Christian – suggested communicating to the public who we are and what we are doing.

Short press release – about who we are – mission statement and what our plans are. Things are underway and starting the processes to get the clinic up and running. Any information they can contact Debbie Graystone.

Natural first step – press release

Question: Has this been made public to the College Community? There didn't seem any doubt that the College didn't know when we met with Rich. We don't need to be specific as to where the site is to be located.

ACTION: Each member to email Christian a very short three line bio of who you are. Christian to pull it together and provide back to the Board.

#### 3.3.3 Transitional Funding Part 2

Debbie updated the Board with regards to the next steps and that we have everything in order. Debbie will get an idea of what we need to do.

Rich will likely take the lead and responsibility for this piece.

#### 3.3.4 Next Meeting Date

Scheduled for November 16, 2009.

#### 4.4.1 Round Table

Dr. Robertson – need to thank the people on the Steering Committee for the work that they have done – perhaps mention in the media release

Juli – what is NP led? Need clarification – place on agenda for next meeting

Should hear back from application in one month – submitted September 22.09

#### 5.5.1 Parking Lot

Meeting adjourned 7:12 p.m.