

AMENDED – November 8, 2010

NP-Led Clinic Board of Directors  
Minutes

Date: October 18, 2010

Present:

Jane Breckenridge, Debbie Graystone, Juli Briglio, Christian Provenzano, Jane Ovens,  
Sandra Lamon

Regrets:

Jane Sippell, Mary Tasz, David Walde, Rich Peters

1. Meeting called to order at 6:10 p.m.  
Agenda Reviewed
2. Previous Minutes
  - September 13, 2010 – J. Briglio, J. Breckenridge
  - October 5, 2010 – J. Ovens, D. GraystoneApproved
3. Agenda Items
  - 3.1 – Old Business
    - 3.1.1 – Update Human Resources Committee
      - 2 applicants have been received for NP-Lead position
      - deadline extended to October 30, 2010 – posting will be placed on Healthforce by S. Lamon
      - Ministry has indicated that NP-Lead position cannot be filled more than 1 month before opening of Clinic
      - Board will proceed to interview stage and provide tentative date for hire should a successful candidate be chosen
      - S. Lamon to contact the two applicants for position and advise that the Board has received the resumes and that the process is continuing
    - 3.1.2 – Update Architect/Floor Plan
      - S. Lamon and R. Peters met with architect
      - Ministry has advised that there is a \$500,000 cap on capital project
      - project needs to be value engineered – where to cut costs
      - Board approved S. Lamon and R. Peters to meet with low bid contractor – regarding where costs can be cut
      - will bring back to Board with recommendations
      - funding agreement needs to be completed once we have the costs

### 3.1.3 – Capital Funding Agreement

- S. Lamon to complete and submit to Ministry once costs are available
- S. Lamon will try to get a timeline from Joel at Ministry once agreement has been submitted

### 3.2 – New Business

#### 3.2.1 – Update MOHLTC

- D. Graystone reported that NP-Lead cannot be hired until Clinic is one month away from opening
- S. Lamon is building relationship with Joel

#### 3.2.2 – Financial Update

- see attachment

#### 3.2.3 – Annual General Meeting

- Motion: Move to postpone AGM until annual financial statements are completed by auditor – J. Breckenridge, J. Briglio
- Approved

#### **3.2.4 – Reporting Structure**

- **clarification required regarding reporting structure for S. Lamon**
- **Sandra would update Debbie regarding any significant impacts on operations**
- **day to day operations questions would be forwarded to committee chairs – Finance, H.R., Legal, and Technology**

### 3.3 – Next Steps

#### 3.3.1 – Next Meeting Date

- November 8, 2010 – 6:00 p.m. – 390 Bay Street

Meeting adjourned – 7:30 p.m.