



# Tavistock Community Health Inc.

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Thursday, December 16, 2010

## Call to Order and Welcome by Ross Campbell

Ross welcomed members and guests, and called meeting to order at 4:00pm.

### 1.1 Roll Call

Present – Marcia Bender, Steve Bender, Ross Campbell, Deb Junker, Jim Piggott, Mike Sullivan, Brenda West

Absent – Bob Quehl, Clare Schlegel, Grace Thier, Sharyn Bennett, Sherrill Malson

Guests – Dr Paul Bartlett, Joan Leeming,

### Approval of/Additions to Agenda

**Motion** made by Steve Bender, seconded by Mike Sullivan, to approve Agenda, Carried.

### 3.2 Review and approval of minutes of last meeting

**Motion** made by Marcia Bender, seconded by Deb Junker, to approve. Carried.

### 3.3 Business from the minutes

None

### 4.0 Staff Reports:

#### 4.1 Joan Leeming – Nurse Manager

Joan Leeming reported that money was being collected at the clinic for the Tavistock Assistance Program. This collection of money was arranged by patients of the clinic. Joan also reported that the staff held a potluck dinner and 'secret santas' were revealed.

At Joan's request, a **motion** was made by Jim Piggott and seconded by Steve Bender for the purchase of a \$100.00 gift card for Steve Cahill and a thank you card be sent to Ron Wiffen for their assistance with building maintenance throughout the year. Carried. **Action:** Joan to purchase gift card and send thank you.

Joan also reported that there was a problem one evening with parking. The same night that a clinic was held at the office, the school across the street also had a concert and parking for the school overflowed into the clinic parking lot.

**Action:** The facilities committee will look into additional signage needed such as "emergency route – no parking".

#### **4.2 Colleen Card –**

No report.

#### **4.3 Dr. Paul Bartlett**

Dr. Bartlett reported that the doctors are still getting funding for computers, however they do not yet have to upgrade. Dr. Bartlett also reported that Business Manager, Colleen Card will be stepping down from her position in January, 2011. She has arranged with BDO to have them work on monthly finances for the doctors in her place. Staff members Shannon and Amanda will share any remaining workload of Colleen's.

#### **5.0 Committee Reports:**

**5.1 AGM, Communication, By-Law Review -** No report

**5.2 Facilities -** No report.

#### **5.3 Finance**

**Motion** made by Mike Sullivan, seconded by Deb Junker, to accept the financial report as presented. Carried.

**5.4 Liaison -** No report.

**5.5 Recruitment -** No Report

**5.6 Fund Raising –** No report

**5.7 Human Resource Committee –** No report.

#### **6.0 New Business –**

**Christmas Party:** Deb Junker reported that the staff Christmas party will be January 29, 2011 in the Victorian Room, Queen's Inn, Stratford. Cocktails at 6:30 pm and dinner at 7:00 pm. Cost will be \$26.00 (including tax) per person for board members. Deadline to RSVP to Deb Junker is January 14<sup>th</sup>. **Please bring your payment to the next meeting.**

A **motion** was made by Steve Bender and seconded by Jim Piggott to amend the Christmas budget from \$1000.00 to \$1200. (an additional \$200.). Carried.

A **motion** was made by Marcia Bender, seconded by Jim Piggott to have the Human Resource committee look into and work on staff recognition for years of service to be held at the Christmas Party January 29, 2012. **Action required.** Carried.

**Strategic Planning:** A 'brainstorming' session for TCHI strategic planning is booked for February 2, 2010 from 4:00 – 9:00 pm and to be held at the Men's

Club at a cost of \$85.00 for the hall. A meal will be served at 6:00 pm. The three doctors, seven staff and twelve board members are all encouraged to attend. Ian Adair will be facilitating the meeting at a cost of \$200.00. The doctors will be paying staff for their time in attendance at this meeting. A **motion** was made by Mike Sullivan to pay the budget of \$935.00 (hall, facilitator and meals) for the strategic planning meeting and seconded by Deb Junker. Carried.

**Next Year Board Participation:** The following four board members will be leaving the board after the annual meeting. They are: Jim Piggott, Grace Thier, Bob Quehl and Brenda West. **Action:** Brenda West to purchase retirement gifts. **Action:** Ross Campbell will put an ad in the Tavistock paper in January, 2011 asking for resumés to be submitted from anyone interested in participating on the TCHI board. He will also put a sign in the clinic waiting room.

**AGM:** Will be held the last Wednesday in March – March 30, 2011. A **motion** was made by Mike Sullivan to accept this date and seconded by Jim Piggott. Carried.

**7.0 Next Meeting** – Thursday, January 20, 2011 – third Thursday of the month.

**8.0 Adjournment** – Meeting adjourned at 5:50 pm.

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**Ross Campbell, Chair**

**Grace Thier, Secretary**