



NEAR NORTH PALLIATIVE CARE NETWORK
Main Office at St. Joseph's Motherhouse
2025 Main Street West, North Bay ON, P1B 2X6
Phone: 705-497-9239 1-800-287-9441 Fax: 705-497-1039
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NNPCN Board of Directors Meeting June 13th, 2016

1. Call to Order

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

2. Attendance

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

3. Welcome and Introduction

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

4. Approval of Agenda

{Motion 2016-05-01}

Moved by Debbie Sloss and Seconded by Carol Owens THAT the Agenda of June 13th, 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 May 16th, 2016.

{Motion 2016-05-02}

Moved by Carol Owens and Seconded by Darren Renaud THAT the Minutes of the Board of Directors' meeting held Monday, May 16th, 2015 be approved with amendments and THAT the Chair be authorized to sign them. All in favour. Carried.

7. Guests

Christine Gutmann, Chair of the APCT, retired community nursing and volunteer in palliative care; intern Rev. Fraser Williamson, experience with clinical pastoral palliative care, past president of the Auctioneers Association, volunteer in fund raising. Christine announced that Reverend Lois Brown will be on the NNPCN Board in the future.

8. Executive Report

Monica Do Coutto Monni gave a verbal report of her first 15 days as interim Executive Director. She focused on the priorities below:

- 1) **Support to the Almaguin Palliative Care Team** RE: dissolution of the APCT and amalgamation with the NNPCN;
- 2) **Execution of initial operations of the New Horizons Grant**, Project Seniors Helping Seniors;
- 3) **Execution of the operations of the 7th Live Butterfly Release 2016**;
- 4) **Selection and Recruitment of the student for Canada Summer Job Grant**, to help with the Butterfly Release;
- 5) **Selection and Recruitment of two volunteers, aiming at hiring them as casual workers** (At Will Employee) to cover for the internal administrative operations of: a) Palliative Care Services; b) Bereavement Services;
- 6) **Presence and representation of the NNPCN at meetings of Health Care External Committees** and meetings organized by the NELHIN (teleconference);
- 7) **Presence and representation of the NNPCN at external events for Health Care Partners** (Seniors' Expo at the Golden Age Club);
- 8) **Securing uninterrupted organizational communications** with Board, Volunteers and Health Care Partners during the transition;
- 9) **Oversight and execution of finances, budget and statistics**;
- 10) **Learning Curve** for the responsibilities of interim Executive Director.

9. Committee Reports

9.01. Treasurer's Report. Deferred

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9.02. Palliative Care Training Report

Carol said that training is now waiting for the new HPCO online training to be available. She will be calling the Applicants who still need to complete a few Modules. Carol will be delivering a face to face component of training through the NNPCN, to secure the bond of volunteers with the NNPCN and also to give to the trainer and applicants opportunity to clarify doubts and learn more.

9.03. Bereavement Report

Monica said that she had to slow down the rhythm of Bereavement sessions because the priority now is to keep the organization operations going, and to execute the Butterfly Release. She will be back to growing Bereavement services as soon as this period of transition is successfully concluded.

To secure the continuity of the administrative workload for palliative care and bereavement services during this period of transition, it would be helpful to hire two casual workers on demand, to keep files and services updated. Monica is training two young volunteers and she presented a template of Employee Agreement - At Will Employee for the approval of the Board, to formalize the hiring of the casual workers at \$12/hour, minimum 7 hours, maximum 14 hours of work/week. This would save some money for the NNPCN because both together would be working less hours/week than the full-time Volunteer Coordinator position, since they will be executing only the urgent part of administrative tasks. The Board will revise the Employment Agreement Template and get back to Monica.

9.04. Events and Fundraising Coordination Report - Deferred

9.05. Website and Social Media Report

Monica said that she created an advertisement campaign for the Butterfly Release as her personal donation to the Butterfly Release. She is concerned that we don't have enough donations from big sponsors to guarantee expenses with the big media this year. She is using social media as one of the alternatives because it is inexpensive. She is also looking for inexpensive alternatives for marketing in the local media.

10. Business Arising From Minutes

10.01. Almaguin Palliative Care Team. A) Dissolution of the APTN. Christine said that she has not heard from Jo-Ann Vaillancourt yet and Monica requested that she asked Jo-Ann for a deadline for the conclusion of the dissolution. Monica offered Christine to go with her to the lawyers office if she needs support from the NNPCN. It is important to ask Jo-Ann about their honorarium to complete the process, since their office has been helping the NNPCN pro-bono; B) Insurance. Monica contacted Intact via Brokerlink agent and requested the 2016 insurance policy for the NNPCN. Almaguin shows on the last page of the policy; C) Amalgamation with the NNPCN: next steps are nomination of the Almaguin

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Representative(s) as Board Director(s) and setting up a small initial budget to give predictability to the central Office.

10.02. Committees.

Monica was present at this month's meetings of the **End of Life Committee, Palliative Care Education Committee** and the teleconference **Hospice Volunteer Visiting Working Group** organized by the NELHIN.

As for the End of Life Committee and the position and representation of the NNPCN at the EOL, Monica asked the Board to give her guidance about their position and interests around the issue of the prospective Serenity Hospice.

She suggested that the Board invite Lianne Valiquette for an information session next Board meeting, and that the Board is empowered to strategize their will for the future of the NNPCN, and alternatives to secure the future of the NNPCN as they see it fit.

As far as she can see, technically, the NNPCN growth in the last 2 years puts us in a solid position to negotiate our future with the NELHIN, potential partners from Serenity Hospice and other stakeholders.

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

Carol announced that Sarah Carlin-Ball has been hired as the project lead and the activities of the project will be launched soon. Monica has booked the conference room for the activities of the project until February 2017.

10.04. Fundraising

Monica said that the Butterfly Release will probably have humbler results this year, since we just have 6 weeks to execute the event practically from the scratch. She is hopeful we will get a humble but positive result due to the outstanding support of our volunteers who responded to her appeal of help with the Butterfly Release. Monica has hired the summer student and is finalizing the online agreement with Canada Summer Jobs (it is necessary to change the name of the Executive Director online so that we can sign this year's agreement, and Canada Services online require a long time of digging from one link to the other).

11. Strategic Plan. Deferred.

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12. New Business

12.01. Budget and Board Representation for Mattawa and Sturgeon Falls

Monica said that now that Almaguin will have a budget and Representation on our Board, it is only fair that Sturgeons Fall and Mattawa have the same as standard procedure. She emailed Almaguin, Sturgeon Falls and Mattawa asking the three teams to set up a small initial budget and choose their respective Representative(s) on the NNPCN Board.

12.02. Date of AGM 2016. Thursday, October 27, 5 PM at St. Joseph's Motherhouse

The Board approved the date of the AGM. Supper will happen at 5 PM at the restaurant of the Motherhouse, followed by the AGM and the entertainment piece.

13. In Camera.

14. Information Sharing. Deferred.

15. Accomplishments. Deferred.

16. Next Board Meeting. Monday, July 11th, 2016, 5 PM, at the small dining room at St. Joseph's Motherhouse.

17. Adjournment.

Adjournment called by Darren Renaud at 7:05 PM. Moved by Carol Owens.

Darren Renaud
Chair of the Board