



Casey House
Minutes of the Board of Directors Meeting
Wednesday, September 30, 2009

CASEY HOUSE

Members:

Non-Voting Members:

Invited Guests:

- | | | | |
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| <ul style="list-style-type: none"> √ Maureen Adamson √ Guy Bethell Brenda Butters Sandra Cruickshanks √ Abbas Ghavam-Rassoul Jason Grier √ Michael Griffiths √ Sandeep Joshi | <ul style="list-style-type: none"> √ Bruce Lawson √ Mike McKeon √ James McPhedran √ Philippe Meyersohn √ Gael Mourant √ Llana Nakonechny √ Nancy Read √ Timothy Thompson √ Barbara Whylie | <ul style="list-style-type: none"> √ Stephanie Karapita √ Ann Stewart | <ul style="list-style-type: none"> √ Karen de Prinse √ David Gilmer √ Gayle Janes √ Todd Ross |
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Recorder: Diane Pinchak

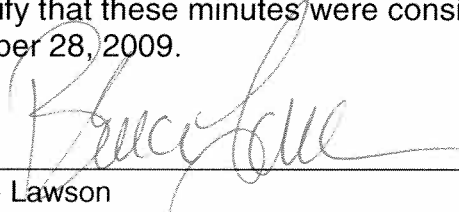
#	<i>Agenda Topic and Decision Points</i>	<i>Follow Up Date and Person</i>
1.0	Guest Speaker	
	Dr. Kevin Gough, University of Toronto Head Infectious Diseases and Head of the HIV Service at St. Michael's Hospital, presented a brief update on the treatment of people living with HIV/AIDS.	
2.0	Client Story	
	Liz Creal, Social Worker presented a client story.	
3.0	Call to Order and Approval of Agenda	
	Bruce Lawson, Chair, called the meeting to order at 6:00 p.m. <i>Motion by Llana Nakonechny to approve the Agenda. Seconded by Nancy Read.</i>	
4.0	Approval of Minutes:	
	<i>Motion by Abbas Ghavam-Rassoul to approve the minutes of May 27, 2009 as presented. Seconded by James McPhedran.</i>	Carried
	<i>Motion by Mike McKeon to approve the minutes of the First Meeting of Hospice Board of Directors June 11, 2009. Seconded by Guy Bethell.</i>	Carried
	<i>Motion by Sandeep Joshi to approve the minutes of the First Meeting of the Foundation Board of Directors June 11, 2009. Seconded by Llana Nakonechny.</i>	Carried
5.0	Items for Information:	
5.1	<u>Chair Report</u> Bruce Lawson extended a warm welcome to our new board members: Sandeep Joshi, Gael Mourant and Barb Whylie. He noted that all of us have our friend and colleague Teddy Rosenberg in our thoughts and prayers. Teddy will really be missed at this table.	

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	<p>Bruce reported that he has met with Stephanie a number of times since June. He then acknowledged that Casey House has received two significant bequests this past Summer and that a third will be forthcoming before year-end. It will be important for the Board to decide how best to allocate these extraordinarily generous gifts. This discussion will formally begin in January.</p> <p>Bruce acknowledged that all Board members have contributed to the Artists' Patrons Club for Art with Heart and conveyed his appreciation for such a strong show of commitment to Casey House and its events.</p> <p>Bruce stated that in order to optimize attendance at the Board's annual one-day retreat in Spring 2010, a date has already been selected: Saturday April 17. This event will be held at a downtown location. The Governance Committee will plan this event and I will keep the Board informed.</p>	
5.2	<p><u>CEO Report</u></p> <p>Stephanie noted that Ontario hospitals have not yet been informed as to what their base funding increase will be for 2010/11; as of today, budgets are due to the LHIN by November 30th. Budget preparations are well underway and draft operating budgets for the Hospice and Foundation will be presented at next Board meeting.</p> <p>She also reported that Casey House will be meeting with Infrastructure Ontario on October 8th to discuss the capital redevelopment project.</p>	
5.3	<p><u>Governance Committee</u></p> <p>Bruce reported that efforts will begin soon to fill the remaining Board vacancy; Llana Nakonechny will lead this effort. He reported on the results of the Board survey that was conducted in Spring 2009. Key issues to be addressed this year include enhanced diversity and improving attendance at Board meetings.</p> <p>It was noted that the Non-Director membership list contained an omission on the Foundation Committee. The list was amended and the following motion was made.</p> <p><i>Motion by Mike McKeon to approve the Non-Director Members of Board Committees for 2009/10 with the noted amendment. Seconded by Michael Griffiths.</i></p>	Carried
5.4	<p><u>Foundation Committee</u></p> <p>Philippe Meyersohn reported on the Foundation activities and the Committee's goals. He thanked the Committee for their hard work and reported that the Committee set a fundraising goal of \$262,000.</p>	
5.5	<p><u>Chief Development Officer Report</u></p> <p>David Gilmer reported that the Foundation participated in the IDEX show, an interior design show last week. Participation was made possible through the generous donation of a booth at the show by Philippe Meyersohn. David reported on the Major Gift Development Project Program/Plan.</p>	
5.6	<p><u>Finance Committee</u></p> <p>Mike McKeon reported that the Committee had met earlier in the week and that materials were sent as an addendum to the Board package.</p> <p>The Hospice financial statements were reviewed. Stephanie noted that CCAC revenue has decreased due to the CCACs' tighter restrictions on home care visits and due to a</p>	

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	<p>reduction in the need for daily visits due a shift in case mix.</p> <p>In review of the Foundation financial statements, Mike highlighted an unrealized investment gain of \$250,000. The Committee continues to monitor total core revenue.</p> <p><i>Motion by James McPhedran to approve the Restricted Fund Method policy as presented. Seconded by Sandeep Joshi.</i></p> <p><i>Motion by Bruce Lawson to approve the Signing Authority policy. Seconded by Nancy Read.</i></p>	<p>Carried</p> <p>Carried</p>
5.7	<p><u>HSAC/Quality Committee</u> Abbas Ghavam-Rassoul reported that the Committee met on September 22nd but did not achieve quorum. He provided an update on some of the issues discussed (e.g. Pandemic Planning) and noted that the Community Advisory Committee reported at this meeting.</p>	
6.0	Items Requiring Decisions/Motions:	
6.1	<p><u>Confirmation of Mortgage Renewal</u> An email poll was conducted on August 28, 2009 to confirm the details of a five-year renewal of the mortgage. Equitable Trust made a change to the mortgage discharge/prepayment clause. The following motion was approved at that time. <i>“That the Board of Directors approve a five-year renewal of the mortgage.”</i></p> <p>Although approved in the email poll, a recommendation was brought forward to the Board to affirm the motion.</p> <p><i>Motion by Bruce Lawson that the Board of Directors affirm its approval of the mortgage renewal that includes an updated approach to discharge/payment. Seconded by Sandeep Joshi.</i></p>	<p>Carried</p>
6.2	<p><u>Approval of Research Plan</u> Stephanie introduced this Plan by noting that the Research Planning Task Force was comprised of a wide range of stakeholders and had met four times. Abbas Ghavam-Rassoul noted that the HSAC/Quality Committee reviewed the Plan at its recent meeting and did not have any concerns with the document.</p> <p>The Board requested that for the next Board meeting Stephanie prepare a very short presentation and briefing note which outlines how the Research Plan relates to the Strategic Plan, as well as risks, approach to communication, approach to funding and financial impact.</p>	
7.0	Items for Discussion	
7.1	<p><u>Draft Board Goals</u> Bruce reported that this draft set of goals was developed by the Governance Committee. He invited feedback and noted that the goal was Board approval at the October Board meeting.</p>	
7.2	<p><u>Report on Pandemic Preparedness</u> Karen de Prinse gave a presentation on plans for H1N1 at Casey House and pandemic planning in general. No concerns were identified.</p>	

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7.3	<u>Business Plan Update 2009/10</u> Stephanie noted that this report was designed to report on annual progress toward achieving the Strategic Plan. There were no questions arising from the Business Plan Update.	
8.0	In-Camera Session	
	This session was held.	
9.0	Executive Session	
	This session was held.	
10.0	Next Meeting	
	The next Board meeting will be held on Wednesday, October 25 th at 6:00 p.m., 3 rd Floor Conference Room, 9 Huntley Street.	
11.0	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 October 28, 2009.



Bruce Lawson
Chair



Jason Grier
Board Secretary