

**,PERTH AND SMITHS FALLS DISTRICT HOSPITAL**  
**YOUR PROVIDER, LEADER AND PARTNER IN HEALTHCARE**

TUESDAY, JUNE 23, 2020 – 4 P.M.  
VIA VIDEOCONFERENCE

**DRAFT Annual General Meeting DRAFT**

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*The Annual Meeting of the Perth and Smiths Falls District Hospital Corporation was held via videoconference for invited members and guests. Members of the public attended via teleconference.*

MEMBERS: S. Bird, G. Church, K. Clupp, C. Dolgowicz, L. Drynan, J. Fenik, Dr. B. Guppy, J. Hewitt, B. Hirst, Dr. W. Hollis, *D. Howard, Chair*, Dr. A. Kuchinad, S. Pankow, Dr. M. Roberts, N. Shaw, Dr. K. Stolee, A. Thomlinson

GUESTS: D. Thompson (PFAC), M. Young, G. Mears, P. Martin, M. Hallam, S. Stewart, S. Lawrence, L. Smith, J. Staples, S. Fortin, B. Allen, M.A. Harvey, C. Coutts, A. Strutz, C. McLennan, J. Hall, J. Roberts, W. Johnson, L. Weir (EMC), K. Kelly, Recording Secretary

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**1. CALL TO ORDER:**

Members in attendance met the required quorum and the meeting was called to order by the Chair, D. Howard at 4:00 p.m.

Chair: D. Howard  
Secretary: Dr. B. Guppy, President & CEO

D. Howard welcomed corporate members, staff and guests. She advised those in attendance that a brief organizational meeting of the Board of Directors would commence immediately following the Annual Corporation Meeting.

**2. ADOPTION OF AGENDA**

*RESOLUTION No. 1A/20*

*MOVED by K. Clupp*

*SECONDED by L. Drynan*

*THAT the Agenda of the June 23, 2020 Annual General Meeting be approved as presented.*

*CARRIED.*

**3. APPROVAL OF MINUTES**

*RESOLUTION No. 2A/20*

*MOVED by G. Church*

*SECONDED by Dr. W. Hollis*

*THAT the minutes of the Annual General Meeting of the Perth and Smiths Falls District Hospital held on*

*June 25, 2019 be approved as circulated.*

*CARRIED.*

#### **4. Auditor's Report & Presentation**

On behalf of Allan & Partners LLP, Chartered Professional Accountants, S. Fortin highlighted the Auditor's Report for 2019/2020 for the Perth and Smiths Falls District Hospital.

S. Fortin spoke to the audit process and noted that the COVID-19 pandemic impacted the timing of the annual audit. She confirmed that the auditors attended on site in January 2020 to conduct the interim audit and at that point most items were completed. Further testing was conducted at the year end. She acknowledged the Finance Department for preparing, packaging and delivering the information to the auditor offices. She thanked B. Allen and M.A. Harvey for their support during the process as well.

She then acknowledged that the firm of Allan and Partners was pleased to be the auditors for the hospital again this year. She confirmed that all staff were transparent about the work and information requested. All matters were discussed openly with staff and Finance Committee. She advised that the 2020 audit went well and there is an unqualified auditor's report for the financial statements for 2020.

She highlighted that PSFDH completed the 2019/20 fiscal year with a surplus of \$1,004,003 and there was "excess of revenues over expenses" of \$737,582. Further, PSFDH had increased the restricted cash amount to \$889,000 which was the result of the work related to the municipal core capital program. PSFDH has continued to reduce its debt as well.

Following the report, the following resolution was put forward.

*RESOLUTION No. 3A/20*

*MOVED by Dr. W. Hollis*

*SECONDED by B. Hirst*

*THAT the Perth and Smiths Falls District Hospital Corporate membership accepts the audited financial statements for the year ending March 31, 2020 as presented.*

*CARRIED.*

*S. Fortin left the meeting at 4:08 p.m.*

#### **5. Reports**

##### **a) Chair's Report – D. Howard**

D. Howard presented her Annual Report to the membership and guests. A copy of the same will be kept in the corporate office for future reference.

##### **b) President & CEO's Report – Dr. B. Guppy**

Dr. B. Guppy, President & CEO presented his first report of the President & CEO. A copy of the same will be kept in the corporate office for future reference.

##### **c) Chief of Staff Report – Dr. K. Stolee**

Dr. K. Stolee presented the Chief of Staff report. A copy of the same will be kept in the corporate office for future reference.

#### **6. Reports**

##### **a) Board Quality Committee – L. Drynan**

L. Drynan, Chair, Board Quality Committee, presented the annual Quality Report to the membership. A copy of the same will be kept in the corporate office for future reference.

**b) Patient & Family Advisory Council – D. Thompson**

D. Thompson, Member of the Patient & Family Advisory Council presented the annual report of the Patient & Family Advisory Council.

**c) Liaison Committee – G. Church**

G. Church, Chair, Liaison Committee provided a report on the activities of the Committee. A copy of the same will be appended to the original minutes for future reference. G. Church's report also provided an update to the Capital Alliance initiative and the municipal core capital program.

**d) Governance Committee – J. Hewitt**

J. Hewitt, Chair, Governance Committee provided his report regarding the activities of the committee throughout the year. The activities included an ongoing review of governance policies and processes, oversight of the development of committee work plans and review of corporation by-laws.

- *Acclamation of Members*

J. Hewitt referred the members to the listing provided which outlined the full membership of the Perth and Smiths Falls District Hospital Board of Directors for the year 2020/21.

The voting Directors for the 2020/2021 year are as follows:

- Stephen Bird
- Gardner Church
- Kenneth Clupp
- Christina Dolgowicz
- Leslie Drynan
- Mayor John Fenik, Municipal Representative (*ex-officio*)
- John Hewitt
- Bruce Hirst
- Dr. Warren Hollis
- Donna Howard
- Mayor Shawn Pankow, Municipal Representative (*ex-officio*)
- Annie Thomlinson

The *ex-officio* Directors for the 2020/21 year are as follows:

- Dr. Barry Guppy                      President & CEO
- Nancy Shaw                              VP, Patient Care Services/CNE
- Dr. Anil Kuchinad                      VP, Medical Staff
- Dr. Kate Stolee                              Chief of Staff
- Dr. Mark Roberts                      President, Medical Staff

- *By-Law Amendments*

J. Hewitt referred the members to the report outlining the proposed by-law amendments. A copy of the report will be kept in the corporate office for future reference.

**e) Finance Committee – Dr. W. Hollis**

Dr. W. Hollis provided the Finance Report. A copy of the report will be kept in the corporate office for future reference.

**7. Appointment of Auditors**

MOTION            3A/20

MOVED by Dr. W. Hollis

*SECONDED by J. Hewitt*

*THAT the firm of Allan & Partners LLP, Chartered Professional Accountants be re-appointed as Auditor for the Perth and Smiths Falls District Hospital for the year ending March 31, 2021 and the Board of Directors is hereby authorized to set the remuneration of the auditors.*

*CARRIED.*

## **8. Auxiliary Reports**

### **a) Great War Memorial Hospital Auxiliary – G. Mears, President**

G. Mears, President, presented the annual report on behalf of the Great War Memorial Hospital Auxiliary. D. Howard thanked the GWM Auxiliary for their ongoing hard work and dedication.

### **b) Smiths Falls Community Hospital Auxiliary – J. Staples, President**

J. Staples presented the annual report for the Smiths Falls Community Hospital Auxiliary regarding the number of fundraising and awareness activities held throughout the year. D. Howard offered her thanks and gratitude to SFCH Auxiliary volunteers.

## **9. Foundation Reports**

### **a) Smiths Falls Community Hospital Foundation – S. Lawrence, Chair**

S. Lawrence, Chair highlighted the events of the past year and the goals going forward of the GWM Foundation. D. Howard thanked P. Martin for attending today and offered her thanks and gratitude to the foundation.

### **b) Great War Memorial Hospital – P. Martin, Chair**

P. Martin highlighted the events of the past year and the goals going forward of the GWM Foundation. D. Howard thanked P. Martin for attending today and offered her thanks and gratitude to the foundation.

D. Howard acknowledged the efforts of each of the groups most especially during the recent time during the COVID-19 pandemic. She looked forward to the time when the volunteers could be back on site to support the patients, families and hospital team.

She noted that the reports and addresses shared today provided similar messages which indicate their importance. On behalf of the Board of Directors, she stated that she has great pride in the hospital leadership team, management team, staff, physicians, volunteers and also the community. Everyone has contributed to the successes and accomplishments.

## **10. Adjournment**

*MOTION 4A/20*

*MOVED by A. Thomlinson*

*SECONDED by B. Hirst*

*THAT there being no further business, the Annual General Meeting of the Perth and Smiths Falls District Hospital Corporation for the year ended March 31, 2020 be adjourned at 5:33 p.m.*

*CARRIED.*

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D. Howard, Chair

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Dr. B. Guppy, Secretary