

Director's Meeting Lumby & District Health Services Society

October 23, 2017
9:00 AM. – 10:45 AM
White Valley Community Hall

Minutes

Present:

Jean Latval, Rosemarie Neufeld, Elinor Warner, Catherine Hertgers, Judy Phillips, Ev Reade and Melanie Wenzoski

Staff Barbara Dyck and Lyndsay de Jong

Guests Rick Fairbairn Hank Cameron and Lori Mindnich

Regrets: Elinor Turrill, Zac Palmer and Heather Serafin.

A. Jean Latval called the meeting to order at 9:05 am. Quorum present.

B. Approval of Agenda & Adoption of March 27, 2017 Minutes

1. **Approval to voice record all future meetings.**
2. Approval of Agenda
3. Approval of Minutes June 26, 2017

No changes or additions to the agenda and June 26 2017 minutes.

Motion: Minutes will be voice recorded and recording erased after Board has approved minutes for that recording.

Moved by Elinor Warner Seconded by Ev Reade

CARRIED

C. Financial Report – Elinor Warner, Director, Finance Committee

Shelley Gudeit resigned from the board. Finance committee had a successful meeting on October 19, 2017. The finance committee is very pleased with LDHSS's financial position. LDHSS is currently on budget. Zac Palmer, Manager of Valley First Credit Union, has agreed to be the chairperson for the finance committee for the remainder of this year and has been given signing authority. Shelley Gudeit and Andy Sherman will be removed from cheque signing authority.

Motion: To "appoint Zac Palmer as LHDSS Treasurer" for 2017-2018 fiscal year"

Moved by Elinor Warner Seconded by Rose Neufeld

CARRIED

Motion: To approve up to \$500 for expenditures including payroll expenses that are not included in the budget without consent from the Board.

Moved by Rosemarie Neufeld Seconded by Elinor Warner

CARRIED

Motion: To accept the financial report ending September 30th as presented

Moved by Elinor Warner Seconded by Rosemarie Neufeld

CARRIED

D. Committee Reports:

1. Communication Report

Ev Reade discussed accessing local media and displaying a 'Fact – Did you know?' column. It would keep the community updated, informed and provide them with history of the society. LDHSS has not received many new members. Adding a Facts column will help promote LDHSS and its services. The facts would have to be approved by Tuesday or Wednesday. Barb suggested banding it with our logo/letterhead. She addressed the cost for advertising and suggested we put a ribbon of facts at the bottom of the article that is printed weekly to save on advertising costs. Ev Reade will submit several facts at once to Barb.

2. Dr. Retention Committee submitted by Catherine Hertgers

Catherine Hertgers spoke with Dr. Burnett. He is content working at the Health Centre. The Dr.'s enjoyed the Meet & Greet. Dr. Burnett enjoyed Walk, Roll & Run (WRR) 2017.

Dr. Barss and Dr. Burnett are working 4 days a week at the Health Centre. At the moment, Dr. Burnett according to his contract requires another physician to be available in the building. In December, this will change. Dr. Burnett has been mass promoting the Options for Sexual Health Clinic. They are booked solid until the end of December, which is a considerable turnaround compared to three months ago. During the last power outage the power went out and frightened a patient. Judy suggested Lumby Health Centre is a vital building and emergency lighting in the building should be mandatory. Barb said she would follow-up with a work order to WSI for emergency lighting to be installed in Dr. Burnett's exam rooms and if this is not successful will add the request to the strategic plan.

Rick asked if the bike rack has been installed. Barb advised him shortly.

3. Fundraising Committee submitted by Rosemarie Neufeld

The total amount raised for WRR is \$10,619.39. The participant turnout was unfavorable. The silent auction was great, raising over \$500, despite it not being publicized as much as Rosemarie would have liked. Next year a bike decorating contest for the children will be incorporated. This will help lure kids and parents, making it more of an overall family event. September 23, 2018 has been set as the date for next year's WRR. Due to the unfavorable turnout, there is consideration to move the event to May (weekend before the long weekend) for 2019. In May people are eager to be outside; whereas in September families are busy getting into their school routine.

Judy asked if the directors can approach individuals themselves to promote donations and solicit regular annual contributions from businesses. Perhaps a business would sponsor LDHSS. A letter can be sent out to businesses. This would be separate from the WRR. The funds raised would be earmarked for administration and building services. Ev would like to see a Gold, Silver & Bronze status for the donors. The Gold donors could receive a banner that displays their business is a health supporter of the Year'. Melanie suggested "to send out the letters in September or October", as businesses are developing their financial plans and donations to the society can be added to their budgets before the end of the year. Rosemarie responded the society shifted from sponsorships because of the added work. Everyone that donates gets acknowledged. She reminded the directors they can spread the word to the community that the society is open to donations all year long.

Motion: To move the above discussion to the fundraising committee.

Moved by Ev Reade seconded by Melanie Wenzoski

CARRIED

4. Strategic Planning Committee submitted by Elinor Warner

Elinor and Barb are in the process of developing a summarized information sheet of financial goals to make it easier to read. Melanie will aid with this process by sending Barb a condensed version of the report that is used by the Village of Lumby. Once completed, it will be provided to the committee for approval.

Elinor reported that the proposed changes have been read and highlighted in the Strategic Plan. Three options were given:

1. Adopt the plan as is.
2. Adopt the plan with proposed changes.
3. Completely discard it.

Elinor Warner would like the board to adopt the plan with the proposed changes highlighted in red.

Motion: To adopt option 2 "adopt the plan with the proposed changes in red".

Moved by Melanie Wenzoski Seconded by Ev Reade

CARRIED

E. Business arising from previous minutes:

1. Valley Lab Rent Reduction:

Rent has been reduced by \$100. For the present time there will be no increase in lab assistant time. Judy asked if it was sufficient time. Barb confirmed.

Barb mentioned patients are arriving extremely early on Thursday to get lab numbers. Administration has been verbally abused due to the numbers not being given out early. Thus, she explained new daily lunch closures from 12:00 pm – 12:25 pm. This will eradicate patients coming early and expecting a number.

Motion: To create a Lab Committee.

Moved by Jean Latval seconded by Elinor Warner

CARRIED

2. Shared Services of BC - Building

Shared Services of BC visited the Health Centre August 23, 2017 to view the inside and outside of building for renovations. The priorities have not been giving to us, however they will be replacing the flooring in all three bathrooms and Room 10. Hank mentioned the electrical charging station for vehicles. Barb replied new front doors are needed before the electrical charging station.

3. Dr. Kirkpatrick

Dr. Kirkpatrick would like to practice at the Lumby Health Centre but will need to follow up on requirements to work as a family practitioner. She has been practicing as an emergency physician at Vernon hospital. She would like to work as relief support for the physicians in Lumby. She is currently in conversations with them now and the Shuswap North Okanagan Family Division of Family Practice.

Judy would like a letter sent to the Dr. Barss and Dr. Burnett regarding entering an agreement with Dr. Kirkpatrick, stating the society invites and supports the concept. Judy motioned to send these letters. Highlighting the society considers it would prove to be a benefit for Lumby. Ev said the letter has to be carefully worded.

Motion: To send a letter to all three doctors stating our support for Dr. Kirkpatrick
Motion failed

F. New Business

Jean Latval stated the last meeting was very lengthy. She suggested extending the length of the meetings or add more meetings. Ev Reade would like the directors to raise their hands to address the chair. Barb Dyck explained the director's meet nine times per year:

- Annual general meeting is in May.
- Directors meet in June, October, January and March.
- Society meets in September, November, February and April.
- There are no meetings in July, August and December.
- A proposal was made to take some meetings away from the society and add it to the directors' meetings. Jean welcomed suggestions. The directors could meet in June, September, October, January, March and April (excluding the AGM in May). This would leave two meetings for the society. During those meetings, not much business is discussed.
- All meetings have to be approved by Jean.
- Rick Fairbairn does not support expressing the results of the meetings by email. He finds it distracting. Recent activity created problems that should have been dealt with.
- Melanie advised to be time conscious with committee reports and to make photocopies of vital information.

Motion: "If a director wants to add items to the agenda,

- Submit agenda items to Jean Latval by Monday (two weeks prior to the meeting)
- Jean Latval will approve the proposed agenda items
- Jean Latval will sent to Barb Dyck for inclusion on agenda".

Moved by Melanie Wenzosk Seconded by Elinor Warner

CARRIED

G. Workshops & Clinics

Flu Clinic:

Cherryville Community Hall, November 3, 10:00 am – 12:00 pm

White Valley Community Hall, November 6, 9:30 am – 3:30 pm

Announcements

Next Membership Meeting November 27, 2017 from 10:00 am – 12:00 pm at the White Valley Community Hall, Hall C
Meeting adjourned 11:45 AM