



NEAR NORTH PALLIATIVE CARE NETWORK

347 Sherbrooke Street, Suite 302, North Bay, Ontario, P1B 2C1

Phone: (705) 497-9239 1-800-287-9441 Fax: (705) 497-1039

Mattawa: 705-744-3771

Sturgeon-Falls: 705-753-5771

E-mail: office@nnpcn.com

Website: www.nnpcn.com

NNPCN Board of Directors Meeting | Minutes of February 23rd, 2015 | Page 1 of 6

NNPCN Board of Directors Meeting February 23rd, 2015

1. Call to Order

Chair Tamela Price-Fry called the meeting to order at 5:21 PM.

2. Attendance

Executive Director:	André Cotterall, E.D.
Directors:	Tamela Price-Fry, <i>Chair</i> Darren Renaud, <i>Vice-Chair</i> Andrew Brown, <i>Treasurer</i> Marlene Silva Lamarche
Guests:	Ryland Steel Susan Robinson
Staff:	Monica Do Coutto Monni (meeting secretary)
Regrets:	Linda Bishop

3. Welcome and Introduction

Tamela Price-Fry welcomed those present, and proceeded to approval of the Agenda.

4. Approval of Agenda

{Motion 2015-02-01}

Moved by Andrew Brown and Seconded by Marlene Silva Lamarche THAT the Agenda of February 23, 2015 Board of Directors' meeting of the Near North Palliative Care Network be approved with amendments. All in favour. Carried.

5. Declaration of Conflict Of Interest

No conflicts of interest were identified or declared.

Confidentiality. The information contained in this communication is private and confidential, intended only for the named recipient(s). If received in error, please notify the sender by telephone immediately and keep the information in a secure manner until further direction is given by the sender. Do not copy the information or disclose it to any other person.

NNPCN Board of Directors Meeting | Minutes (electronic format) - 3/22/2021



NEAR NORTH PALLIATIVE CARE NETWORK

347 Sherbrooke Street, Suite 302, North Bay, Ontario, P1B 2C1

Phone: (705) 497-9239 1-800-287-9441 Fax: (705) 497-1039

Mattawa: 705-744-3771

Sturgeon-Falls: 705-753-5771

E-mail: office@nnpcn.com

Website: www.nnpcn.com

NNPCN Board of Directors Meeting | Minutes of February 23rd, 2015 | Page 2 of 6

6. Approval of Minutes

Approval of Minutes of November 2014.

{Motion 2015-02-02}

Moved by Darren Renaud and Seconded by Marlene Silva Lamarche THAT the Minutes of the Board of Directors' meeting held Monday, November 10, 2014 be approved and THAT the Chair be authorized to sign them. All in favour. Carried.

Approval of Minutes of January 2015.

{Motion 2015-02-03}

Moved by Marlene Silva Lamarche and Seconded by André Brown THAT the Minutes of the Board of Directors' meeting held Monday, January 12, 2014 be approved and THAT the Chair be authorized to sign them. All in favour. Carried.

7. Guests

André Cotterall asked Board Directors to introduce themselves. He introduced to the Board Ryland Steel, Ph.D. candidate Neurosciences, Masters in Clinical Psychology and Susan Robinson, Nurse Practitioner NNCCAC, as prospective Board members.

8. Executive Director's Report

André Cotterall provided a verbal summary related to the previous month. Full report with these Minutes. We have a total of twenty-eight palliative care and forty-six bereavement active clients to date. We have thirty-nine active volunteers in North Bay, fifteen in Sturgeon Falls, and seven in Mattawa.

9. Committee Reports

9.01 Treasurer's Report

Andrew Brown said that we are doing pretty well and presented his report. Report with these Minutes.

9.02 Bereavement Report

Monica Do Coutto Monni presented the report and next steps of operations in the Bereavement Program:

- Recent training Basic – Level I was held in North Bay on February 07 and 08. Four new applicants were trained and will start their mentoring placement immediately.
- We have forty-six active bereavement clients in file, distributed among group session waitlist, ongoing day program, and ongoing individual sessions in North Bay and in Sturgeon Falls.
- New Training Intermediate – Level II in Elliot Lake this March. Monica is writing the Training Manual and materials.

Confidentiality. The information contained in this communication is private and confidential, intended only for the named recipient(s). If received in error, please notify the sender by telephone immediately and keep the information in a secure manner until further direction is given by the sender. Do not copy the information or disclose it to any other person.

NNPCN Board of Directors Meeting | Minutes (electronic format) - 3/22/2021



NEAR NORTH PALLIATIVE CARE NETWORK

347 Sherbrooke Street, Suite 302, North Bay, Ontario, P1B 2C1

Phone: (705) 497-9239 1-800-287-9441 Fax: (705) 497-1039

Mattawa: 705-744-3771

Sturgeon-Falls: 705-753-5771

E-mail: office@nnpcn.com

Website: www.nnpcn.com

NNPCN Board of Directors Meeting | Minutes of February 23rd, 2015 | Page 3 of 6

- New Trainings Basic - Level I in Sturgeon Falls and Mattawa. Dates to be confirmed by E.D. as soon as E.D. secures venue in Sturgeon Falls.
- New Day program started on February 2, with 10 clients. It will run at every first Monday of the month. The goal is to empower clients who are facing difficulties to socialize and/or to find a new personal autonomy. Each client can attend a maximum of 12 sessions (one year). Those who present issues of autonomy and socialization may be referred out to sister organizations.
- We concluded one more group session in North Bay on December 18 and we have already three new clients in the waitlist for the next group.
- The eight new trainees are learning how to update Infoanywhere. One new trainee, Brenda Geden, has been selected for further mentoring to become a future screener. She is facilitating two complex grief individual sessions and was the co-facilitator of Basic I training in North Bay.
- Training manual and contents Level I – Basic to become the revised and ameliorated second edition during 2015.
- André and Monica developed the proposal to the NELHIN, to provide our Bereavement Training Program to other organizations across Northern Ontario and create a regional Bereavement Network.
- We are currently developing a partnership with Empire Living.

9.03 Events and Fundraising Coordination

Marlene Silva Lamarche sent the list of answers collected from the exercise on volunteer engagement conducted during the AGM. Monica published these answers, and many testimonies from satisfied clients, in the Testimony page of NNPCN website and on Facebook. Tamela created a visual chart of the responses and the chart will be published with Marlene's compilation on our website and on Facebook. Marlene is looking into the Butterfly Release. André said we have the grant for the student that will help Marlene with the organization of the event.

9.04 Website and Social Media Update

We need a new IT directorate and trainees to help with website and social media. Monica published a daily post on our Facebook page and created three albums for future visitors: The Holiday Companion, Thought of the Day and The Healing Heart. We are reaching the mark of more than 500 clicks on a post more often. January 2 post reached 650 clicks.

10. Business Arising From Minutes

10.01 HPCO Conference

André Cotterall confirmed that he is going to the Conference with our volunteers Carol Fleming and Rose Joly.

Confidentiality. The information contained in this communication is private and confidential, intended only for the named recipient(s). If received in error, please notify the sender by telephone immediately and keep the information in a secure manner until further direction is given by the sender. Do not copy the information or disclose it to any other person.



NEAR NORTH PALLIATIVE CARE NETWORK

347 Sherbrooke Street, Suite 302, North Bay, Ontario, P1B 2C1

Phone: (705) 497-9239 1-800-287-9441 Fax: (705) 497-1039

Mattawa: 705-744-3771

Sturgeon-Falls: 705-753-5771

E-mail: office@nnpcn.com

Website: www.nnpcn.com

NNPCN Board of Directors Meeting | Minutes of February 23rd, 2015 | Page 4 of 6

10.02 Edu Therapy

Andre explained the advantages of getting the certification of Edu Therapy to assert ourselves as the training authority for Bereavement in the Region.

{Motion 2015-02-04}

Moved by Marlene Silva Lamarche and Seconded by Darren Renaud THAT education dollars be invested to send Monica Do Coutto Monni to the Edu Therapy Training in Toronto on March 3. All in favour. Carried.

10.03 Advanced Care Planning Update

Tamela Price-Fry is developing a workshop of 1:30 hrs about Advanced Care Plan. The target audience would be seniors. She is feeling confident that she will present the material next meeting.

10.04 Volunteer Engagement Update

Tamela and André debated how long we will take to achieve the complete integration of the volunteer teams under the new Volunteer Engagement program. There are significant signs of progress and it is estimated that in 6 to 8 months more we will get to the point of having most volunteers engaged in various activities to support us. André also reminded that the Music Night in Mattawa happens this May 2.

10.05 Bingo Schedule

André Cotterall said that we have an ongoing struggle to fill in the Bingo list of volunteers and he will continue to encourage volunteers to help with the Bingo in our monthly meetings. Tamela said it is important to be there to get the \$20K of funding.

11. New Business

11.01 Directors' Election and Terms. Deferred

11.02 Signatures of By-Laws

André Cotterall reported his meeting with Wallace and Klein to discuss the revised By-Laws and gave copies of the revised By-Laws to the Board members for their appreciation. Tamela Price-Fry and Darren Renaud will sign it at the meeting next month.

11.03 Signature of last Board Meeting Minutes. Tamela Price-Fry

11.04 Confidentiality Policy for Client Information (out of office). Deferred.

Confidentiality. The information contained in this communication is private and confidential, intended only for the named recipient(s). If received in error, please notify the sender by telephone immediately and keep the information in a secure manner until further direction is given by the sender. Do not copy the information or disclose it to any other person.



NEAR NORTH PALLIATIVE CARE NETWORK

347 Sherbrooke Street, Suite 302, North Bay, Ontario, P1B 2C1

Phone: (705) 497-9239 1-800-287-9441 Fax: (705) 497-1039

Mattawa: 705-744-3771

Sturgeon-Falls: 705-753-5771

E-mail: office@nnpcn.com

Website: www.nnpcn.com

NNPCN Board of Directors Meeting | Minutes of February 23rd, 2015 | Page 5 of 6

11.05 West Parry Sound financial concern

André reported to the Board the financial difficulties of West Parry Sound and Andrew Brown explained that he is not especially concerned with West Parry Sound deficit but pointed at the fact that their Board approved their budget, which seems to imply in very poor governance. Andrew Brown said that legally we are not liable for their deficit. Tamela asked if we should step in to help them oversee their budget. André said that West Parry Sound are debating the possibility of closing, since the local hospital refused to take them in their premises. Andrew said that he is not happy with the situation at all because this is equivalent to rewarding poor management. Andrew thinks that from our perspective we do not need to notify anybody. If they do not straighten out their situation until the end of the year, he will notify their auditor. André and Tamela stressed that we should make sure that they would not have an impact on us. Darren said that he understands that we do not have risk exposure with this situation but we might have a moral issue with it. André asked Andrew if he is sure if this cannot backfire on us. Andrew said that in his mind, we do not have a legal obligation to notify anybody. Tamela said that having a trail would be a good idea. Andrew suggested that we could ask them for a balance sheet. He will ask the lawyer to know whether we can do it and will bring responses to be discussed next month. André also wants to know what are our responsibilities and liabilities as transfer agency, to be sure that we have no financial impact on us due to the combined report. Andrew will detail our financial report so that the Ministry can see clearly the performance of the three locations. Tamela and André still have concerns in terms of risks to us. André called for a follow up response next month.

11.06 Proposal to the LHIN

André presented the Proposal to the LHIN to train Bereavement and Grief volunteers in the whole region of Northeastern Ontario. André and Monica developed the proposal and André presented it to Lianne Valiquette (LHIN). The proposal is now at the discussion phase with the regional stakeholders. Full proposal with these minutes.

11.07 St. Joseph's Motherhouse opportunity

André said that he got wind that St. Joseph's Motherhouse is undergoing significant renovations. He met with Sister Bonnie to explore possibilities viewing our future expansion. He is meeting with Sister Winnifred this week to continue the conversation. Tamela said that we are always looking for better value for our dollars.

12. Strategic Plan. Deferred.

13. In Camera. Deferred.

14. Information Sharing. Deferred.

15. Accomplishments. Deferred.

16. Next Board Meeting

Confidentiality. *The information contained in this communication is private and confidential, intended only for the named recipient(s). If received in error, please notify the sender by telephone immediately and keep the information in a secure manner until further direction is given by the sender. Do not copy the information or disclose it to any other person.*



NEAR NORTH PALLIATIVE CARE NETWORK

347 Sherbrooke Street, Suite 302, North Bay, Ontario, P1B 2C1

Phone: (705) 497-9239 1-800-287-9441 Fax: (705) 497-1039

Mattawa: 705-744-3771

Sturgeon-Falls: 705-753-5771

E-mail: office@nnpcn.com

Website: www.nnpcn.com

NNPCN Board of Directors Meeting | Minutes of February 23rd, 2015 | Page 6 of 6

Monday, March 09th, 2015, at the NNPCN Office, at 5 PM.

17. Adjournment

Adjournment called by 7:53 PM. Moved by Marlene Silva Lamarche.

Tamela Price-Fry
Chair of the Board

Confidentiality. *The information contained in this communication is private and confidential, intended only for the named recipient(s). If received in error, please notify the sender by telephone immediately and keep the information in a secure manner until further direction is given by the sender. Do not copy the information or disclose it to any other person.*

NNPCN Board of Directors Meeting | Minutes (electronic format) - 3/22/2021