**Shoreham Village**

**Board of Directors Annual General Meeting Minutes**

**June 19, 2024**

**Present** Joseph Green, Elizabeth Finney, Colleen Richardson, Alison Kelland, and Janet Simm

**Present (via Teams)** Andrew Snyder, Brian Webb, Reinhard Jerabek, and Jennifer Tucker

**Guests (via Teams)** Daniel Deveau, Nurse Practitioner; Resident Family Members: Charlene Morton, Sherri Silver, Maryann Millett, New Board members: Denise Peterson-Rafuse and JoAnne Harris.

**Regrets:** Charlie Teal

1. **Call to Order and Welcome**

* The meeting was called to order at 4:00 pm
* The Chair welcomed all Board members and guests to the meeting.

1. **Approval of Agenda**

***Motion to approve agenda as circulated. Moved by Colleen Richardson and seconded by Alison Kelland. Motion Carried.***

1. **Approval of Minutes of Annual General Meeting – June 21, 2023**

***Motion to approve the June 21, 2023 Annual General Meeting minutes. Moved by Alison Kelland and seconded by Andrew Snyder. Motion Carried.***

1. **Presentation: Role of the Nurse Practitioner as part of the Shoreham Village Multidisciplinary Team - Daniel Deveau, Nurse Practitioner**

***Daniel presented the following:***

* Daniel is onsite at Shoreham on Mondays and Thursdays.
* ISMP project – Is a Canadian medication assessment used as a way for organizations to self assess medication safety within their organization. Shoreham is the first long term care facility in Atlantic Canada to participate. The surveys are being processed and data should be ready to present by end of summer.
* Daniel has been attending a wound champion course and a LEAP program (Learning essential approaches to Palliative Care). This education will provide him with skills to provide better end of life care for residents.
* Emergency Health Services (EHS) rates – Shoreham is below the national average for usage of ambulance transfer services. This is a wonderful achievement and confirms that staff are doing a good job at managing services within our organization.
* LTC bundles of care – Government is taking a more proactive rather than a reactive approach to care services to reduce unnecessary transfers to hospital. An action plan is being developed.
* Lab results – The lab is working on a central email for lab results. UTIs have been missed due to delayed lab results and as a result there has been a significant increase in UTIs.

Kim and Daniel are revising the process on how UTIs are managed. CCA staff are receiving training to help them identify UTIs in residents. The new process involves more triggers in tracking.

The Board expressed their excitement with all the new initiatives and was pleased with Daniel’s approach to learning.

The Chair thanked Daniel for the very informative presentation.

1. **Presentation of Annual Community Report, presented by Janet Simm**

Report is from April 1, 2023, to March 31, 2024. Hard copies were distributed.

**Highlights were as follows:**

* Shoreham went through it’s first accreditation and received exemplary status rating. This was an amazing standing to reach especially on a first attempt. Kudos to staff for the wonderful work they do which has helped us reach this standing.
* Residents were able to vote on the renaming of the wings and the following names were chosen:

**A Wing – Atlantic Avenue**

**B Wing – Bayswater Beach**

**C Wing – Chester Court**

**D Wing – Driftwood Shore**

**E Wing – East Coast Island**

Residents and families are excited about the renaming of the wings.

The Chair thanked the CEO for the presentation of the Community Report.

The Board thanked Janet and expressed graditude for her amazing leadership and support over the years as Shoreham’s CEO.

Charbel Daniel will be Shoreham’s new CEO. We are excited to have him join the team and look forward to working with him as we guide Shoreham into the future.

***Motion to approve the 2023-2024 community report. Alison Kelland and Colleen Richardson.***

1. **2023-2024 Auditors’ Report**

* Baker Tilly presented at the Financial Meeting and the Audited Financial Statements were approved.
* Auditors confirmed their independence of the organization. Reported no internal control matters, no indication of illegal acts, fraud, or intentional errors, and no significant matters were discussed with management team.
* There were no changes to accounting practices from prior year.
* Full support received from the admin team during audit.
* No consultation with other accountants, and no misstatements.

**Financial Statements – Andrea Wilkie**

* Auditors issued a clean audit opinion.
* Management representation letter will need to be signed.
* $66,000 year end deficit.
* $557,000 cash balance
* Our ratio is .5 to 1. 1.1 to 1 is ideal. This is a result of large accounts payable related to the new build. If we did not have new build costs, then we would be at a 1.1 to 1 ratio.
* $795,000 positive net asset balance.
* No changes to notes from prior year.

1. **Appointment of the Auditors**

* Subsequent event update and Statement of Financial Position are complete. Document has been sent to the Chair and Vice-Chair for e-signature.
* Once signed, documents can be submitted, and a final draft will be processed.

***Motion to accept the Auditor’s report as presented. Moved by Brian Webb and seconded by Colleen Richardson.***

***Motion to appoint Baker Tilly as the Auditors for the upcoming year. Moved by Andrew and seconded by Brian Webb. Motion Carried***

1. **Nominating Committee Report**

* Denise Peterson-Rafuse was welcomed to the Board. Denise has been the MLA for Chester, St. Margaret’s Bay for 8 years, and a cabinet minister for 5 years. She is no longer involved in politics but is involved in long term care advocation and has a strong connection to Shoreham.
* JoAnne Harris was welcomed to the Board. JoAnne had a relative that lived at Shoreham and had nothing but good things to say about the care provided to her loved one. She moved to Nova Scotia in April and will be officially retiring from her employment in the fall. Engineering and health administration is her background.

The Chair thanked Denise and JoAnne for their interest in joining the Board, and thanked Andrew for his efforts in obtaining new Board members.

***Andrew made a motion to accept Denise Peterson-Rafuse and JoAnne Harris as new members of the Board. Seconded by Elizabeth Finney. Motion Carried***

It was acknowledged that Brian Webb will be resigning from the Board. He was thanked for his contribution on the Board and his expertise will be missed.

1. **Questions/Comments**

No questions or comments.

The guests were thanked for joining the Annual General Meeting, and encouraged to reach out if they have any feedback for the Board.

1. **Adjournment**

Motion to adjourn at 5:15 pm. Brian Webb

***Recording Secretary,***

***Tammy Conrad***