

**Bruce Peninsula Hospice**

**Annual General Meeting**

**November 3, 2021**



©Lica Photo



Bruce Peninsula Hospice

[www.bphospice.ca](http://www.bphospice.ca)



©Lica Photo

# Welcome and Introductions

# Approval of the Agenda for AGM – November 3, 2021



Bruce Peninsula Hospice

15<sup>th</sup> Annual General Meeting  
Wednesday, November 3, 2021  
5:00pm  
Via Zoom

## Agenda

1. Call to Order and Welcome, Pat Cavan
2. Approval of the Agenda
3. Approval of the Minutes of AGM 2020
4. Chairperson's Report, Pat Cavan
5. Financial Report
  - 5.1 Notice to Reader Report, Susan McCallum
  - 5.2 Appointment of Accountant for the 2021 – 2022 year, Susan McCallum
6. Ratification of New Member – Rick Ker
7. New Members on Committees / Board of Directors, Pat Cavan
8. Adjournment

# Approval of the Minutes of AGM – October 29, 2020

**MINUTES OF THE  
14th ANNUAL GENERAL MEETING  
BRUCE PENINSULA HOSPICE INC.  
THURSDAY, OCTOBER 29, 2020, at 5:00 P.M.  
VIA ZOOM**

**Present:**

Paul Lavigne (Chair), Deb Anderson, Alan Barr, Heather Brush, Marian Haak, Christine Robinson Jones, Bev Ker, Rick Ker, Barb Lavigne, Sheila McLaughlin Linda Porter, Jan Roe, Janice Sim, Bettyanne Waddington, Susan McCallum<sup>1</sup>.

**1. Call to order & welcome**

The Chair, Paul Lavigne, called the meeting to order at 5:09 p.m., welcomed the members to the first "virtual" AGM and confirmed there was quorum. The Chair explained the voting procedure to the attendees.

**2. Approval of the October 29, 2020 AGM agenda**

There was one addition to the agenda made by the Chair; Item 4a. Highlights of the Hospice's activities, 2019. None were received from the floor.

**Moved: Susan McCallum/Sheila McLaughlin  
That the October 29, 2020 agenda be approved as amended.**

**CARRIED**

**3. Approval of minutes of the October 24, 2019 AGM**

There was one amendment made by the Chair; Item 6, *Appointment of Accountant* should read that, "That BDO serve as the accounting firm for the fiscal year April 1, 2019 to March 31, 2020" and not 2020 to 2021.

**Moved: Allan Barr/Barb Lavigne  
That the October 24, 2019 AGM minutes be approved as amended.**

**CARRIED**

**4. Chairperson's Report, Paul Lavigne**

Paul Lavigne addressed the group, outlining that the purpose of the meeting was to look at the Hospice's activities from April 1, 2019 to March 31, 2020. The Chair also spoke to the changes that COVID 19 pandemic has had on our lives and on the activities of Bruce Peninsula Hospice; face-to-face visits ended but the resourceful volunteers provided hospice and bereavement support through phones and videoconferencing. Also, because of COVID 19, the fundraising hike was held "virtually" and the fundraising surpassed our expectations. The Chair thanked all volunteers for their work and dedication and showed a document outlining the Strategic Plan highlights achieved in 2019 (Item 4a).

# Report from the Chair – Pat Cavan

- A year of Changes and OPPORTUNITIES
- Virtual Bereavement Services were introduced.
- The Bereavement Team adapted to meet changing needs

# Report from the Chair – Pat Cavan

- Grief in a COVID World Event held virtually with Dr. Bill Webster.
- Outdoor in-person visits were provided during times when it was safe to do so.

# Report from the Chair – Pat Cavan

- Tools were developed to promote the safe delivery of care during COVID
- University of Toronto student assisted BPH to create a Gap Analysis review of Policies and Standards to prepare BPH for 2021 HPCO Accreditation process.

# Report from the Chair – Pat Cavan

- A check-in was completed by the Volunteer Committee and the Coordinators to ensure people were OK during the long winter months of COVID.
- Monthly Online Education sessions were available to all volunteers



## Report from the Chair – Pat Cavan

- Produced monthly e-newsletters keeping volunteers informed of the Events and Happenings at BPH.
- Launched our first ever Virtual Hike for Hospice, raising over \$30,000

# Report from the Chair – Pat Cavan

- The 2nd Annual Direct Mail appeal executed raising close to \$10,000
- Successfully submitted grant applications to both New Horizons and Canada Summer Jobs.

# Financial Report – Susan McCallum

- No Internal Audit
- New Accountant – Todd Barber
- Notice to Reader – July 16, 2021
- At year end Net Assets were \$266,380
  - Up from the previous year by \$19,361

# Financial Report - Continued

- Fewer expenditures due to COVID
  - down \$20,415 mostly mileage
- Donations were \$65,687
  - up \$10,374 from the previous year
- Fundraising expenses were down \$605
- Investment dividends down \$2865
- Received a \$1000 grant

# Financial Report - Continued

- Expenses (\$88,490) exceeded revenue (\$72,098)
- Market value of investments on March 31, 2021 showed a gain of \$38,710
- Result is net surplus this year of \$22,318

# Financial Report - Continued

- BPH has plans to increase revenue through grants
- The Annual Campaign and the 25<sup>th</sup> Anniversary Campaigns continue to show increasing results
- Virtual Hike for Hospice exceeded our expectations

# Appointment of Accountant for 2021 - 2022

I move that Todd Barber be retained as the accountant for BPH for the fiscal year 2021-2022.

Moved by: Susan McCallum

# New Board Member

- Rick Ker
- served as one of two auditors of the Toronto employees credit union from '81 to '84 approx.
- performed visitations to home-bound parishioners
- Has delivered Meals on Wheels since 2006
- assisted with BPH in-house audit for many years

Motion: To appoint Rick Ker to the Board of Directors for BPH for a 3-year term. Moved by: Pat Cavan





# BPH Bylaws

- ARTICLE V
- Terms of Directors AMENDED OCTOBER 2016
- Starting with elections at the second Annual General Meeting, directors shall be elected for three- year terms with approximately one third (1/3) of the directors being elected each year. A Director may, by a majority vote, serve a further three, two, or one year term at the end of their first three year term. They will then be off the Board for at least one year before again being eligible for re-election.



# BPH Bylaws

- ARTICLE V
- Terms of Directors
- AMENDED JUNE 2019
- In the event of extraordinary or extreme circumstances, the term of the Board of Directors may be extended by one year.



# Extending Term of Board Member

- Susan McCallum, Treasurer
- Motion: In this extraordinary circumstance, to extend the term of Susan McCallum on the BPH Board of Directors for one year, until November 2022.





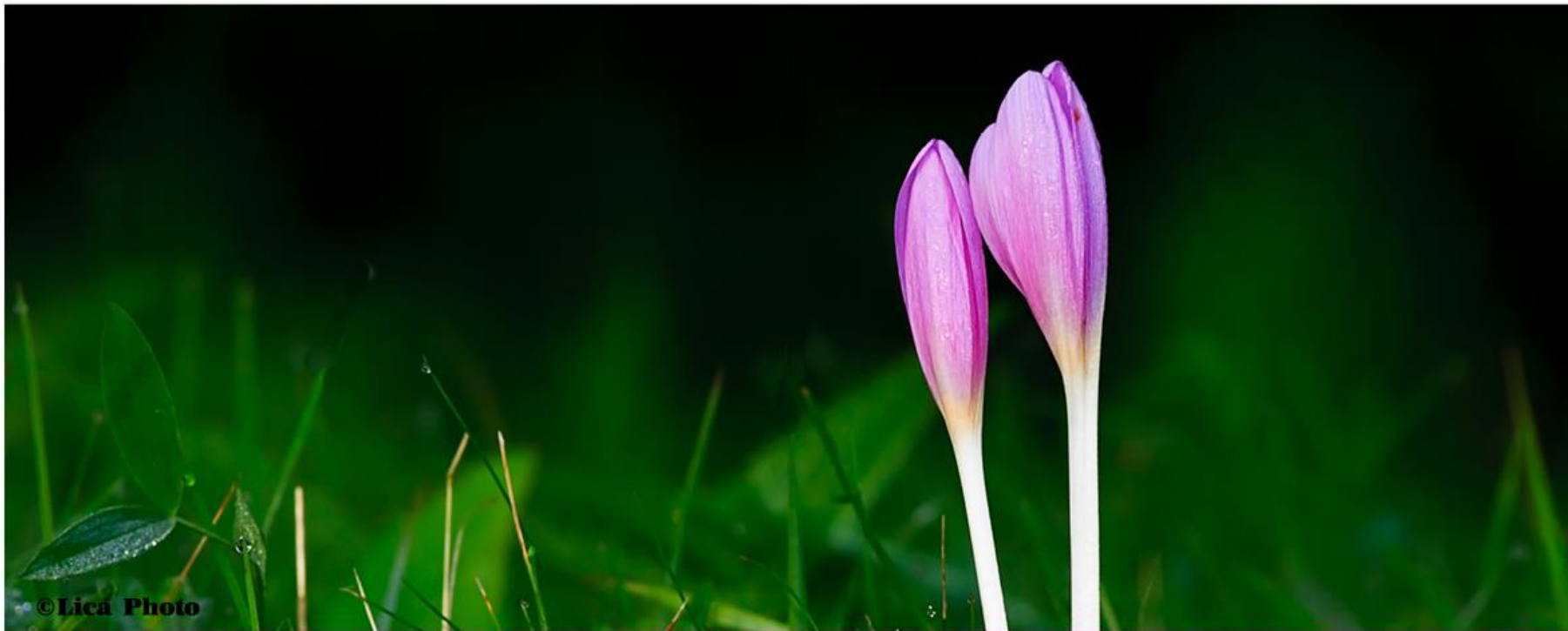
©Lica Photo

Membership Forms....looking forward  
to your continued support....we are  
only as strong as our volunteers!!



Bruce Peninsula Hospice

[www.bphospice.ca](http://www.bphospice.ca)

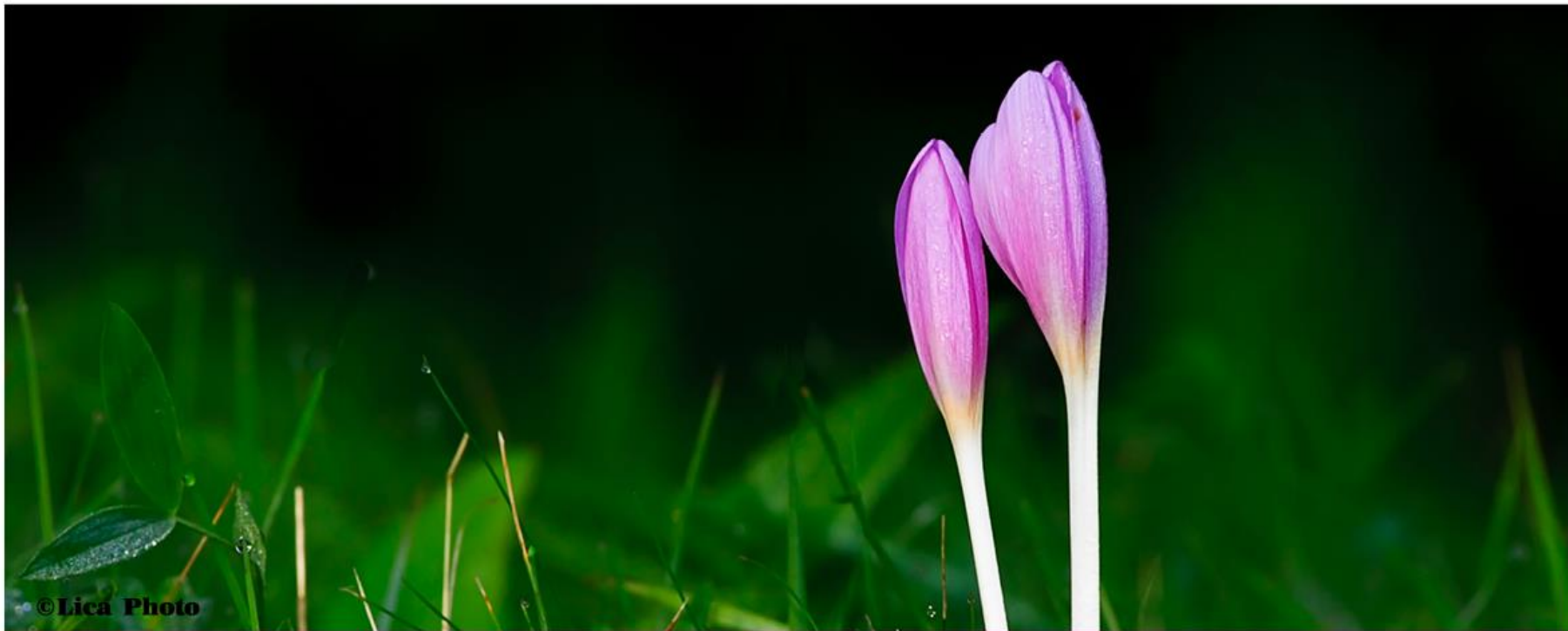


New Members – in ALL aspects –  
Board, Committees, Client Care



Bruce Peninsula Hospice

[www.bphospice.ca](http://www.bphospice.ca)



Questions, Comments, THANK YOU!!!



Bruce Peninsula Hospice

[www.bphospice.ca](http://www.bphospice.ca)