

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

May 26, 2014

Time: 1800 hours

Algoma NPLC boardroom

Present:

Debbie Graystone

Eric McCooye

Max Liedke

Justin Reid

Mary Tasz

Staff:

Ali Pettenuzzo

Sandra Dereski

Regrets:

Rhonda Angeconeb

Jean Feagan

Jane Flaxey

Wendy Payne

Call to Order: Debbie called the meeting to order at 1805 hours – quorum of board members present.

Approval of Agenda: the agenda was approved with one addition under Business Arising, Strategic Planning session update.

Moved by: M. Liedke Seconded by: M. Tasz

All in favour - carried

Declaration of Conflict of Interests – none declared

Approval of Minutes: Review April 28, 2014 Regular Board Minutes.

Motion to accept minutes as presented

Moved by: E. McCooye Seconded by: M. Liedke

All in Favour – carried

President's Report – Debbie reminded the board that the AGM will be on June 23, 2014 at the clinic. Debbie discussed the upcoming election on June 12, 2014 and the importance of advocacy of the NPLC/NP issues with our local candidates.

Education Session: Max presented on the financial responsibilities for non-profit boards.

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Scheduled Board Activity: None planned for this meeting

STANDING ITEMS

Treasurer's Report:

Motion to approve the financial statements for the period ending April 30, 2014

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

All in Favour – carried

Reports from Committees:

Nominating Committee – the committee will be meeting again at the start of June when Jean is back to review all names submitted for nomination and election to the board and will notify the board of our recommendations prior to the AGM.

Quality Committee – Nothing to report at this time

Leadership Team Report:

See attached copy of leadership report.

Business Arising

- 1. Letter to D. Oraziotti** – Debbie updated the board that no response has been received to date.
- 2. Statutes Spreadsheet Update** – the leadership updated the board that research and development are underway; to date 28 statutes have been identified. With the level of detail required to ensure compliance has not changed on a regular basis, once a final report is completed, the leadership team will update the board on a quarterly basis in regards to the clinic's compliance. The leadership team is targeting the September board meeting to have a final report.
- 3. Strategic Planning update** – the strategic planning session has been booked for Saturday November 8th from 8:30-3:30pm. It will include board and staff members. We are looking at booking the Iron Club as a potential venue. Board members are asked to please block this date in their calendars.

New Business

- 1. Research study participation – R. Heale** – the board reviewed and discussed the research proposal from R. Heale. Sandra to follow up with Roberta regarding the consent form to be used as well as the process for obtaining consent from our patients. Sandra will contact other NPLC's in the northeast to see who has agreed to participate in the study. Leadership team will inquire regarding our clinic's participation in a local ethics board.
- 2. AGM Reminder** –reminder to board members that our AGM is on Monday June 23rd at the clinic. We will have a staff presentation as part of the regular meeting following the AGM.

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3. Finance Committee development – the finance committee will be composed of the Treasurer (Chair), President, leadership team member and one other board member. Eric volunteered to sit on this committee for the '14 - '15 fiscal.

Adjournment:

Motion to adjourn at 1940 hours by M. Liedke

Next meeting: **June 23, 2014**

Reminder that our Annual General Meeting is scheduled for June 23, 2014

Recording Secretary: _____

(Mary Tasz)