



Tavistock Community Health Inc.

80 Maria Street PO Box 310, Tavistock, Ontario N0B 2R0

Telephone: (519)655-2322

Fax: (519)655-3073

Thursday December 17, 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, Sherril Malsen, Jim Piggott, Barry Ruby, Grace Thier, Brenda West,

Absent – Bob Quehl

Guests – Dr Paul Bartlett, Colleen Card, Joan Leeming

2.0 Opening Moment - Brenda West offered “Christmas Gift Suggestions”

3.1 Approval of/Additions to Agenda

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

3.2 Review and approval of Minutes of previous meeting

Motion made by Steve Bender, seconded by Anne Gregory, to approve minutes of previous meeting with a correction to item in 5.5 Liaison, to read “all physicians” instead of Dr Cowing, carried.

3.3 Business from the Minutes

Ross placed an ad in Tavistock newspaper asking for persons interested in joining the board to submit written applications. No responses to date.

4.0 Staff Reports

4.1 Joan Leeming, Nurse Manager

Joan reported on upcoming scheduled H1N1 clinics that will be held between 9:30 – 4:30pm Friday, December 18, 2009 with 2 nurses from the clinic looking after these.

Fact sheets will be handed to patients to cover all the bases on H1N1 information.

CHAP – another session was held December 16, 2009. 4 returnees and 3 new attendees showed up. Another 100 letters have been sent out about this programme.

4.2 Colleen Card

Colleen advised that the IT programme has been phased out and we will have to reapply for new funding. The new rate is \$400/physician if we are approved.

Patricia Wettlaufer has reported that she was not paid vacation pay in 2008. Dean is looking into this.
Debit machine is here but not functional yet as questions have arisen that need to be answered.

5.0 Committee Reports

5.1 By-Law

Discussion followed on some tidying up in some paragraphs to clarify meanings and intents.

5.2 Communication

Brenda West reported she had gone over our website to update information and forwarded to Mike Churchward to update on the web. Brenda asked for copies of previous months minutes to be posted on the website.

5.3 Facilities

It was reported that M&G Carpentry has been contracted to do the work on the receptionist area. Marcia volunteered to do some of the painting to help cut our costs.

Motion made by Brenda West, seconded by Jim Piggott to approve Steve Bender's expenses re painting, etc, plus additional \$200 to complete blind replacements, carried.

Motion made by Steve bender, seconded by Brenda West, to reimburse Dr Cowing for \$84.72 to cover cost of 3 chairs purchased, carried.

5.4 Finance

Finance statements for previous month were gone over by Dean Jutzi with explanations where necessary.

Concerns have been raised by the physicians about our invoicing system to them, which does not accurately reflect true amounts. Several items were discussed and clarified.

Dean and Colleen will get together with Darryl McIntosh to work out a satisfactory system of getting timely financial reports to satisfy physicians and the board. A suggestion was made to change the board meetings from third to fourth Thursday in the month to allow Darryl McIntosh more time to prepare financial statements.

Motion made by Grace Thier, seconded by Brenda West, to approve financial report, carried.

5.5 Liaison –

Agreement between physicians and the board has been signed by all physicians and appropriate board members.

5.6 Recruitment

No report.

5.7 Fundraising

The question was asked whether we should be sending letters to local businesses re donations. Brenda West wondered if we should also put the same letter in the Gazette to local residents. The letter should outline what the funds would be used for now, and up to 5 years in the future, e.g. parking lot repaving, new generator, etc. Brenda West and Sherrill Malson agreed to join the fundraising committee.

5.8 Human Resources

Steve Bender reported that the policy and procedure revisions are close to completion. Target date of January 1, 2010 will not be met, but completion should be early in the new year.

6.0 New Business

Nominations – Brenda West has prospective member - Deb Junker. Barry and Andrew Raymer to be approached by Brenda West re prospective positions on the board.

Christmas Party – Sue Kennel from TCHI has suggested 2 tentative dates – January 9th and 16th, 2010. Final time and place to be decided.

Motion made by Brenda West, seconded by Sherrill Malson to provide \$1,200.00 toward the staff Christmas party, carried

Dr Barb Cowing came to the meeting to introduce herself, and to meet the board members.

It was agreed that the AGM will be held March 24, 2010 in the same place as previously held, Tavistock Public School.

Motion made by Barry Ruby, seconded by Steve Bender that the AGM will be held March 24, 2010 in Tavistock Public School, carried.

7.0 Next meeting – January 21, 2010 – third Thursday of the month

8.0 Adjournment Sherrill wished everyone a Merry Christmas

Ross Campbell, Chair

Grace Thier, Secretary

