

**YHF Board Meeting  
Tuesday, May 12, 2020  
ZOOM Conference**

**MINUTES**

**Present:** Allan Boudreau, Don Cook, Harold Cook - Chair, Irene d'Entremont, Marc d'Entremont, Vicky d'Entremont, Shaun Hatfield, Ann Jones, Melanie Kenney, Doris Landry, Dr. Shelagh Leahey, Neil LeBlanc, Anthony Muise, Brian Saulnier, Linda Sutton, Peggy Green, Paulette Sweeney-Goodwin, Mary Surette, Heather Fleck

**Regrets:** Kenneth Deveau, Linda Deveau, Kathy Jarvis, Alex Pink, Dr. Kenny Yee

**Absent:** Ronnie LeBlanc, Jeff Little, Mike Sanford

Item	Discussion	Action
<b>1.0</b>	<b>Call to Order</b> The meeting was called to order at 4:01 pm by Chair, Harold Cook.	
<b>2.0</b>	<b>Review of the Agenda</b> Agenda was reviewed and approved as circulated.	Motion by Shelagh Leahey and 2 <sup>nd</sup> by Don Cook to accept the agenda of May 12, 2020 Motion carried.
<b>3.0</b>	<b>Declarations of Conflict of Interest</b> No conflicts declared	
<b>4.0</b>	<b>Consent Agenda</b> The Consent Agenda items were circulated via email prior to the board meeting for review. Kathy Jarvis brought forward an error in the minutes of the April 28 Board meeting and Allan brought forward an error in the minutes of the April 23 Executive meeting. With no other items identified for discussion, Harold asked for a motion and second to approve the Consent Agenda of May 12, 2020 consisting of the following: 4.1 Board - minutes of April 28, 2020 4.2 Executive – minutes of April 23, 2020	Motion by Irene d'Entremont and 2 <sup>nd</sup> by Neil LeBlanc to accept the Consent Agenda of May 12, 2020, which includes approval of any decision items contained within the consent agenda. Vote was unanimous. Motion carried.
<b>5.0</b>	<b>Strategic Plan</b>	
	<b>5.1 Mission, Vision &amp; Values</b> Harold brought the board's attention to page 5 of the Strategic Plan outlining the proposed Promise, Mission, Vision, Strategic Intent & Guiding Values of the Yarmouth Hospital Foundation. Discussion followed.	Motion by Brian Saulnier and 2 <sup>nd</sup> by Ann Jones to accept the Promise, Mission, Vision, Strategic Intent & Guiding Values for YHF as outlined in the Strategic Plan.
	<b>5.2 Main Pillars</b> Harold brought the board's attention to the strategic pillars found on page 6 of the Strategic Plan. These pillars will become focus of the YHF going forward if the board approves the Strategic Plan. Discussion followed, highlights: <ul style="list-style-type: none"> <li>• More involvement of Board members is required in the new Strategic Plan if events are removed</li> <li>• Have to capture the personal relationships with donors since we're losing the social component of events</li> <li>• Need to have an increased focus on attracting monthly donors</li> <li>• Need to harness the personal contacts of Board members outside of events</li> <li>• Need to keep the community connected to YHF via the Radiothon, virtual</li> </ul>	

	<p>or 3<sup>rd</sup> party events to replace existing events</p> <ul style="list-style-type: none"> <li>• Need to focus on donors of all levels, engage small donors with appeals and major donors through more personal interactions</li> <li>• Need better communication to the community focusing on the importance and needs of the hospital &amp; personal stories</li> </ul>	
	<p><b>5.3 General overview, comments, acceptance</b> The strategic pillars are the outcomes that the Foundation will pursue, with the objectives and strategies for achieving the outcomes detailed in subsequent pages of the Strategic Plan. The board agreed that changes were necessary but wanted to make sure that the strategic plan allows for flexibility in a rapidly changing environment, while remaining focused on the overall goal.</p>	<p>Motion by Marc d'Entremont and 2<sup>nd</sup> by Doris Landry to accept the change in focus of YHF to the strategic pillars as outlined in the Strategic Plan while remaining understanding &amp; flexible to the changing times. Vote was unanimous. Motion carried.</p>
	<p><b>5.4 Major Gifts minimum</b> In the opinion of RBR, a major gift should never be less than 5 figures or \$10,000. Discussion followed. The board questioned the purpose of a defining amount since all gifts are important, however, agreed to set a value of \$5,000 for a gift to be considered a Major Gift.</p>	
	<p><b>5.5 Go forward plan</b> See Section 8.0</p>	
<b>6.0</b>	<b>Specific Committee Reports &amp; Motions</b>	
	<p><b>6.1 Nominating Committee – Nominations and New Officers</b> Don reported that three (3) Directors terms will expire or become vacant in 2020:</p> <ul style="list-style-type: none"> <li>• Doris Landry is completing her third (three-year) term and is not eligible for re-election.</li> <li>• Anthony Muise is completing his second (three-year) term and is not reoffering for a third term.</li> <li>• Dr. Shelagh Leahey is taking a leave of absence starting January 1, 2021</li> </ul> <p>Don Cook, Chair, Nominating Committee presented three names in alphabetical order for consideration:</p> <ul style="list-style-type: none"> <li>• Bonnie Garnhum, Community Manager, Royal Bank Yarmouth</li> <li>• Angie Green, Conrad Hurlbert LeBlanc</li> <li>• Joy Hatfield, retired, Unit Manager- Cardiovascular - YRH</li> </ul> <p>Harold indicated that two positions on the Executive will be required to be filled, Treasure &amp; Secretary, as well as the Chair of Finance, and asked board members to discuss with him their interest in these positions. Marc declared a conflict and did not participate in discussion or voting.</p>	<p>Moved by Shelagh Leahey and 2<sup>nd</sup> by Anthony Muise to accept the nominations as presented. Motion carried.</p>
<b>7.0</b>	<p><b>Approval of Governance Documents/Standards</b> The Governance Consent Agenda items were circulated via email prior to the board meeting for review. With no items identified for discussion, Harold asked for a motion and second to approve the following Governance Documents/Standards:</p> <p>7.1 A7 Risk Management 7.2 D1 HR Policies – Employee Handbook</p>	<p>Motion by Neil LeBlanc and 2<sup>nd</sup> by Don Cook to approve A7 and D1 as circulated. Motion carried.</p>
<b>8.0</b>	<b>Other Items for Discussion</b>	
	<p><b>8.1 Future of Events</b> RBR, in the Strategic Plan, is recommending a shift from events-based fundraising (except Radiothon) to major gift fund development, and with</p>	

	<p>Covid-19 causing the cancellation of the 2020 events, discussion was held in regards to the future of the Golf &amp; Gala. Harold recognized and thanked the sponsors, participants &amp; volunteers of the Jody Shelley Golf Fore Health &amp; Spring Gala for their tremendous support over the years.</p> <p>YHF is celebrating its 50<sup>th</sup> Anniversary this year – this is the perfect opportunity to celebrate success while focusing on the new strategic pillars.</p>	
	<p><b>8.1.1 Gala</b> Neil reported on behalf of the Gala Committee that the décor and design plan for a Gala is complete and they would like the opportunity to host one last Gala in 2021. Discussion followed. Concerns were raised about post Covid-19 and the large gathering limitations. Peggy indicated that YRH will be in post-pandemic planning for the next 18-24 months and Dr. Leahey indicated that the large gathering size required to host a successful Gala will not be in place in time. A motion was made to defer the decision regarding the future of Gala to the Fall. The decision will be based on medical and Public Health recommendations. All Gala spending will cease until a decision is made.</p>	<p>Motion by Allan Boudreau and 2<sup>nd</sup> by Neil LeBlanc to defer decision on the future status of the Gala to September 2020. Motion carried.</p>
	<p><b>8.1.2 Golf</b> Doris reported that with Covid-19 forcing us to cancel the Jody Shelley’s Golf Fore Health tournament this year, now would be a natural conclusion for the tournament; 2020 was going to be Jody’s last year hosting the tournament. With events being so labour intensive on staff, it would be better to focus staff efforts on programs that would yield better returns. Discussion was held on the potential of the golf tournament becoming a 3<sup>rd</sup> party event. Mary indicated it would be possible but no organization has come forward as of yet to organize anything.</p>	<p>Motion by Brian Saulnier and 2<sup>nd</sup> by Irene d’Entremont to retire the Jody Shelley’s Golf Fore Health tournament. Motion carried.</p>
	<p><b>8.1 AGM</b> The YHF AGM is scheduled for Tuesday, June 16<sup>th</sup> at 5pm via Zoom. Invitations to join the AGM will be emailed, qualified donors can join by pre-registering.</p>	
<b>9.0</b>	<b>Further General Updates</b>	
	<p><b>9.1 Letter – Spring update</b> Responses are arriving and it’s anticipated that we will be on target for revenue goals. More information will be available at next board meeting</p>	
	<p><b>9.2 Annual Report</b> The text will be completed by Friday May 15. . Helen Cook is currently copy editing and proof reading. Target completion for draft to be sent to printers is May 29. (initial copies for board only will be presented at AGM)</p>	
	<p><b>9.3 Board actions and alternatives during pandemic</b> Two Imagine Canada documents were circulated for information purposes.</p>	
<b>10.0</b>	<p><b>Adjournment/Next Meeting</b> Meeting adjourned at 5:40pm. Next meeting will take place after the AGM on June 16, 2020 via Zoom. Motion to adjourn made by Irene.</p>	

Approved: June 16, 2020  
Date

  
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Harold Cook, Chair