

# Board of Directors Meeting Highlights

Tuesday, January 19, 2021

1. Catherine Lane, Board Chair opened the meeting. Minutes from the previous meeting and the agenda for this meeting were approved. The e-motion approved on Dec. 2, 2020 to extend funding from the PSW COVID Wage Enhancement to all RN's and RPNs providing direct care in residence was entered into the minutes.
2. Sue McIntosh, Manager of Fund Development and Sharon Lalonde, Volunteer Chair of Homes for the Holidays presented to the Board on fundraising strategies and outcomes during the pandemic. They were pleased to report much better than anticipated revenues from individual donors and Homes for the Holidays. It seems that those who could afford to do so were happy to support HCO during a time they could not carry out many other activities. A number of major donors helped by offering matching gifts. Sharon recommended that Homes for the Holidays be held virtually again in 2021, noting that there are already a number of people offering their homes, and florists ready to participate. Deciding now to hold a virtual event will provide an opportunity to plan much further ahead and situate HCO well should an in-home event still be too risky for guests, hosts and florists in November.
3. Our Executive Director Lisa Sullivan provided highlights from her 3<sup>rd</sup> quarter report. Points included:
  - a. Client numbers continue to trend down in all programs due to COVID.
  - b. Outbreak in residence declared over in December but our organization is continuing with extra precautions such as additional screening on entry and exit, staffing working at one site only, reinforcing PPE for visitors.
  - c. Virtual community programs are continuing to be offered but due to stay at home order there are no in person visits.
  - d. Two MAiD events occurred.
  - e. Applied for funding for diversity project. We will begin with anti-racism and inclusion training for Board members and staff.
  - f. United Way funding will assist with adaptation of day hospice programs and a grant from the City of Ottawa will help with extra pandemic costs.

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4. Board Committee Reports were discussed with the following updates provided:
  - a. **Resources Committee:** Thanks to CEWS (Canadian Emergency Wage Subsidy) and some recent generous donations, we are currently in a surplus situation. Expenses are on track. The main concern is that meeting pandemic needs has resulted in considerable vacation accrual. The committee will work with staff to develop a plan for addressing this liability. Work has begun on the budget for 2021/22 with a view to presenting it to the Board in April.
  - b. **Communications and Advocacy Committee:** Hospice Palliative Care Ontario (HPCO) has provided updated advocacy documents for the March Provincial budget. The committee is developing a submission for the budget consultation and will copy to our local MPP's. A welcome letter has been sent to Cynthia Martineau, new Regional Lead for the Eastern LHIN.
  - c. **Fund Development Committee:** Our virtual fund raising events including Homes for the Holidays, Giving Tuesday and Shine a Light were very successful raising almost \$325,000. The monthly donor program has increased, in-memoriams and legacy giving continue strong and major gifts increased substantially. Having such a positive situation at the end of the third quarter positions us well for the coming year.
  - d. **Governance Committee:** A new policy on Board electronic decision-making is being developed.
  - e. **Circle of Caring Family Advisory Committee:** This group held its second meeting and drafted a work-plan.
5. The next meeting of the Board of Directors is March 9, 2021. Please stay tuned as this date may change depending on need for a budget review.