

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Board of Directors General Meeting Minutes**

June 8, 2021

Time: 7:00pm

Zoom Conference Call

#### **Present:**

Doug Abbott  
Stephen Hussey  
Lil Silvano

Brenda Warnock  
Christena Laitinen

Terry Scott  
Susan Schikofsky

#### **Staff:**

Dominic Noel

Ashley Gearing

Jaden Cerasuolo

#### **Call to Order at 7:16pm.**

#### **Call for Expressions of Conflict of Interest**

None declared.

#### **Approval of Agenda**

Motion to approve the agenda.  
Seconded and Carried.

#### **Approval of Minutes**

Motion to approve meeting minutes from:  
General Meeting Minutes – May 11th, 2021  
Governance Committee Meeting Minutes – May 31st, 2021  
In-Camera Meeting Minutes – March 9th, 2021  
Seconded and Carried.

#### **Chair's Report**

The Chair's Report was presented. The clinic's strategic planning process was discussed, and it was determined that hiring a consultant for the Fall of 2021 is essential to the success of this process.

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Motion to approach consultants to help further develop our strategic plan. When we receive the proposals, we will choose our most suitable applicant.

Seconded and Carried.

### **Executive Director Report.**

The May Executive Director Report and Dashboard Report were presented.

Dominic discussed the ongoing efforts at the clinic:

1. Immunization Clinic: We are having week-long clinics every two weeks. The goal to immunize 55-65 patients per week.
2. Intake Days: We are having two intake days per month for 6 months. The goal is to reach a patient roster of 2500-2600 patients by March 2022.
3. Capital Expansion: Relocation of the clinic to a larger location. There is a possible need to scale back on the potential size of new location from 6,200 sqft. to 5,000-5,500 sqft. Our consultant recommends that no change be done to our submission for now. This will be reviewed after we receive an answer from the Ministry Capital branch.
4. Website Updates: New tentative launch date of July 15, 2021.

Kay Vallee and Deborah Graystone, two new Board members beginning in the Fall of 2021, entered the meeting for an introduction. Deborah and Kay were invited to remain present for the rest of the general board meeting to observe and will receive formal orientation in late summer.

### **Treasurer's Report**

The financial reports for periods ending April 30, 2021 were presented. The clinic experienced a very small deficit early in the fiscal year, but this is not currently of any concern.

Motion to accept the Treasurer's Report.

Seconded and Carried.

### **Alliance for Healthier Communities Board Liaison Report**

The Alliance AGM Resolutions Review was presented. Susan Schikofsky will be in attendance during the Alliance AGM and will voting on the resolutions listed on the AGM

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Resolutions document. If Board members have strong feelings about the resolutions, you may direct them to Susan.

### **Governance Committee Report**

The Board Evaluation results were presented. Six out of eight Board members completed the evaluation. Overall, the questionnaire was positive. Strengths included the Executive Director, Board members, and the overall experience as a volunteer on the Board. Areas of improvement included strategic planning and human resources planning for Board members.

### **Nominating Committee**

The Nominating Committee report was presented during the AGM, and this topic was not repeated during the General Meeting.

### **OHT Update**

The OHT Annual Plan and review of Board of Director Memo will be discussed during the next General Meeting.

**Adjournment at: 8:05pm**

**Next Meeting: September 2021**

### **Board Meeting Evaluation**

1. Was this a good use of your time? – Yes
2. What did we decide?
  - A. Motion to approach consultants to help further develop our strategic plan. When we receive the proposals, we will choose our most suitable applicant.

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Doug Abbott, Board Chair

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Date of Approval