

Board of Directors Meeting Highlights

March 9, 2021

1. The meeting was opened with a land acknowledgement that HCO's sites are situated on Algonquin Anishinaabe Territory.
2. Melinda Newman, HCO volunteer for over 20 years and 2020 recipient of the June Callwood Award, presented to the Board about her rewarding volunteer work. Currently she prepares weekly, monthly and annual data information that supports many of our reports and provides essential information. She spoke glowingly of the people she has been able to work with over the years and described HCO as a "magical, wonderful place" that offers an important service.
3. Lisa Sullivan, Executive Director highlighted the following from her report:
 - The COVID Outbreak at May Court site is over. Appreciation was given to staff and volunteers who so quickly went for their testing. Vaccinations for our people facing staff and volunteers has begun to roll out.
 - Progress has been made in improving the management of narcotic medication and new documentation materials are being implemented in the Residence to stream line reporting.
 - A social media campaign will be launched in April to profile the people working and volunteering at Hospice. We hope to attract people to work at our special place.
 - We have begun to address diversity issues. Training through HPCO is being accessed by many and an internal working group will be launched in May
 - The French-language virtual bereavement program was very successful and will continue in partnership with the Orleans Funeral Cooperative
 - Employee retention and recruitment continues to be a concern. A small working group of Resources committee is proposed to develop an overall strategy.
4. In order to comply with the rules for Non-profit organizations, the Board accepted a policy on E-mail voting.
5. Treasurer, Stephanie Elyea, reported on the successful budget year that will end with a surplus. She cautioned, however, that had HCO not received the Canada Emergency Wage Subsidy there would be a deficit. The budget for 2021/21 is being prepared for approval at the April 13th Board meeting.
6. Lisa Sullivan presented a Briefing Note on the Ontario Health Teams (OHT). Hospice Care Ottawa continues to be involved with all three Ontario Health Teams in the planning stages in Ottawa..
7. HCO has purchased cyber-security insurance and will be closely examining further ways of ensuring the security of all systems.
8. A fall 2020 audit on AODA (Accessibility for Ontarians with Disability Act) showed HCO largely in

compliance. However, some changes are necessary on HCO's website and Board members, like all volunteers are required to complete the on-line training.

9. The Board will meet next on April 13 to review the proposed 2021/22 Budget.