

Algoma

Nurse Practitioner-Led Clinic

Board of Directors General Meeting Agenda Template

Date: September 19, 2023 Time: 6:15pm Location: Sault College-Room L1120

	Responsibility	Required Activity
Call to Order and Introductory Activity	All	
Call for Expressions of Conflict of Interest	All	
Approval of Agenda	All	<i>motion required</i>
Approval of Minutes <i>General Meeting Minutes – June 6, 2023</i> <i>Capital Expansion Minutes – July 21, 2023</i> <i>Finance Committee Minutes – August 1, 2023 and</i> <i>September 13, 2023</i>	All	<i>motion required</i>
Chair’s Report	Terry	-Receive police checks from and Welcome New Members -Ensure Recurring Meeting Time is Acceptable to Members -Complete Board Member Contact Information Document and all members to sign Board Member Annual Agreement form -Chair receives a copy of the draft AGM minutes from previous spring meeting
Executive Director Report	Dominic	-Dashboard and Leadership Report from June, July and August -Update Organizational Team Listing -New Board Portal Training for board members
Treasurer’s Report <i>Report for periods ending May 31, 2023, June 30, 2023 & July 31, 2023</i>		-Review financial reports for periods ending May 31, 2023, June 30, 2023 and July 31, 2023 *Motion Required
Alliance for Healthier Communities Board Liaison Report	Susan	
Committee Reports		
a. Governance		-Formation of Standing Committees

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		<i>-Each standing committee shall review Terms of Reference each year. -Review all policies from last board year and make sure signed and included in the board manual -Create a Board Education Calendar considering the results of the Board Evaluation the previous June</i>
b. Nominating	Susan	<i>-Nominating committee to annually recommend to the board for approval the directors to serve on each board committee, name a chair for each board committee and directors to fill vacancies on committee(s) as needed.</i>
Board Meeting Evaluation		
1. Was this a good use of your time?		
2. What did we decide?		

Next Meeting Date – October 17, 2023 at 6:15pm

Adjournment

Please ensure that you come having read all documents provided before meeting and are ready for discussions