

REACH Board of Directors Meeting
Minutes
Tuesday, June 9th 2020
Location: Video Conference

Call to order: 5:30 pm

Present: Colleen Fuller, Una Walsh, Jane Turner, Neal Jennings, Alice Munro, Bill Hood, Danielle Burch, Daniel Cook, Emma Macklem, Janette McIntosh, Marian Dodds, Piotr Majkowski

Staff: Nicole LeMire (ED), Maho Okada (Minutes)

Staff Representatives: Afshin Jaber (Pharmacy), Wendy Redhead (Medical), Andrew Ho (Dental), Daisy Kler (MFC)

Regret: Kylie Ellis

1. Preliminaries

- Acknowledged that the meeting is taking place on unceded Coast Salish Territory.
- That the agenda be approved. **M/S/C**
- That the minutes from May 12 2020 be approved as amended. **M/S/C**
- Check-in with meeting attendees. Each person shared update.

2. Executive Director's Report

- The Executive Director gave her report using the headers of the strategic priorities. The work this past month has focused on preparation for bringing staff back to the centre to ensure safety. Based on Work Safe BC's guideline, managers and OH&S committee have collaborated to develop COVID-19 safety plan that has been shared with staff.
- Dental is most complex to meet guidance from CDC and the college. It requires extra equipment and PPE which are currently being purchased. The team has made great progress. The goal is to reopen the clinic on Jun 15th for essential and urgent treatment. No hygiene work at the moment.
- As Covid-19 continues, it is important to monitor and support well-being of our staff, especially front line. Several options are being considered.
- It has been challenging to fill a nurse practitioner position. Applicants often compare compensation packages with other providers. Not having a pension plan puts REACH at a market disadvantaged.
- HIM and Catherine White Holman Wellness Centre stopped its operation at REACH location since pandemic. They are both planning to resume their services at REACH site in a coming month.

3. Committee Reports

- a. Executive (Colleen Fuller) - Written report
 - President and the ED will develop a protocol for REACH representation at different Organization s, and bring it to the board for feedback when ready.
 - President has been tasked to develop a policy about hiring and working with volunteers for different Board Committees .
 - Executive is recommending the AGM to take place on Sep 29.
 - It was suggested to revisit the day of the monthly board meeting in order to maximize attendance.
 - Discussion centred on how the committees will function in the event of a second COVID-19 waves. Each committee was asked to update plans.

- b. Human Resources (Una Walsh) – Verbal report
 - Before pandemic, the committee’s main focus was to review policies; however the committee has postponed this activity in order to free up time for ED and HR coordinator to do work around COVID. The committee will resume activities in the coming weeks
- c. Finance (Neal Jennings) – Written report
 - 1. The committee reviewed year end financial statements. Statements were shared with the board of directors.
 - 2. Reserve fund
 - The policy was developed and a motion was passed late 2019. Based on the policy, the finance committee has been looking into allocating funds into two categories.

MOTION: That REACH establish reserves as follows:

- \$600,000 to capital asset renewal and replacement
- the balance of the accumulated surplus (approximately \$900,000, to be confirmed by the audit) to operational contingency.

These reserves shall replace the existing internal restrictions that have appeared on the balance sheet in recent years.

The amounts should be reviewed over the next year as staff are able to do more specific analysis. This review should be performed by the finance committee, which will make further recommendations to the board if appropriate.

M/S/C

- d. Outreach (Bill Hood) – Verbal report
 - The committee has not had any meetings since pandemic started. It was mentioned that the mandate of the committee is more complex due to social distancing and virtual meetings instead of in-person meetings.
 - Outreach committee plays important role in educating community to help prepare for the next wave
- e. PPEC (Danielle Burch) – Verbal Report
 - Next meeting is planned for the end of June. It will focus on PCN
- f. Fundraising (Jane Turner) – Verbal report
 - Last meeting was held via phone right before the lockdown and consensus was to retiring the mortgage. The chair will be organizing a coming meeting via video conference.
- g. Covid-19 Ad hoc committee (Janette McIntosh) – Written report
 - Committee has consistently met virtually, and one more scheduled meeting remains.
 - Mutual Aid Tool Kit summary has been drafted and will be shared with the board.
 - Through Covid-19 Ad hoc committee’s work and projects, REACH Board has enhanced connections with members and has further build the membership.
 - Both VCC and SFU students played important roles such as working along with president to host listserv, gather and analyze data.

MOTION: That the Board extend the mandate of the Ad Hoc committee till the end of July to support a transition of the work of this committee, where possible, to standing committees of the Board.

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MOTION: That the REACH board recommends:

- a) a receipt the Ad Hoc committee on Covid-19 report prepared by the VCC students;
- b) Table 2 from the report be posted on the REACH website and;
- c) the full data-base be shared with our community partners.

M/S/C

- It was suggested that Outreach Committee takes these three points into consideration and includes them in a strategy.
 - Listserv worked well and it was recommended to use a similar approach to invite members to attend AGM. A script will be developed. Email Jane if any of board members who can support this initiative.
- h. Nominating/AGM (Emma Macklem) - Verbal report
- Received a few resumes who are interested in coming nomination.
 - Connected with Janette and learned about how to host a virtual AGM including a voting process. Continue on researching.
- 4. BC Association of Community Health Centre (BCACHC) (Piotr Majkowski) - Verbal report**
- This month's focus has been on finding a new ED for the organization. Over 60 people applied to the position among them many were very qualified.
 - Proposal is being put together to have a "Partnership Table," to have key stakeholders, such as CHC a formal voice at a governmental level.

MOTION: That all committee reports be accepted.

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5. No new business

6. No announcement

7. Public session adjourned at 8:15pm