

**Casey House
Minutes of the Board of Directors Meeting
Wednesday, November 24, 2010**

CASEY HOUSE

Members:

Non-Voting Members:

Invited Guests:

- | | | | |
|------------------------|----------------------|----------------------|-------------------|
| √ Guy Bethell | √ James McPhedran | √ Stephanie Karapita | √ Karen de Prinse |
| √ Brenda Butters | √ Philippe Meyersohn | √ Ann Stewart | √ David Gilmer |
| √ Abbas Ghavam-Rassoul | √ Gael Mourant | | √ Gayle Janes |
| √ Bryn Gray | Nancy Read | | √ Todd Ross |
| √ Jason Grier | √ Gillian Stacey | | √ Nicholas Offord |
| √ Sandeep Joshi | √ Timothy Thompson | | |
| √ Bruce Lawson | √ Barbara Whyllie | | |
| √ Mike McKeon | | | |

Recorder: Mary Ann Guiao

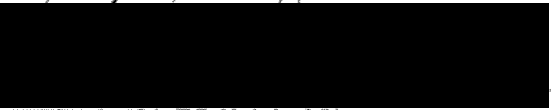
#	Agenda Topic and Decision Points	Follow Up Date and Person
1.0	Client Story	
	Brittan Coghlin, an RN in the Community Program, spoke of her experience and interactions with a client.	
2.0	Call to Order and Approval of Agenda	
	<i>Motion by Abbas Ghavam-Rassoul to approve the agenda as presented. Seconded by Brenda Butters.</i>	<i>Carried</i>
3.0	Approval of Minutes	
	<p><u>Approval of Minutes- October 27, 2010</u></p> <p>It was noted in item 6.4 of the minutes that the term 'committee' will be replaced with 'Board'.</p> <p><i>Motion by Sandeep Joshi to approve the amended minutes of October 27, 2010. Seconded by Gael Mourant.</i></p>	<i>Carried</i>
4.0	Items for Information	
4.1	<u>Chair Report</u>	
	<p>Bruce Lawson noted that the Casey House Board Alumni Reception which took place at Richard Silver's home on November 11th was a success. Bruce also noted that he hosted the Art with Heart debrief and wrap-up meeting on November 22nd which went very well.</p> <p>Bruce reminded everyone of the upcoming Casey House Holiday party on December 16th and invited the Board to join staff and volunteers for this event.</p> <p>Bruce invited the Board to attend the World AIDS Day events taking place on December 1st, such as the Service of Remembrance and Voices of Hope. Bruce requested that Board members make a few stewardship phone calls on or around World AIDS Day, as is Casey House's custom.</p>	

#	Agenda Topic and Decision Points	Follow Up Date and Person
4.2	<p><u>CEO Report</u></p> <p>Stephanie Karapita noted that a meeting to present the development project to the Upper Jarvis Residents Association will occur on December 1st. Stephanie will update the Board on feedback obtained at this meeting.</p> <p>Stephanie gave an update on her Executive Assistant, Diane Pinchak, who is currently on sick leave. She noted that Mary Ann Guiao will continue as the interim Assistant.</p> <p>Stephanie informed the Board of a successful third party fundraising event for Casey House that recently took place, during which tickets for the musical Priscilla were auctioned.</p>	
4.3	<p><u>Medical Director Report</u></p> <p>Ann Stewart reported on the Physician Series session on opioid dependence that was facilitated by Dr. Meldon Kahan on November 9th. The next session will take place on February 22, 2011 with Dr. Darell Tan. She also reported that CPR training for all staff has been completed.</p> <p>Ann informed the Board of the continued search for a new Associate Physician, who will be needed most likely for Fall 2011.</p>	
4.4	<p><u>Governance Committee</u></p> <p>Bruce Lawson noted that the Governance Committee will once again serve as the Nominating Committee and will begin its work in December for the June 2011 nominations.</p> <p>Bruce also noted that based on the Board's commitment to Board Education, Janet Davidson, CEO of Trillium Health Centre, will speak at the January Board meeting on key issues in Ontario health care today.</p>	
4.5	<p><u>Foundation Committee</u></p> <p>David Gilmer gave an update on the committee's current work, which focuses on plans for World AIDS Day and for SnowBall 2011.</p>	
4.6	<p><u>Chief Development Officer Report</u></p> <p>David informed the Board of the creation of Holiday tribute cards, an initiative by Casey House Foundation staff. Information on the tribute cards is provided on the Casey House website.</p> <p>David updated the Board on the first 'Dinner by Design' fundraiser taking place on January 27, 2011 at the Interior Design show. Twenty artists have committed to design a chair that will be auctioned off, with proceeds directed to Casey House.</p>	

#	Agenda Topic and Decision Points	Follow Up Date and Person
4.7	<p><u>Finance Committee</u></p> <p>Mike McKeon reported that the committee reviewed the 2011/12 Hospice Budget which will be discussed with the Board later in the agenda. Mike also reported that the Facilities Management and Housekeeping Contract for Casey House will expire on December 31st. Through a Request for Proposal process, Casey House has chosen to renew its contract with the incumbent Crothall.</p> <p><i>Motion by Barbara Whyllie that the Board award the Facilities Management and Housekeeping Contract to Crothall for two years with an option to renew for an additional two years. Seconded by Gael Mourant.</i></p>	Carried
4.8	<p><u>Quality Committee</u></p> <p>Brenda Butters highlighted items from the committee's November 16th meeting, which included the approval of the organization's annual Quality and Risk management plan as well as the Medication Reconciliation Policy. Brenda informed the Board that the new CAC representative will be announced in January. She also shared results from the resident satisfaction survey. A brief discussion followed.</p>	
5.0	Items for Discussion	
5.1	<p><u>Donor Recognition and Naming Policy</u></p> <p>Guest speaker, Nicholas Offord of The Offord Group, spoke on donor recognition and naming policies. A discussion followed.</p> <p><u>Discussion of Draft Policy</u></p> <p>David Gilmer outlined key features of the draft recognition and naming policy and Tim Thompson highlighted the policy review process. This was followed by a discussion during which a number of revisions were determined. A revised document will be reviewed by the Foundation Committee in January and will be presented to the Board at its next meeting. As a best practice, the policy will be reviewed on an annual basis.</p>	
5.2	<p><u>Balanced Scorecard</u></p> <p>Stephanie Karapita highlighted items of critical importance and noted that most trends identified in the results were consistent with those found in previous years. As per a member of the Board's suggestion, a minor revision to the wording will be made.</p>	
6.0	Items for Approval	
6.1	<p><u>Board Goals</u></p> <p>The updated Board Goals document was presented to the Board. There were no questions or concerns.</p> <p><i>Motion by Barbara Whyllie to approve the 2010/11 Board Goals. Seconded by Guy Bethell.</i></p>	Carried

#	Agenda Topic and Decision Points	Follow Up Date and Person
6.2	<p><u>Project Charter</u></p> <p>The updated Project Charter which had been circulated to the Board via email for feedback was presented to the Board.</p> <p><i>Motion by Sandeep Joshi to approve the Project Charter. Seconded by Timothy Thompson.</i></p>	Carried
6.3	<p><u>Redevelopment Team Terms of Reference</u></p> <p>The updated Terms of Reference for the Redevelopment Committee, which includes revisions from the October Board meeting, were presented.</p> <p><i>Motion by Sandeep Joshi to approve the Terms of Reference for the Redevelopment Committee. Seconded by Gael Maurant.</i></p>	Carried
6.4	<p><u>2011/12 Operating Budget: Hospice</u></p> <p>Stephanie Karapita presented the 2011/12 Hospice operating budget that will be submitted to the Toronto Central LHIN. It was noted that the Finance Committee had reviewed and approved the recommendations at its November meeting.</p> <p><i>Motion by Mike McKeon that the Board of Directors approve the 2011/12 operational budget of Casey House Hospice (as attached), with the condition that this budget will be revisited in 2011 as additional information becomes available. Seconded by Gillian Stacey.</i></p>	Carried
7.0	In-Camera Session	
	This session was not held.	
8.0	Executive Session	
	This session was held.	
9.0	Next Meeting	
	The next Board meeting will be held on Wednesday, January 26, 2011 at 6:00 p.m., 3 rd Floor Conference Room, 9 Huntley Street.	
10.0	Adjournment	
	<i>The meeting adjourned at 8:30 p.m.</i>	

I certify that these minutes were considered and approved at the meeting of the Board of Directors on January 26, 2011.


 Bruce Lawson
 Chair


 Jason Grier
 Board Secretary