



Tavistock Community Health Inc.

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Thursday, August 20, 2009

1.0 Call to Order and Welcome by Ross Campbell

Ross welcomed everyone and thanked them for being there

1.1 Roll Call and Moment of Reflection

Present – Marcia Bender, Steve Bender, Ross Campbell, Anne Gregory, Dean Jutzi, Lois Kalbfleisch, Sherrill Malson, Jim Piggott, Bob Quehl, Grace Thier, Brenda West,

Absent – Barry Ruby

Guests – Colleen Card

Ross spoke briefly on the challenges that TCHI board has faced over the past few years.

1.2 Approval of/Additions to Agenda

Motion made by Steve Bender, seconded by Anne Gregory to approve, carried.

1.3 Review and approval of July Minutes

Motion made by Lois Kalbfleisch, seconded by Brenda West to approve with changes, carried.

1.4 Business from the Minutes

Steve bender reported that it was decided to put aside for the time being. A report will be given at the next meeting on the card tables.

2.0 Staff Reports

2.1 Joan Leeming – No report, Joan is on vacation

2.2 Colleen Card – Colleen reported that Dr Cowing would like to have 3 new office chairs with castors and a book-case for her office/examining room. The book case presently there belongs to the clinic, and it is felt that it can be used by office staff. Dr Snider has agreed that the examining table she uses should remain at the clinic. Dr Cowing will be moving into Dr Caulfeild's office temporarily and then take over Dr Snider's office when she leaves. Colleen will check with Dr Caulfeild if he would donate his book-case for Dr Cowing's use.

Motion made by Lois Kalbfleisch, seconded by Marcia Bender, to purchase 3 chairs (and book-case if required) for Dr Cowing's office, carried.

Steve bender offered to look after this.

An upcoming "boot camp for diabetes" will be attended by 2 staff members. CPR

training – This could be done at the clinic instead of staff members attending “off sight” training sessions.

Motion by Steve Bender, seconded by Sherrill Malson, to follow the policy that was set out last year regarding CPR training, carried.

Motion made by Steve Bender, seconded by Anne Gregory to ask Darryl McIntosh to contact Phil Schaefer at Bank of Nova Scotia regarding information on the debit machines, carried.

3.0 Committee Reports

3.1 By-Law - No Report

3.2 Communication – No report

3.3 Facilities –

The cleaner has asked for payment of \$1600.00 per month. This will be checked out with Joan Leeming and the Facilities committee.

The front doors require fixing. Also, the suggestion was made that the coat rack at the front door be moved to the opposite wall so that it does not interfere with the door’s opening and closing mechanism. Some ceiling tiles need to be replaced, plus flooring in 2 offices. The crash cart needs to be relocated away from the emergency door.

3.4 Finance – Financial report up to July 31, 2009 discussed with explanation of changes from previous month. Dean volunteered to email Dr Snider, c.c. to Drs Bartlett and Hook, to the effect that her note receivable, which should have been repaid in January 2009, is now due and payable. Interest will now be applicable.

Motion made by Steve Bender, seconded by Brenda West, that Dean Jutzi email Dr Snider about the repayment of her note to TCHI, carried.

3.5 Liaison – “Agreement in Principle between TCHI and Tavistock Family Physicians” was discussed in detail. It was decided that it is necessary to form a Human Resources committee to address problems, challenges and day to day operation of the clinic and staff. Dean Jutzi volunteered to provide us with a copy of a computer generated policy and procedure manual..

Volunteers requested to sit on the H.R. committee – no one volunteered at this time. – This will be brought up again at next meeting. Sherrill Malson agreed to be on a sub-committee but didn’t think she was qualified to be on the actual committee.

A Motion was made by Anne Gregory, seconded by Marcia Bender, to show our approval for the steps taken so far in drawing up the above “Agreement in Principle” dated August 5, 2009, and our encouragement to continue to completion, carried.

3.6 Recruitment

TCHI is registered for PAIRO, October 6, 2009 – Hamilton, 4-8pm
October 7, 2009 – London, 4-8pm

Lois Kalbfleisch will attend as a board representative. Joan Leeming will also be asked if she would be willing to attend. Ross Campbell had a prospective lead for Brenda West to follow up on.

Motion made by Steve Bender, seconded by Marcia Bender, that the Recruiting Committee follow up on possible lead, carried.

3.7 Fundraising – No report

4.0 STAR FHT - Dr Blaine will speak at the September 17, 2009 board meeting.

5.0 New Business - None

6.0 Next Meeting – Thursday, September 17, 2009

7.0 Adjournment - Meeting adjourned at 6:10pm. – Marcia Bender gave her closing thoughts on what a committed group of volunteers make up TCHI board.

Ross Campbell, Chair

Grace Thier, Secretary