

# KLINIC COMMUNITY HEALTH

## BOARD OF DIRECTORS MEETING MARCH 20, 2019

### MINUTES

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#### **IN ATTENDANCE:**

**Board Members:** MaryStella Anidi, Allison Fenske, Graeme Findlay, Pat Finkbeiner, George Heath, Natalie Mulaire, Conrad Padilla, Nora Schwetz, Jan Schubert  
**Teleconference:** Barb Weselak  
**Regrets:** Terrance Machalek, Tara Mangano, Lynn Scruby  
**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 5:32 PM. The agenda was accepted as amended.
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 (and to be based on the previous years' financial statements). For this presentation, she used the Statement of Earnings and Balance Sheet to January 31, 2019 as included in the board package.
  - 2.2 **Financial Statements to January 31/19** – The Director of Finance reviewed the statements and indicated Klinik is on track to end the year on budget. Variances are largely due to timing issues between when funding is received and when the expenses are incurred.

**IT WAS MOVED** and seconded that the Board of Directors of Klinik Community Health approve the Financial Statements to January 31, 2019 as corrected. **CARRIED**

- 2.3 **2019/2020 Budget** – The proposed 2019/20 Annual Operational Budget was distributed and reviewed. It was noted that all collective agreements have expired and we are awaiting new collective agreements. Increases will be covered by the WRHA.

**IT WAS MOVED** and seconded that the Board of Directors of Klinik Community Health approve the 2019/20 Budget as presented. **CARRIED**

The Board was asked to consider approval of \$3,000 to be expended by Management from the Donation Fund for client needs throughout the year

**IT WAS MOVED** and seconded that the Board of Directors of Klinic Community Health approve Management to expend up to \$3,000 from the Donation Fund for client needs. **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 approve the Board of Directors minutes dated January 16, 2019. **CARRIED**

4. **Committee Reports**

4.1 **Building Planning** – The committee chairperson reviewed the March 12 minutes, and reiterated recent events including that the scope of the project was reduced in response to the Class B estimate indicating the costs exceeded the budget, and a Class A estimate was subsequently requested from a different consultant.

The committee met recently to review the completed Class A estimate and confirm next steps. This estimate showed, despite the changes made to reduce costs, the project is still \$1.2 M over the project budget. Strategies were identified to address this funding shortfall: seek increased funding from the WRHA to service an increased mortgage amount; continue capital fundraising initiatives to reduce the shortfall; and, if required, make operational changes to administrative costs to meet mortgage requirement. It was noted that a new phone system in the building is expected to save approximately \$20,000/year which can be used to service the mortgage.

Klinic management will seek mortgage pre-approval once the tender has been awarded.

With respect to the suggestion to explore reducing the scope of the parking lot development as a cost saving measure, it was reported this matter was considered and it has been concluded that this work must proceed. As the tender was awarded in the fall, work will begin when the ground thaws sufficiently.

Should the Board approve a motion today to instruct the WRHA to proceed to tender the project, we would expect construction to start in June 2019 and be completed in June 2020.

**IT WAS MOVED** and seconded that the Board of Directors of Klinic Community Health approve the recommendation from the Board Building Committee to direct the WRHA to put to tender the reconstruction at 167 Sherbrook. **CARRIED**

- 4.2 Nomination & Governance – The minutes of March 12 were reviewed. The committee chair reported 10 applicants were received in response to the call for board members; 8 will be interviewed. Following this, the committee will prepare slate for Board consideration at the next meeting. It was noted that information from the completed skills matrix was used to determine areas of focus for recruitment.

The goal of staggered terms was reviewed: as a number of Board members reach their maximum term limits in 2020, those recruited next year will begin their two year terms in 2020, thereby creating staggered terms.

In light of a large number of long service board members leaving the Board, a policy for board recognition was brought forward for review. The Board agreed to implement the policy. Recognition will be at 4 and 8 years, corresponding with term lengths, with recognition options being in line with the agency staff and volunteer service recognition procedure.

**IT WAS MOVED** and seconded that the Board of Directors of Klinik Community Health approve Policy A14 – Recognition for Board Member Service. **CARRIED**

- 4.3 Social Justice – The Executive Director, who chairs this committee, reviewed the minutes of January 9. The Board previously suggested this committee no longer be a Board committee due to the terms of reference indicating there be more board members than staff members, and that a board member would act as chair. It was suggested, and the Board agreed, the Social Justice Committee be a joint Board/Staff committee, with minutes to be provided to the Board. The Executive Director to prepare revised Terms of Reference indicating the joint committee structure.

5. Executive Director Report – The Board reviewed the December through February report. The Executive Director reported on her participation on the Provincial Service Purchase Agreement (SPA) consultation meetings; one final consultation is scheduled. It is expected the current SPA will be extended until a new one is finalized. The Board was encouraged to make plans to attend the Klinik/SERC Annual General Meeting and highlighted the keynote speaker is Dr. Marcy Anderson from the Rady Faculty of Health Sciences, University of Manitoba, who brings a wealth of knowledge regarding reconciliation work.

6. Upcoming Events and Announcements

- May 29, 5:30pm: Board Meeting (KoP, B10)
- June 9, Noonish: Klinik/SERC Joint Pride Parade Walking Group
- June 19, 11:30am-2:00pm Klinik/SERC AGM & Agency Recognition
- June 21, Noon-2pm: Longest Day of the Year Party, (KoP, B10)

7. **In Camera Session:**

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

Staff members left the meeting at this time. In Camera session ensued.

The In Camera session ended.

8. **Adjournment** – 7:30 pm.