



Tavistock Community Health Inc.

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Thursday January 21, 2010

1.0 Call to Order and Welcome by Ross Campbell

Ross welcomed everyone and thanked them for their attendance

1.1 Roll Call and Moment of Reflection

Present – Marcia Bender, Steve Bender, Ross Campbell, Anne Gregory, Dean Jutzi, Lois Kalbfleisch, Jim Piggott, Barry Ruby, Brenda West, Bob Quehl

Absent – Sherrill Malson, Grace Thier

Guests – Dr Paul Bartlett, Joan Leeming

2.0 Opening Moment – Barry Ruby offered “Gymnastics for the Brain” from “100 Ways to Live to be 100”

3.1 Approval of/Additions to Agenda

Change “next meeting date” to February 18, 2010.

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

3.2 Review and approval of Minutes of previous meeting

Motion made by Steve Bender, seconded by Lois Kalbfleisch, to approve minutes of previous meeting with the suggested corrections. Carried.

3.3 Business from the Minutes

Bob Quehl to chair the February, 2010 meeting as Ross Campbell will be absent.

Ross Campbell thanked Marcia Bender for her work on the Christmas party.

Ross Campbell has booked the Tavistock Public School for the AGM.

4.0 Staff Reports

4.1 Joan Leeming, Nurse Manager

Joan reported that the computers have been updated regarding the patients.

Tavistock now has only the patient records for Drs. Bartlett, Hook and Cowing.

Joan also reported on the autoclave and the blood pressure clinic.

4.2 Dr. Bartlett

Dr. Bartlett reported the following numbers for rostered patients.

Dr. Bartlett - 2085; Dr. Hook – 1570; Dr. Cowing - 837: Total -4492

Dr. Bartlett also reported that there are still approximately 1000 patients to be rostered who have not yet come forward. More patients who left with Drs. Snider and Heisz are requesting to return to Tavistock. The doctors in Tavistock have now put a stop to this. Dr. Bartlett reported that the 3 doctors in Tavistock are full

right now, at least for a year. When asked if TCHI should be recruiting for a new doctor right now, he reported not to for right now, however it was decided that the Recruitment Committee should write letters to two or three future candidates (Rita French is one, a minister's wife in the Embro area is another, and a Dr. Stewart from Stratford is the third) just to keep in touch and let them know of updates at TCHI. Marcia Bender to draft this letter.

5.0 Committee Reports

5.1 By-Law

Anne and Jim discussed revisions to the by-laws and also reported on 5.01(a) that still needs to be reworded. Board members discussed new wording for 5.01(a). Subject to these few changes, Anne and Jim presented the revised bylaws for acceptance at the AGM in March 2010.

5.2 Communication

Brenda West reported that the website has now been updated and has all the board meetings posted. Brenda to make a further change to the website showing that Tavistock right now has 3 doctors with the room to accommodate up to 6. Brenda will also get the revised by-laws posted on the website when she receives them. Joan Leeming to get a picture of Dr. Cowing and a brief bio for the website.

5.3 Facilities

Steve Bender reported that M&G Carpentry may not be able to start renovations for another couple of weeks yet – end of January or beginning of February. Steve reported that all painting has been completed and thanked Marcia who had volunteered to do some of the painting to help cut our costs.

Steve also reported that re-application for an IT Grant is being looked at. The yearly renewal for the antivirus is due. Lena is taking stock of all hardware and specs of each computer as well as the server (software, printers and scanners included) for Practice Solutions. She is getting a quote for future needs on the Practice Solutions software and hardware that fall within the Government's future guidelines.

Currently there is about 8.5 GB left for space on the server that is about 4-6 months of usage. Mullers have looked at the server and they can create maybe 12 more GB. Most of the usage is coming from using PDF files rather than converting them to text.

The security system has been activated, however staff has not yet been trained. Steve also reported the yearly contract for heating and cooling needs to be done. **Motion** to accept signage of this yearly contract was made by Anne Gregory, seconded by Marcia Bender. Carried.

5.4 Finance

Dean Jutzi discussed and explained the financial statement for the previous month. Bottom line – TCHI Net Income for December, 2009 - \$2519.89. Dean

reminded the board members that as of November 1, 2009, we are now on the 'new system' for finances and are now in full accrual system. Dean also discussed the timeframe of invoices being sent to the physicians each month. Dr. Bartlett reported that the physicians would appreciate an invoice by the 10th or 12th of the month and any differences can appear on the following month's invoice.

Marcia Bender presented her invoice for the Christmas Party.

Motion to accept the financial report made by Steve Bender, seconded by Bob Quehl. Carried.

5.5 Liaison –

No report.

5.6 Recruitment

No report.

5.7 Fundraising

No report.

5.8 Human Resources

Steve Bender reported that no meeting has been held since the last. The H.R. document has been spell/grammar checked and he is going through it one more time.

Steve also presented a spreadsheet from Great West Life showing the breakdown of coverage and who pays what. There is a 10% fee increase for the employee paid portion.

6.0 New Business

Ross Campbell reported that he had received 2 more resumés from people applying for the board positions. Brenda West reported that Barry Raymer informed her that he was not able to apply for a board position this year, but may be available another year. Barry Raymer also said that his son Andrew Raymer, also has his plate full right now and would not be able to apply for a position either. As of this meeting, we have the following people who have given their resumes for board positions: Deb Junker, Clare Schlegel, Michael Sullivan and Sharyn Bennett. Lois Kalbfleisch indicated that she wished to step down from the board, thus leaving four positions open on the board to be filled.

Ross Campbell went through the checklist for the AGM Planning:

Brenda, Marcia and Lois – refreshments

Brenda offered to get labels printed for letters going out by March 1, 2010 to paid up members.

7.0 Next meeting – February 18 – third Thursday of the month

8.0 Adjournment - Closing Thought. Chairman, Ross Campbell reminded all board members that items discussed at board meetings are confidential and to be careful when talking about TCHI.

Ross Campbell, Chair

Grace Thier, Secretary