

REACH Board of Directors Meeting
Minutes
Wednesday April 4th 2018
Location: 1145 Commercial Drive, REACH

In Attendance: Bill Hood, Neal Jennings, Colleen Fuller, Jim LeMaistre, Ruth Herman, Alice Munro , Piotr Majkowski, Jane Turner, Mike Ma, Emma Macklem

Staff Representatives: Devika Krishnan (Admin), Andrew Ho (Dental)

Regrets: Diana Day, Scott Clark, Lloyd Purdy (Medical), Patricia Dabiri (MFC)

1) Preliminaries

- a. Acknowledgement that the meeting is taking place on unceded Aboriginal territory
- b. Approval of the agenda
 - Approved.
- c. Approval of the March 7th 2018 Minutes
 - Approved.

M/S/C

M/S/C

2) Business Arising – Reviewed.

- a. Welcome to our new board member, Una Walsh
- b. Celebration of the CAI project
- c. Meeting of the PPEC and REACH physicians
 - The PPEC has not had a committee meeting yet. There will be an update at the next Board meeting.
- d. Living Wage Update
 - Barbara Wood reported that REACH has been accepted as a certified Living Wage Employer and we will be receiving a plaque in upcoming weeks. There was a suggestion to make this public through a press communique/event.

3) Committee Reports

- a. Executive and Governance Committee: Minutes received.
 - An Executive Summary of the REACH's Global Funding Proposal was written and sent to REACH Staff. We are working on sending the summary to organizations in our community for support and feedback.
 - The Board referred a policy on expenses for Board members and employees back to the Executive Committee, to establish a clear process in which travel/meals/accommodations requests are approved.

MOTION REFERRED BACK TO THE EXECUTIVE:

That the board adopt a policy outlining repayment of expenses for board members and employees when travelling on REACH business as follows:

- i. **Per diem meals to total not more than 51.00 per day (14.00 breakfast, 16.00 lunch and 21.00 dinner);**
- ii. **.50 per km paid for mileage; and**
- iii. **Accommodation be based on double occupancy, mid-price range and wherever possible, that unionized hotels and services be utilized**

- b. Finance Committee: Minutes /Draft Budget received.
 - Neal Jennings reported that there could be a small surplus which would cover the mortgage for the year and that the departments are doing well.

MOTION:

The Finance Committee recommends that the Board approve the 2018-19 Budget

M/S/C

- c. Outreach Committee: Verbal Report Received.
 - Bill Hood relayed current committee activities and events that he and other staff/board members attended. The committee is reviewing REACH's membership policy and Ruth Herman will investigate the financial implications of that.
 - Shari Laliberte, one of our outreach committee members, will be introducing an Environmental Scan Proposal with 2 of her Nursing students. This project that will report on REACH and Community Health Centre's across the province/country. The proposal for this project will be presented at the next committee meeting and then to the board.

MOTION:

The Outreach Committee recommends that the Board support Britannia's 55+ Senior Centre Proposal for Britannia's renovation

M/S/C

- d. 50th Anniversary Committee: Verbal report received.
 - Bill Hood is currently organizing a committee, which might include staff and previous board members. It was discussed that the committee could reach out to different organizations and partners for this event.
- e. By-Laws Committee: Minutes Received.
 - Neal Jennings will be sending out an email to each committee that will establish which policies they are responsible for reviewing/changing by June 2018.
- f. Human Resources Committee: Verbal report received.
 - The hiring committee includes department representatives and board members. They have shortlisted 7 candidates for the Executive Director Position. Those interviews will be scheduled for April 16th & 17th. The second shortlist will meet the staff and be interviewed by the board.

MOTION:

That the Board accept Una Walsh as the Chair of the Human Resources Committee

M/S/C

- g. Fundraising Committee: No report
- h. PPEC Committee: No Report

4) Executive Director's Report: Report received

Report received on the following items below.

1. Pharmacy: Ended the fiscal year well and welcomed a new pharmacist, Melodie Tong.
2. Dental: March was a busy month for Dental, with more patients and they attended the Pacific Dental Conference.
3. MFC: Discussed the CAI event and current programs.
4. HR: REACH has welcomed Anariza Hidalgo as a new Dental Receptionist, Sonia Buschiazzo and Nadia Khan as new Medical Office Assistants and Wendy Redhead as the Clinical Coordinator.
5. CRU Space: Different businesses have expressed an interest in renting the CRU, although no firm offers have been made. We will be reviewing REACH's needs and/or priorities for this space.

5) New Business

- a. AGM Date
 - Tuesday September 25th 2018.
- b. Announcements
 - Afshin Jaberi will be talking to the 55+ Seniors Centre about de-prescribing, towards the end of April.
 - Ruth Herman relayed that now Nurse Practitioners can prescribe opioid replacement therapy.
 - Jane Turner and Afshin Jaberi have worked to get naloxone kits and will be scheduling a series of educational, on how to use them as well as giving the kits away. We will invite other organizations to attend.

6) Adjournment

M/S/C

The public meeting was adjourned at 7:50 p.m. followed by an in-camera session.