

## KLINIC COMMUNITY HEALTH

### BOARD OF DIRECTORS MEETING MARCH 21, 2018

#### MINUTES

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#### **IN ATTENDANCE:**

**Board Members:** MaryStella Anidi, Allison Fenske, Graeme Findlay, Pat Finkbeiner, Ian Goodall-George (teleconference), George Heath, Terrance Machalek, Tara Mangano, Natalie Mulaire, Conrad Padilla, Marc Rivard, Nora Schwetz, Lynn Scruby, Jan Schubert, Barb Weselak

**Management:** Nicole Chammartin, Holly Banner, Kathie Timmermann

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1. **Call to Order and Announcements** – The Chairperson called the meeting to order at 5:35 pm and the agenda was reviewed.
2. **Financial** – Information for this portion of the meeting was distributed.
  - 2.1 Budget/Audited Financial Statement Review based on previous year – The Director of Finance provided a review/educational session on reading Klinik's financial statements as requested by the Board to be presented annually based on the previous years' financial statements.
  - 2.2 Financial Statements to January 31/18 – The Director of Finance reviewed the statements and indicated Klinik is on track to end the year on budget. A correction in the year to date variance was reported (the spreadsheet calculation was not accurate as it did not reflect the loss on the sale of Broadway). It was noted this and the revenue for Sherbrook will be transferred to the capital fund at year end.

The Board requested that the format for reporting be revised to include the total funded EFT.

**IT WAS MOVED** and seconded that the Board of Directors of Klinik Community Health approve the Financial Statements to January 31, 2018 as amended **CARRIED**

- 2.3 2018/2019 Budget – The proposed 2018/19 Annual Operational Budget was distributed and reviewed. This budget was developed using the current funding level information. The Director of Finance reported there are number of unconfirmed funding revenue sources for a number of reasons, not unlike previous years. Consistent with past years' practices, a revised budget will be presented to the Board when more accurate funding information is confirmed. The level of Provincial funding is expected to be finalized late in the fiscal year as

in past practice. It was noted there is currently an injunction by the Union regarding legislation for 0% increases for 4 years. Therefore, it is not anticipated that collective agreements will be negotiated in the upcoming fiscal year.

Approval of this proposed budget is required in order to continue operations for the upcoming fiscal year beginning April 1, 2018. The budget was approved on an interim basis as presented.

**IT WAS MOVED** and seconded that the Board of Directors of Klinic Community Health approved the Interim 2018/19 Budget as presented. **CARRIED**

3. **Approval of Past Minutes** – The Board reviewed the previous minutes.

**IT WAS MOVED** and seconded that the Board of Directors of Klinic Community Health approved the Board of Directors minutes dated January 17, 2018. **CARRIED**

4. **Committee Reports**

4.1 **Nomination & Governance** – The Committee Chairperson reported this committee has not been active since the recruitment of Graeme Findlay in the late fall. The committee plans to meet before summer; no recruitment is being planned for the spring.

4.2 **Social Justice** – The Executive Director referred Board members to the minutes of Jan 3/18.

4.3 **Building Planning** –The Committee Chairperson reported the committee has not met since the last Board meeting. Ft3 provided a presentation of the schematic design for 167 Sherbrook during the lunch hour of the February 28<sup>th</sup> All Staff meeting which some Board members were able to attend. An Open House is scheduled for April 12 where tours will be provided, the schematic designs will be posted, and there will be an opportunity for attendees to provide feedback on the design. Currently Design Development drawings are being developed, and the parking lot will go to tender in April. This committee will meet after the completion of Design Development Drawings and preparation of the Class B Estimates.

The Executive Director reported on the withdrawal of the offer to purchase 870 Portage. Our Realtor is moving forward aggressively to market the building. The Board recommended adding a penalty clause to offers to purchase regarding withdrawal after extended periods of time.

Tenant for 167 Sherbrook: The tenant is potentially confirmed. Details are being negotiated, and will be made public in due time.

5. **Executive Director Performance Review & Contract** – The Board Chairperson reported the committee will meet in May.

6. **Strategic Plan Update** – The Executive Director referred to the report included in the Board package. Agreed to add the actual outcome in the reporting document; the Board indicated they liked the reporting format. A Board member expressed their positive feedback on Klinik linking the strategic plan to Klinik's Vision and Mission statement.
7. **Klinik and SERC Memorandum of Understanding** – The Executive Director advised the Province has asked for a memorandum of understanding. Agreed the Board of both agencies will develop this over the summer. A question came forward regarding holding a joint Board meeting one in a while with the goal of relationship building.
8. **Annual General Meeting (AGM)/Annual Report Preparation & Planning** – The Executive Director reported that ft3 will unveil the Design of 167 Sherbrook at the AGM. Board members were advised they need to register on line for this event. Agreed to invite Dr. Brock Wright, the CEO of the new Shared Services entity, to bring greetings at the AGM. Klinik Management will work on the annual report shortly.
9. **Executive Director's Report January & February 2018** – The Executive Director referred to the report included in the board package.

10. **Upcoming Events and Announcements**

April 12, 3-7 Open House at 167 Sherbrook

May 30, 5:30 pm: Next Board Meeting (KoP)

June 20, 11:30am-1pm Annual General Meeting; tickets available on line.

11. **In Camera Session**

**IT WAS MOVED** and seconded that the Board of Directors of Klinik Community Health move In Camera. **CARRIED**

The staff Board member and staff members left the meeting at this time.

In Camera discussion ensued.

The In Camera session ended. Staff members returned.

12. **Adjournment** – 8:40 PM