

**BOARD OF DIRECTORS MEETING
OPEN SESSION**

Thursday, March 30, 2023
5:30 pm – La Verendrye General Hospital / Webex

A G E N D A

Item	Description	Page
1.	Call to Order – 5:30 pm – Indigenous Acknowledgment & Reading of the Mission Statement 1.1 Quorum 1.2 Conflict of Interest and Duty	
2.	Consent Agenda 2.1 Board Minutes – February 23, 2023 * Pg 4 2.2 Board Chair & Senior Leadership General Report – J. Ogden, H. Gauthier, J. Loveday, C. Larson, J. Forbes, Dr. L. Keffer * Pg 6 2.3 Governance Committee Report – J. Begg 2.4 Audit & Resources Committee Report – B. Norton * Pg 9 2.5 Quality Safety Risk Committee Report – D. Clifford* Pg 12 2.6 Auxiliary Reports * Pg 14	
3.	Motion to Approve the Agenda	
4.	Patient / Resident Safety Moment – A. Faragher	
5.	Business Arising - None	
6.	New Business - None	
7.	Opportunity for Public Participation	
8.	Move to In-Camera	
9.	Other Motions/Business	
10.	Date and Location of Next Meeting: April 27, 2023	
11.	Termination	

* denotes attached in board package / **denotes circulated under separate cover / *** denotes previously distributed



**BOARD OF DIRECTORS MEETING
ANTICIPATED MOTIONS – OPEN SESSION**

Thursday, March 30, 2023

3.	Motion to Approve the Agenda	THAT the RHC Board of Directors approve the Agenda as circulated/amended
8.	Move to In-Camera	THAT the RHC Board of Directors move to in camera session at (time)
9.	Other Motions/Business	
11.	Termination	THAT the RHC Board of Directors meeting be terminated at (time)

Indigenous Acknowledgment:

Riverside acknowledges that the place we are meeting today is on the traditional lands of the Anishinaabeg people, within the lands of Treaty 3 Territory, as well as the home to many Métis.



VISION
Caring, Together

MISSION
Improving The Health of Our Communities

VALUES
Progressive • Integrity • Caring • Accountable

STRATEGIC PILLARS

ONE RIVERSIDE
Supporting a consistent and enabling organizational culture

INVESTING IN THE PEOPLE WHO SERVE
Creating a plan to strategically leverage human resources

TOMORROW'S RIVERSIDE TODAY
Making investments today, to support Riverside tomorrow

STRIVING TO EXCEL IN EQUITY, DIVERSITY & INCLUSION
We will support EDI in all we do

 **Riverside
Health Care**

advocating on behalf of the patient and working as a team from Diagnostic Imaging staff, Nursing staff, Physicians and Radiologists, this patients care was put on the forefront, and she received the medical attention she needed. Julie shared the patient has been seen since and is doing well.

Jon thanked Julie for sharing this good news story.

5. BUSINESS ARISING:

There was no business arising.

6. NEW BUSINESS:

There was no new business.

7. OPPORTUNITY FOR PUBLIC PARTICIPATION

There was no public participation.

8. MOVE TO IN-CAMERA:

It was,

MOVED BY: B. Norton

SECONDED BY: B. Calder

THAT the Board go in-camera at 5:39 pm.

CARRIED.

9. OTHER MOTIONS/BUSINESS:

There was no other motions/business.

10. DATE AND LOCATION OF NEXT MEETING:

March 30, 2023

11. TERMINATION:

It was,

MOVED BY: B. Norton

THAT the meeting be terminated at 7:01 pm.

CARRIED.

Chair

Secretary/Treasurer



Board Chair, Chief of Staff & Senior Leadership Report – March 2023
Open Session

Strategic Pillars & Directions

Investing in Those Who Serve - Strategically Leveraging our Human Resources

- **March Staff Appreciation**
This month we distributed cooler bags filled with a few treats and a thank you letter from Administration. While a small act, these expressions of appreciation are important as part of a broader recognition and appreciation program.
- **Human Resource Information System (HRIS)**
Since our organization selected an alternate HRIS we have been experiencing staff challenges that have halted further progress. Kronos (UKG) is the scheduling system that we are now implementing, having aborted the prior system due to challenges with our multi-job complexity. The CFO/CIO has engaged two highly qualified firms to purchase implementation resources to advance this project. Given the complexity (staffing, processes, technology) and the benefits of this solution we are preparing to enter the implementation phase again.
- **Nursing Week**
Nursing week is coming May 8-14, 2023 – stay tuned! The theme this year is “Our Nurses. Our Future.” This theme showcases the many roles that nurses play in a patient’s health-care journey. The pandemic brought to light the courage and commitment that nurses work under every day and showed the important role that nurses play in the community.
- **Harvard Mentor Manager**
Management training schedules have been released and all leaders across the organization are completing this management program. Our core group of leaders will complete the program by the end of 2023 while the balance of our leaders (ie. Supervisors) will complete the program by April 30, 2024. This program provides for development of critical management and leadership skills that are essential to continuing to evolve our organization.
- **Medical Director Retirement**
Dr. Cam Moorhouse has provided notice of resignation as Medical Director at Rainycrest effective May 11, 2023. A physician is interested, in principle, in moving into this role as long as there are additional supports from attending physicians given the number of residents in the Home. Dr. Moorehouse has communicated that he currently provides Medical Director services for 100 residents; however, we anticipate requiring multiple physicians to support the number of residents in the Home. Dr. Moorehouse is also leaving his physician role at the Fort Frances Jail, Minyo-Ayaa Treatment centre, and Ge-da-gi-Binez youth centre (detention/corrections).
- **Wellness Committee**
On March 15, 2023, the Terms of Reference was approved for our restored Wellness Committee and membership has been identified. The first meeting of the committee will be scheduled shortly.
- **Health and Safety**
Our team has developed a health and safety committee with physician representation to complement our Joint Occupational Health & Safety Committees across four sites and to ensure a more appropriate venue for physicians to bring their concerns forward.

One Riverside - Promoting a Consistent and Empowering Culture

- **Privacy**
The Information Privacy Commissioner (IPC) has provided Riverside Health Care with notice that they have now closed their investigation related to the relatively large snooping breach that occurred this year. After considering the circumstances of the breach and the actions implemented, they are satisfied that no further review of this breach is required. They have recommended reviewing and sharing the IPC’s article on “Detecting and Deterring Unauthorized Access to Personal Health Information” with Riverside staff and our Privacy Officer is preparing to address this outstanding requirement.
- **Auditors**
On March 16, 2023, a letter of engagement was signed with our auditors, BDO Dunwoody, in Fort Frances. This is in advance of the advance field work that will be getting underway shortly.
- **CEO Corner**
Starting in late March a monthly CEO Corner communication will be sent to all staff. While we reached a point of over communication during the pandemic, it is imperative that we restore clear communications to all staff that may not translate otherwise through our newsletter, existing portal or through our broader leadership group.
- **Directors Meeting**
An in-person meeting of all RHC Directors was held on March 20, 2023, at LaPlace Rendezvous. The focus of the meeting was to ensure that Directors understood their role in infusing the Code of Conduct and Strategic Planning down to the operational level. In addition, areas presented their findings and action plans from the Work Life Pulse Surveys.
- **Front Line Engagement**
A meeting is scheduled in late March with the Quality and Risk leads to evolve our support structure for leadership (Directors and Supervisors) to embed front line staff in the identification, recommendation, implementation and evaluation of quality improvement initiatives.

- **Lunch With Leadership**
Lunch with Leadership was held with staff in Rainy River on March 6, 2023. A meeting was also held with Dr. Ennett on that date. An action document has been developed related to our Lunch With Leadership sessions held at LaVerendrye General Hospital, Rainycrest and Rainy River. Future planning for the next Lunch With Leadership is progressing accordingly.
- **Emergency Planning**
Our Core Emergency Preparedness Team has been meeting twice per month; one meeting focused as a working group meeting and the other more oversight centric in nature. Recently, we updated the Emergency Command & Control table to align with our team makeup. In addition, identification of a support group for Text Em All, our mass communication tool, was identified and broad training is being planned.

Tomorrow's Riverside Today - Investing Today to Support Tomorrow

- **Ontario Health Team (OHT)**
The OHT is meeting on March 22, 2023, in advance of the April 17-18, 2023, session with our Facilitator. The purpose of these sessions are to discuss structure, vision, mission, mandate and opportunities for relationship building to advance our OHT in terms of development of both the Executive Team and a revised Collaborative Decision Making Agreement. In the meantime, the Core Team is evolving a proposal for a broad district wide Transportation Program and reviewing quality indicators related to both alternate level of care (non-acute hospital admissions) and cancer screening. Finally, RHC, RRDSAB and Giishkaandago'ikwe Health Services (formerly FFTAHS) will be engaging with a recruitment firm to progress the onboarding of a new OHT Executive Lead.
- **General Surgery**
As our surgical program continues to be staffed by locums, we have seen an increase in coverage during the month of March (only 4 vacant days). The VP Medical at TBRHSC has accepted some shifts as a General Surgeon at LaVerendrye General Hospital and we anticipate that this arrangement will mature and continue to supplement our General Surgery program. Going forward we have made the decision to conduct an interview for any potential permanent General Surgeon as is normal practice in Hospitals. I have asked our Chief of Staff (Dr. Keffer), Dr. Harris from TBRHSC and Dr. Touzin from the RSN to participate along with myself in these interviews. This clarification has been provided to the Physician Recruitment Lead (Dr. Ruppenstein) and the District Physician Recruiter (Todd Hamilton) as part of the onboarding process for Riverside Health Care.
- **Essential Laundry Equipment**
As a result of significantly aged equipment (over 40 years for one piece of equipment) and equipment failures we have made a significant investment to replace two washing machines with either two 120-pound units or one 120 pound and one 90-pound unit. A 3rd unit is required next year. This investment will be in excess of \$160k for the equipment; however, we are awaiting the summary of engineering costs that will result from installation. Purchases of this nature are a result of aging facilities across Riverside Health Care.
- **Hospice Support**
\$35k has been approved in one-time funding from Home and Community Care Support Services Northwest to support new furniture in our palliative spaces.
- **Bariatric Support**
OHN has approved close to \$200k in funding for mechanical lifts, specialty surface mattress for wound prevention, a bariatric wheelchair and bariatric bed and mattress at Rainycrest LTC.
- **ALC back to Home Capital Funding**
Surplus funds have been approved to complete final renovations at the ALC Back to Home program to ensure that 9 units are available for both ALC and Transitional Housing services.
- **3rd Floor Clinic**
Our team is working to coordinate dedicated time with our engineer to review the pharmacy redevelopment requirements in order to right fit this service around development of a new physician clinic on the 3rd floor.
- **Assessment Centre**
Ontario Health North (OHN) indicated the potential for our Assessment Centres (Fort Frances and Rainy River) to be closed in 2023-24 and moved to local pharmacy providers. After sharing the financial implications of this change OHN has applied for continuation of these services at Riverside Health Care for an additional year.
- **Mental Health & Addictions**
OHN has agreed to provide support for further refinement of our Mental Health & Addiction bed proposal through their existing specialty resources. Additional engagement will occur with the MH&A lead at Lake of the Woods Hospital to ensure we have wrap around expertise to assist us in developing a model that blends effectively into the existing psychiatric and addiction service models both locally and at a Northwest level.

Striving To Excel in Equity, Diversity & Inclusion (EDI)

- **Ontario Heritage Plaque**
The Ontario Heritage Trust and Borderland Pride will unveil a provincial plaque to commemorate Dianna Boileau, Dr. Harold Challis and transgender rights in Ontario on March 31, 2023 — on International Transgender Day of Visibility — at the Fort Frances Museum and Cultural Centre. The plaque will be permanently installed in front of La Verendrye General Hospital following the ceremony. Diane Clifford and Jordan Forbes have been confirmed as attendees from RHC and our communications department has extended this invitation to all staff. Unfortunately, three senior managers are away on this day and the Board Chair has a prior commitment.
- **Ceremonial Space**
An investment of \$147k has been approved and contractor work initiated on the new ceremonial space at LaVerendrye General Hospital with a planned completion date of July 31, 2023. After this time, the room will be turned over to the design artist assigned by the Elders through GHAC.

Thank you to the Riverside Team for their submissions, they are invaluable in the preparation of this report.

Respectfully Submitted,

Joanne Ogden, Board Chair

Dr. Lucas Keffer, Chief of Staff

Julie Loveday, Executive Vice President, Clinical Services & CNE

Carla Larson, Chief Financial Officer

Jordan Forbes, Chief Human Resources Officer

Henry Gauthier, President & CEO



Audit & Resources Committee Report – March 2023

2.4.1 Financial Report – February 2023 *



Operating Revenue & Expense Summary April 1, 2022 to February 28, 2023

		2022-2023 DRAFT Budget	YTD DRAFT Budget	YTD Actual	YTD Actual Dollars Over(Under) YTD Budget	YTD Actual Percent Over(Under) YTD Budget
Fund Type 1 - LHIN Funded - Hospital Services						
REVENUE						
LHIN - Base Funding	A-1	\$27,866,124	\$25,543,947	\$25,348,887	(\$195,060)	-0.76%
QBP Funding	A-2	\$489,500	\$448,708	\$1,396,366	\$947,658	211.20%
Other Funding (19*) - Hospice, Oncology Drug Reimbursement, Stroke Strategy	A-3	\$1,398,500	\$1,281,958	\$2,377,545	\$1,095,586	85.46%
LHIN - One Time Funding	A-4	\$58,800	\$53,900	\$2,007,414	\$1,953,514	3624.33%
MOHLTC - One Time Funding	A-5	\$196,275	\$179,919	\$179,923	\$4	0.00%
Other Revenue MOHLTC - HOCC	A-6	\$624,774	\$572,710	\$600,259	\$27,549	4.81%
Paymaster	A-7	\$0	\$0	\$0	\$0	0%
Cancer Care Ontario	A-8	\$21,788	\$19,972	\$10,145	(\$9,827)	-49.20%
Recoveries & Miscellaneous	A-9	\$1,716,159	\$1,573,146	\$1,825,970	\$252,824	16.07%
Amortization of Grants/Donations Equipment	A-10	\$387,373	\$355,092	\$336,567	(\$18,525)	-5.22%
OHIP Revenue & Patient Revenue from Other Payors	A-11	\$1,725,506	\$1,581,714	\$1,616,359	\$34,646	2.19%
Differential & Copayment	A-12	\$970,001	\$889,168	\$693,978	(\$195,190)	-21.95%
TOTAL REVENUE	A-13	\$35,454,800	\$32,500,233	\$36,393,412	\$3,893,179	11.98%
Compensation - Salaries & Wages	A-14	\$19,234,068	\$17,600,490	\$20,635,113	\$3,034,623	17.24%
Benefit Contributions	A-15	\$5,173,732	\$4,734,319	\$4,663,603	(\$70,716)	-1.49%
Future Benefits	A-16	\$199,100	\$182,508	\$150,150	(\$32,358)	-17.73%
Medical Staff Remuneration	A-17	\$1,810,900	\$1,659,992	\$2,283,910	\$623,918	37.59%
Nurse Practitioner Remuneration	A-18	\$138,448	\$126,911	\$141,763	\$14,852	11.70%
Supplies & Other Expenses	A-19	\$5,390,945	\$4,941,700	\$5,693,844	\$752,144	15.22%
Amortization of Software Licenses & Fees	A-20	\$27,831	\$25,512	\$16,345	(\$9,167)	-35.93%
Medical/Surgical Supplies	A-21	\$747,713	\$685,404	\$1,244,812	\$559,408	81.62%
Drugs & Medical Gases	A-22	\$1,622,419	\$1,487,217	\$2,413,169	\$925,952	62.26%
Amortization of Equipment	A-23	\$813,165	\$745,401	\$753,827	\$8,426	1.13%
Rental/Lease of Equipment	A-24	\$158,458	\$145,253	\$164,442	\$19,189	13.21%
Bad Debts	A-25	\$82,000	\$75,167	\$100,981	\$25,814	34.34%
TOTAL EXPENSE	A-26	\$35,398,779	\$32,409,873	\$38,261,959	\$5,852,086	18.06%
SURPLUS/(DEFICIT)	A-27	\$56,021	\$51,353	(\$1,868,547)	(\$1,919,900)	-3738.66%



Operating Revenue & Expense Summary April 1, 2022 to February 28, 2023

		2022-2023 DRAFT Budget	YTD DRAFT Budget	YTD Actual	YTD Actual Dollars Over(Under) YTD Budget	YTD Actual Percent Over(Under) YTD Budget
Fund Type 2 - LHIN Funded - Counselling & Non Profit Housing Programs Mental Health - Case Management - Housing - Addictions - Problem Gambling						
TOTAL REVENUE	B-1	\$1,523,053	\$1,396,132	\$1,821,705	\$425,573	30.48%
TOTAL EXPENSE	B-2	\$1,523,053	\$1,396,132	\$1,882,597	\$486,465	34.84%
SURPLUS/(DEFICIT) - DUE To LHIN	B-3	\$0	\$0	(\$60,892)	(\$60,892)	0.00%
Fund Type 3 - Other Ministry/Agency Funded - Non Hospital Services Partner Assault Response - Family Violence						
TOTAL REVENUE	C-1	\$203,436	\$186,483	\$208,946	\$22,463	12.05%
TOTAL EXPENSE	C-2	\$203,436	\$186,483	\$208,945	\$22,462	12.05%
SURPLUS/(DEFICIT) - DUE To Other	C-3	\$0	\$0	\$0	\$0	0.00%
Fund Type 2 - LHIN Funded - RainyCrest Community Support Services (Home Support, Assisted Living, Adult Day, Meals on Wheels)						
TOTAL REVENUE	D-1	\$1,612,382	\$1,478,017	\$2,006,279	\$528,262	35.74%
TOTAL EXPENSE	D-2	\$1,612,382	\$1,478,017	\$2,006,279	\$528,262	35.74%
SURPLUS/(DEFICIT) - DUE To LHIN	D-3	\$0	\$0	\$0	\$0	0.00%
Fund Type 2 - LHIN Funded - RainyCrest Long Term Care						
TOTAL REVENUE	E-1	\$14,252,075	\$13,064,402	\$15,539,946	\$2,475,544	18.95%
Compensation & Benefit Contributions	E-2	\$12,055,122	\$11,031,262	\$13,617,285	\$2,586,023	23.44%
Supplies	E-3	\$1,314,068	\$1,204,562	\$1,310,391	\$105,828	8.79%
Service Recipient Specific Supplies	E-4	\$0	\$0	\$0	\$0	0.00%
Sundry	E-5	\$1,135,117	\$1,040,524	\$1,414,041	\$373,517	35.90%
Equipment	E-6	\$252,989	\$231,907	\$426,226	\$194,319	83.79%
Contracted Out	E-7	\$113,883	\$104,393	\$73,882	(\$30,510)	-29.23%
Building & Grounds	E-8	\$29,013	\$26,595	\$305,443	\$278,848	1048.49%
TOTAL EXPENSE	E-9	\$14,900,192	\$13,639,243	\$17,147,268	\$3,508,025	25.72%
SURPLUS/(DEFICIT) including unfunded liabilities	E-10	(\$648,117)	(\$574,841)	(\$1,607,322)	(\$1,032,481)	179.61%
Less: Unfunded Future Benefits	E-11	\$0	\$0	\$131,175	\$131,175	0%
Less: Unfunded Amortization Expense	E-12	\$0	\$0	\$8,519	\$8,519	0%
SURPLUS/(DEFICIT) excluding unfunded liabilities	E-13	(\$648,117)	(\$574,841)	(\$1,467,628)	(\$892,787)	155.31%

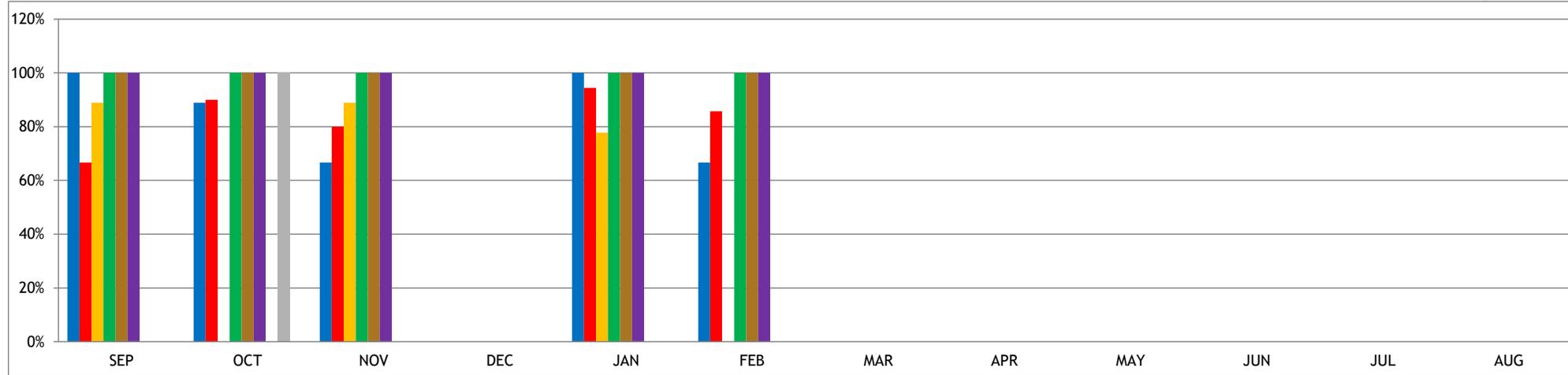
Operating Surplus(Deficit) - Corporate - Hospital and Other Funds		(\$592,096)	(\$523,488)	(\$3,397,067)
Operating Surplus(Deficit) - Hospitals & Long Term Care ONLY		(\$592,096)	(\$523,488)	(\$3,336,175)
Total Operating Margin - Hospitals & Long Term Care ONLY		-1.19%	-1.15%	-6.42%



Quality, Safety, Risk Committee Report – March 2023

2.5.1 Board Quality Metrics *

BOARD OF DIRECTORS - QUALITY METRICS - 2022-2023



- INDICATORS:
- Participation A** - # of voting board members attending board meetings monthly.
 - Participation B** - # of voting board members attending committee meetings monthly.
 - Reflection A** - # of completed board meeting evaluation surveys bi-monthly.
 - Reflection B** - # of members that complete the board self-assessment questionnaire annually (June).
 - Decision Making** - # of board decisions made by detailed briefing notes/supporting documentation done monthly.
 - Education A** - # of education sessions at board meetings monthly.
 - Education B** - # of board meeting agenda items related to integration, quality or strategy monthly.
 - Composition** - # of categories in the skills based board matrix met annually (March).
 - Compliance** - # of new directors that attend board orientation annually (Sept).

INDICATOR	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YTD Actual	Target	Variance	Notes
1. Participation A	100%	89%	67%	#DIV/0!	100%	67%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	84%	75%	9%	
2. Participation B	67%	90%	80%	#DIV/0!	94%	86%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	83%	75%	8%	
3. Reflection A	89%	#DIV/0!	89%	#DIV/0!	78%	#DIV/0!	85%	100%	-15%							
4. Reflection B										#DIV/0!			#DIV/0!	100%	#DIV/0!	
5. Decision Making	100%	100%	100%	#DIV/0!	100%	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100%	90%	10%	
6. Education A	100%	100%	100%	#DIV/0!	100%	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	125%	100%	25%	min of 1 session/mtg
7. Education B	100%	100%	100%	#DIV/0!	100%	100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	100%	100%	0%	min of 2 items/mtg
8. Composition							#DIV/0!						#DIV/0!	89%	#DIV/0!	11/18 skills met
9. Compliance	#DIV/0!	100%	#DIV/0!										#DIV/0!	90%	#DIV/0!	Board Orientation took place in October 2022



Auxiliary Report – March 2023

Emo

No Report.

La Verendrye General Hospital

See Attached Report.

Rainycrest

No Report.

Rainy River

The Rainy River Hospital Auxiliary spent more time reviewing and presenting amendments to the constitution. The next draft will be made available at the April meeting for discussion.

Since the Tuck Shop has been re-organized and re-stocked, the reception from the public has been positive. The shelves/racks are stocked with a great selection of items.

The hospital kits were assembled with donations from the Tuck Shop to compliment what had already been purchased. There are six kits available for male patients and six for female patients.

A committee has been formed to take care of purchasing and planting flowers, shrubs and baskets for the hospital. Maintenance of the plants was also discussed.

Membership lists have been updated, put in a database and distributed to members.

Our Strawberry Social has been booked for May 3, 2023. Plans for the Strawberry Social were initiated by asking members to start plants for the plant sale table at the event.

**LAVRENDRYE GENERAL HOSPITAL AUXILIARY
EXECUTIVE MEETING
MARCH 7, 2023**

- 1. CALL TO ORDER:** The meeting was called to order at 1:37 p.m. by Marnie Cumming
ATTENDANCE: Marnie Cumming, Ellie Gagne, Linda Plumridge, Brenda Cox, Linda Booth, and Diane Glowasky.
REGRETS: Jan Beazley, Susan Sieders, Irene Laing, Donna Penney, Margie Gibson
- 2. PLEDGE:** Our pledge was read by Marnie
- 3. DECLARATION OF CONFLICT OF INTEREST:** None declared.
- 4. APPROVAL OF AGENDA:** All approved.
- 5. MINUTES OF JAN 17, 2023 MEETING:** Approved as distributed.
- 6. TREASURER'S REPORT:** Linda P. reported our true balance as of Feb. 28, 2023 was \$45708.11. Income is high from the vending (incl. pop) for February at \$2368.65. We are in very fine shape financially and there were no bills for February.

The total amount for donations received in 2022 was \$27,794.20. Marnie reported that the record of donations to the hospital since the beginning of the Auxiliary is \$1,638,285.80.

- 7. CORRESPONDENCE:** There was no correspondence for the month.

8. DIRECTORS REPORTS:

a) Foundation Representative - The Riverside Foundation Spring Luncheon honouring June Keddie will be held April 29, 2023 at the Robert Moore School Auditorium. They are looking for 3-tiered baking trays and also good used items for the boutique. Riverside HCF is providing a total of \$6000 in annual bursaries for staff and students beginning this year.

b) Gift Shop: The Shop's hours have been decreased for now as it has been challenging to find workers plus business has been slow. Current hours of operation are Monday, Tuesday, Thursday and Friday from noon to 3:30. Things are running smoothly.

c) Communications: Robin McCormick will be attending our next meeting. She is willing to do write-ups as needed.

d) Membership: Marnie reported 167 paid members and 14 at Rainycrest. The January reminder mailout has been successful and it is recommended that it be done again next year.

Phoning: Reminder calls have been made regarding the luncheon on March 13, 2023.

Courtesies: Brenda was filling in for Donna P while she's away. Brenda sent cards to June Smith (get well) and Josie Schill (sympathy).

e) Social Activities: Diane has placed 25 posters around town about the Spring Luncheon. Tickets are now available at the Gift Shop, Pharmasave and the Seniors Centre. No longer at Shopper's. We are planning a mini meeting after the luncheon to discuss the Strawberry Social etc. Diane will also be putting a plan together for Staff Appreciation to take place late March.

f) Special Events: (Vacant)

g) DIRECTORS AT LARGE: Judy has reported that the baby kits are going well.

9. UNFINISHED BUSINESS:

a) Volunteer Recognition – still no update from the Foundation regarding plans for this year

b) Policy and Procedure Manual updating – Marnie has completed the updating and is currently waiting for final review by committee members. Copies to be distributed at the April meeting.

10. NEW BUSINESS:

a) FFHS BURSARIES: Even though the Foundation will be distributing two \$500 bursaries to FFHS graduating students, it was decided that we would continue with the two \$1000 bursaries to FFHS for students going into Health Care. Moved by Linda P. seconded by Brenda C. CARRIED

b) ROCK'N FOR A REASON: After a brief discussion of where and when to hold this event, it was decided by all that it be held in conjunction with the Trade Show at the Curling Rink April 28-29. Marnie will be recruiting members for help during the Spring Luncheon. Marnie has also drafted letters for members and merchants along with pledge sheets for Rockers. Volunteers are also asked to contact previous Rockers from last year's list. Marnie pointed out that there are several new businesses in the north end to consider contacting for support.

c) AGM: The AGM lunch will be on Monday June 12, 2023

d) STRAWBERRY SOCIAL: Pending date is Thursday June 15, 2023. Although not carved in stone, we will be sticking to the making and delivery version with appointed members to call businesses and persons to pre-order. We have discussed trying to incorporate an additional way to increase our revenue for this event. Brainstorming for new ideas plus soliciting volunteers will occur at the meeting to follow the Spring Luncheon.

e) S-T-I-T-C-H-E-S: Marnie is the Chair for this new and exciting event. We are projecting this event to take place October 13 and/or 14 at the Zion Lutheran Church. Susan Sieders is a member of Country Cabin Quilters who will take care of the quilting portion of the event. Prior to the event, we will be selling raffle tickets on a quilt that had previously been donated by the Beyak Group for Spirit of Christmas. There is a lot of planning left to do with next steps to include contacting Betty's regarding possible support and discussing needs with the quilt group.

11. ADJOURNMENT: 3:15p.m. Next Meeting will be Tuesday April 4, 2023 at 1:30 in the 3rd floor meeting room.

PRESIDENT _____
MARNIE CUMMING

SECRETARY _____
ELLEN GAGNE