



## **Tavistock Community Health Inc.**

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Thursday, July 16, 2009

### **1.0 Call to Order and Welcome by Ross Campbell**

Ross welcomed all board members to the meeting.

### **1.1 Roll Call and Moment of Reflection**

Present – Steve Bender, Ross Campbell, Dean Jutzi, Lois Kalbfleisch, Jim Piggott, Brenda West, Anne Gregory, Barry Ruby, Sherrill Malson

Absent – Bob Quehl, Marcia Bender, Grace Thier

Guests – Dr. Paul Bartlett and Joan Leeming

Anne Gregory – read a short excerpt for a Moment of Reflection

### **1.2 Approval of/Additions to Agenda**

**Addition to Agenda:** New board table(s) to be discussed.

**Motion to approve agenda** made by Steve Bender, seconded by Jim Piggott. Carried.

### **1.3 Review and approval of June 18, 2009 Minutes**

Anne Gregory stated that there should be more detail under 3.1 By-Law. So it should read: "Anne Gregory reported that the Mission Statement on By-Laws is different from what shows up on stationery and it was felt that the one on the stationery is desirable and most appropriate. Anne and Jim have started to look at the By-Laws point by point and in turn need to be brought back to the board with their recommendations. Anne & Jim need to talk to a lawyer to see if they can make these changes themselves or if they need assistance from a lawyer."

Dr. Bartlett questioned 2.2. "Decision was made to put off installation of debit machine until later". TCHI staff wondered about this statement and feel that a large amount of income is being lost each month because of not having a debit machine. It was discussed and the debit machine is an operations expense.

**Motion to lease a debit machine by Anne Gregory and seconded by Lois Kalbfleisch.** Carried.

Also regarding 2.2 "Dr. Barbara Cowing is eligible for the underserved incentive" – Colleen Card has spoken to Dr. Cowing and she is in agreement to apply for the underserved and repay the incentive to TCHI.

**Motion to approve June 18, 2009 minutes with the above changes** made by Anne Gregory and seconded by Barry Ruby. Carried.

## **2.0 Staff Reports**

- 2.1 Nurse Manager's Report** – Joan Leeming reported that there have been no Tuesday am staff meetings because of summer vacations, etc., however, they are still meeting with the physicians. The staff has decided to enter the Tavistock fairboards competition of a chilli cook-off. Joan thanked Steve and Jane Bender for the mulch that they supplied and applied to the gardens. New government protocols have come in to place: 1. need to do spore testing every other week; 2. need to neutralize the solution that instruments are sterilized in before dumping down the drain. Staff evaluations have started and one is completed. Joan would like to see a board member present at these evaluations, if at all possible. **Sherrill Malson volunteered to do this.** There is a system in place for assisting with the evaluations and the goal is to evaluate each staff member once a year. The security system education to staff members has not taken place yet. Steve Bender suggested **“this must happen – just do it”**.  
**Dr. Bartlett:** presented a form from the Ministry of Government Services that came in the mail. It is to be completed by TCHI secretary.

### **3.0 Committee Reports**

- 3.1 By-Law Review** – No report.
- 3.2 Communication** – Brenda reported and handed out a sample and a template for the SWOMEN (Southwestern Ontario Medical Education Network) as a possible avenue to take for advertising for recruitment. (Dr. Bartlett spoke with Brenda after the meeting and indicated that the template for SWOMEN was more for training opportunities for medical students and probably was not a good idea to pursue. On the TCHI flyer Brenda will change the contact person from Colleen Card to Joan Leeming and Dr. Hook.
- 3.3 Facilities** – Steve Bender gave a detailed report (attached and changes are in blue). Report changes includes: a) updated computer list with one more added and one more out of commission since the last report; b) Insurance – spoke with Doug Bell from McFarlan Rowlands Insurance, Thamesford regarding the building policy and the Directors and Officers Policy; c) Request from Dr. Barbara Cowing to have her office painted, d) questions regarding Dr. Snider's examining table and the possibility of a new desk. Next Facility Meeting is July 23, 2009 – 6:00 pm. Main purpose of this meeting is to ~~do~~ have a facility tour and all board members are welcome.
- 3.4 Finance** – Dean Jutzi reviewed financial statement with explanations. TCHI had a net income for the month of June, 2009 of \$1856.91.  
**Motion** by Steve Bender, seconded by Lois Kalbfleisch to approve financial report.

3.5 **Liaison** – No report this month.

3.6 **Recruitment** – Brenda to email information of PAIRO fair to Dr. Bartlett and all board members.

3.7 **Fundraising:** Brenda reported that she has spoken with a representative from the Ontario Trillium Foundation. We could possibly be eligible for funding for renovations to the front office to make it more accessible for the disabled, however, they would not fund us if we would get dollars from any other organization – e.g. Agri-Spirit Fund through Farm Credit Corp. The Ontario Trillium Foundation's next application deadline is November 1, 2009. We should know before that date if we are getting any funding from the Agri-Spirit Fund and will then know whether or not to pursue the Ontario Trillium Foundation. Brenda also has emailed Gwen Deveraux and has asked her for input on any other avenue for possible funding for TCHI. At the time of this meeting, no response has been received from Gwen.

4.0 **STAR FHT letter** – Dean Jutzi presented the letter he wrote explaining the Treasurer's Report to be sent to the Star Family Health Team Board in response to their letter of May 27, 2009.

5.0 **New Business:** Discussion was held regarding purchasing table(s) & chairs for the boardroom instead of having to bring in card tables. Steve Bender will look into tables and chairs.

6.0 **Next Meeting:** August 20, 2009 – third Thursday of the month.

7.0 **Adjournment:** Meeting was adjourned at 6:00 p.m.

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**Ross Campbell, Chair**

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**Grace Thier, Secretary**