



**Motion:**

**117-2024**

**To adopt the Administrator’s Report as presented.**

**Moved by: Caroline Hoffart**

**Seconded by: Lesley Crossman**

**ALL IN FAVOR**

**CARRIED**

**7. RCC REPORT:**

- Full occupancy
- Care Conferences are occurring monthly
- No change to Adult Day Program attendance
- LDHH has been asked to collaborate with RAI Coordinator to assist other affiliates with proper and timely completion of LTCF assessments

**Motion:**

**118-2024**

**To adopt the RCC Report as presented.**

**Moved by: Tammy Knuttila**

**Seconded by: Jim Selinger**

**ALL IN FAVOR**

**CARRIED**

**8. COMMITTEE REPORTS:**

- A) **Membership & Nominating Committee** – Marral Meadows reported. The committee met December 16<sup>th</sup> to review membership applications received in December.

**Motion:**

**119-2024**

**To approve three (3) membership applications received in December as well as one (1) pending receipt of completed application form.**

**Moved by: Marral Meadows**

**Seconded by: Leslie Crossman**

**ALL IN FAVOR**

**CARRIED**

- B) **Governance Committee** – Lesley Crossman has completed Board orientation with new Board member, Brian Weisbrod. The committee is scheduled to meet on December 17<sup>th</sup>.
- C) **Finance Committee** – committee did not meet
- D) **Quality & Service Delivery** – Tammy Knuttila has contacted the FOHH and provided data from review. The group will report back to Tammy following their January meeting.

**Motion:**

**120-2024**

**To adopt the Quality & Service Delivery Committee report as presented.**

**Moved by: Tammy Knuttila**

**Seconded by: Krista Mansbridge**

**ALL IN FAVOR**

**CARRIED**

- E) **Communications and Strategic Planning** – Caroline reported on the activities of the committee in December.

**1. Staffing Strategy**

- Continue recruitment efforts for relief employees and volunteers
- Positive feedback received on June 2024 education. The topic for June 2025 will be Managing Change
- Staff gift cards distributed as show of appreciation during the holiday season
- Staff draw x2 every two weeks for \$20 gift cards purchased with Moneris reward (\$200 from LDHH and \$200 from Happy Hollow)
- Information on Accreditation provided to committee and Kat

**2. Communication Strategy**

- Kat provided updates on her progress for website development and building membership capacity

- FB postings continue and there has been an increase in followers
- Letters will be sent to former municipal owners (both members and non-members) as well as other municipalities in the area that were not part of the original governance structure
- Faith-based organizations will be contacted re: open based membership
- Committee discussed renewal of Pure Purpose Marketing contract

**Motion:**

**121-2024 To renew the contract with Pure Purpose Marketing for another 6 months ending June 30, 2025 at the current cost of \$500 per month.  
Moved by: Tammy Knuttila      Seconded by: Krista Mansbridge  
ALL IN FAVOR                      CARRIED**

Data related to targets met in the first six months of the contract as well as the projected targets for the next six month extension will be placed on the Board portal.

3. Fundraising Strategy

- Focus will remain on building membership base before venturing into fundraising activities

4. Visioning Strategy

- On December 5<sup>th</sup>, both Ministries requested a copy of the Looking Forward proposal as well as a completed priority matrix. All documents were sent December 6<sup>th</sup>.
- The Looking Forward proposal will be submitted for consideration by Terra Olynick, Executive Director to Capital Planning on December 18<sup>th</sup>.
- Lori Carr, Minister of Mental Health & Addictions, Seniors and Rural and Remote Health has reached out to us to schedule a tour a meeting on February 4, 2025.

**Motion:**

**122-2024 To approve the Communications & Strategic Planning report as presented.  
Moved by: Caroline Hoffart      Seconded by: Brian Weisbrod  
ALL IN FAVOR                      CARRIED**

9. BOARD FORUM

10. NEW BUSINESS

A) Board Meeting Dates

The dates for 2025 meetings have been set. The list is available on the Board portal.

B) Special Interest Stories

All Board members asked to submit special interest stories, committee reports and personal bios for inclusion in the newsletter, website and Facebook. We need to continue highlighting all of the positive things that occur at the Home. Submissions for the monthly newsletter should be sent to Sara no later than 3 days prior to a new month. Staff will continue to focus on stories to bring awareness to the Home.

C) Succession Planning for Senior Staff

Board members asked to start thinking about succession planning. The topic will be reviewed in a future board meeting.

11. IN-CAMERA SESSION: not required

12. ADJOURNMENT AND NEXT BOARD MEETING:


The next Regular Board meeting will be Monday, January 27, 2025 @ 7:00 via Zoom.

**Meeting adjourned at 8:37 pm.**

27-01-25

Date

  
CHAIRPERSON

  
SECRETARY TO THE BOARD – Sara Cox