



**NEAR NORTH PALLIATIVE CARE NETWORK**  
**Main Office at St. Joseph's Motherhouse**  
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## NNPCN Board of Directors Meeting May 16<sup>th</sup>, 2016

### 1. Call to Order

Chair Darren Renaud called the meeting to order at 5:45 PM.

### 2. Attendance

<b>Executive Director:</b>	André Cotterall, <i>E.D.</i>
<b>Directors:</b>	Darren Renaud, <i>Chair</i> Tamela Price-Fry, <i>Vice-Chair</i> Marlene Silva Lamarche Carol Owens
<b>Regrets:</b>	Joan Burnett, <i>Honorary Board Member</i> Linda Bishop Debbie Sloss
<b>Guests:</b>	Dean Decaire, BDO
<b>Staff:</b>	Monica Do Coutto Monni, <i>Secretary of the Board</i>

### 3. Welcome and Introduction

Darren Renaud and André Cotterall welcomed those present and proceeded to approval of the Agenda.

### 4. Approval of Agenda

**{Motion 2016-05-01}**

*Moved by Tamela Price-Fry and Seconded by Carol Owens THAT the Agenda of May 16<sup>th</sup>, 2016 Board of Directors' meeting of the Near North Palliative Care Network be approved. All in favour. Carried.*

### 5. Declaration of Conflict Of Interest

No conflict of interest was declared.

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## 6. Approval of Minutes.

Approval of Minutes of April 11<sup>th</sup>, 2016.

### **{Motion 2016-05-02}**

*Moved by Carol Owens and Seconded by Marlene Silva Lamarche THAT the Minutes of the Board of Directors' meeting held Monday, April 11<sup>th</sup>, 2015 be approved with amendments and THAT the Chair be authorized to sign them. All in favour. Carried.*

## 7. Guests

Dean Decaire, BDO gave the results of the Audit Report. He recommended that we have 3 to 6 months in our expense budget, i.e., between \$60 and \$120 thousand. Expenses exceeded the revenue by \$5 thousand but there were one-time expenses related to moving to the Motherhouse that will not happen next year. Overall, the results were terrific and the NNPCN is doing a good job.

### **{Motion 2016-05-03}**

*Moved by Tamela Price-Fry and Seconded by Carol Owens THAT the financial statement 2016 prepared by the BDO be approved by the Board. All in favour. Carried.*

## 8. Executive Report

André and Carol Owens can celebrate the highest fund raising at the Music Night 2016 North Bay. Mattawa also had a higher result in their fundraising. Clients numbers are growing, respectively: Palliative Clients: 49 total, 18 on hold, 12 new referrals, 19 active. Bereavement: 66 total, 17 new referrals. Jeannie Leblanc was hired to provide the financial reports to the LHIN. André will forward the financial reporting to the Board.

## 9. Committee Reports

### 9.01. Treasurer's Report

André said that Jenny Leblond was hired to provide the financial reports to the LHIN. André will forward the financial report to the Board.

### 9.02. Standing Committees. Deferred.

## 10. Business Arising From Minutes

### 10.01. Almaguin Palliative Care Team

André said that the Board must still carry on with the amalgamation. Christian Tremblay gave us a draft by-law for representation at the Board. There is still need to have a plan for the budget of the



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region. André recommends that Fraser, the representative of Almaguin, participate in Board meetings as guests until the amalgamation is consolidated.

### 10.02. Committees

André has notified the committees of his resignation and he recommended other organizations to substitute him in the committees. As for the End of Life Committee, he notified that as soon as the NNPCN has a new lead, they will contact the Committee.

### 10.03. New Horizons for Seniors \$25,000 Grant

André said that he officially notified New Horizons office that Tamela Price-Fry will be the new representative of the grant. It is possible to have a volunteer hired to run the project. Tamela and Carol will work together to develop the project.

### 10.05. Fundraising

André said that the Butterfly Release needs be someone at the Board level to guarantee that the event is secured in all aspects. Marlene Silva Lamarche is helping our volunteer Laura Fischer to organize the event but she cannot be present the week before the event to help with final arrangements.

## 11. Strategic Plan. Deferred.

## 12. New Business

### 12.01. Andre's Resignation

#### ***{Motion 2016-05-04}***

*Moved by Tamela Price-Fry and Seconded by Carol Owens THAT André Cotterall's resignation as Executive Director be accepted by the Board. All in favour. Carried.*

### 12.02. Transition

Monica left the meeting at 6:54 PM. Motion to go in-camera.

## 13. In Camera.

#### ***{Motion 2016-05-05}***

*Moved by Carol Owens and Seconded by Tamela Price-Fry. THAT the board meeting go in-camera at 6:56 PM to discuss replacement of the current E.D., André Cotterall. All in favour. Carried.*

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### **{Motion 2016-05-06}**

*Moved by Carol Owens and Seconded by Marlene Silva Lamarche. THAT Monica Do Coutto Monni become interim Executive Director while the search for a new Executive Director commences. All in favour. Carried.*

André left the meeting at 7:03 PM. The Board discussed the process for selecting a new E.D. There will be an interview panel of three (3) people. Darren, the Chair, Tami, the Vice Chair, and the Chair will ask Andre if he would also be part of our panel and selection team.

### **{Motion 2016-05-07}**

*Moved by Marlene Silva Lamarche and Seconded by Carol Owens. THAT the interim E.D. role be in effect for at least ninety (90) days following the start of the new E.D., as determined necessary, and that the interim E.D. receive compensation equivalent to the current E.D. compensation while working as the interim E.D. In case Monica Do Coutto Monni is not hired as the new E.D., she resumes her position of Volunteer Coordinator with the same salary she had before, as soon as her duties as interim E.D. end. All in favour. Carried.*

### **{Motion 2016-05-08}**

*Moved by Darren Renaud and Seconded by Carol Owens. THAT the board come out of in-camera at 7:24 PM. All in favour. Carried.*

**14. Information Sharing.** Deferred.

**15. Accomplishments.** Deferred.

**16. Next Board Meeting.** Monday, September 12th, 2016, 5 PM, at the Office at St. Joseph's Motherhouse.

**Board meetings recurrence:** March, April, May, September, October, and February for operational Board meetings. December Meeting: Year-end Potluck Celebration.

**17. Adjournment.**

Adjournment called by Darren Renaud at 7:38 PM. Moved by Carol Owens.

**Darren Renaud**  
*Chair of the Board*

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