# CARLETON PLACE & DISTRICT MEMORIAL HOSPITAL AUXILIARY

## GENERAL MEETING JANUARY 15, 2015

**BOARDROOM – 2:00 PM**

### MEETING MINUTES

**Present:**
- Anne Gourlay-Langlois, President
- Jean Jones, Past President
- Loretta Hunter, 2nd Vice President
- Katherine Whiteby
- Dianne McGlade
- Diana Lamb
- Lynn Bell
- Doreen deJong
- Eileen Healey
- Marg LeBlanc, Vice-president
- Suzanne Empey, Secretary
- Ruth Illingworth
- Norma Hamilton
- Meg Wellman
- Bertha Stegmuire
- Toni Surko
- Donna Martia
- Diane duFeu

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| 1    | **Call to Order**  
Anne Gourlay-Langlois called the meeting to order at 2:00 pm. | |
| 2    | **Auxiliary Prayer** | |
| 3    | **Report from CEO (Attached)** | |
|      | • April 14\textsuperscript{th} 2015 at 2 pm – Volunteer Auxiliary Tea | |
|      | • Hospital 60\textsuperscript{th} Anniversary event – May 30\textsuperscript{th} Beckwith. Two major events one in Carleton Place and the other in Beckwith. Revision of logo “60 Years of Caring”. | |
• To date, no Ebola cases on Canadian soil. Still not working volunteers in emergency area.

• Shared discussion with Doreen deJong on immunization policy and process. See (New Business)

Review of the Agenda
No changes to the Agenda

Declaration of Conflict of Interest
No conflict of interest declared

Review of Minutes – 12 November 2014

Approval of Minutes
It was moved by Jean Jones and seconded by Meg Wellman to accept the minutes. Carried

Business Arising from Minutes

Website Redevelopment Update
Jean Jones discussed that Blue Lemon has proposed some formats and looking at content. Mainly being driven by Hospital and Foundation.
Next conference call meeting January 28th.
Donation process is being discussed i.e. River of Life.

Approval of Conflict Resolution Guidelines
Jean Jones Motioned for Guidelines acceptance and seconded by Loretta Hunter. Carried.

President’s Report
Immunization discussion with Toni to define process.
May 30th – Auxiliary volunteers to help with Family Day perhaps with BBQing etc.
Looking for replacement for Doreen deJong who is
resigning as coordinator of Volunteer Services as of April 2015.

David Kirkpatrick, Treasurer has given notice and we need to find a replacement for new fiscal year..

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Treasurer’s Report (Attached)
Using Foundations investment manager.
Acceptance of treasurer’s report moved by Norma Hamilton and seconded by Diana Lamb. Carried

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10.1 Committee Reports

Decorations/ Patient Favours
- No report

10.2 Front Desk
Fiona Bailey reported that all is looking good. Shifts are covered and spares available.

10.3 Emergency Room
Volunteers are not working in this area yet.

10.4 Communications
Let’s celebrate our members.
It has been suggested that the members notify the secretary in the event of a bereavement or illness to have a card sent.
Perhaps anniversaries and birthdays could be mentioned in our Newsletter. General feeling of those in attendance was that they did not want to highlight birthdays but other occasions would be good.

10.5 Fundraising
Discussion on possible Vintage fundraiser scheduled near end of February or early March.
Approval in principle.

10.6 Gift Shoppe
Marg LeBlanc reported that a new cash register has been purchased.
Investigating the purchase of new vending machine being considered.

10.7 HELPP Lottery
Diana Lamb reported that business was a bit slow.
Ruth Illingworth has schedule in place.

10.8 Evening Nourishment Program - No report

10.9 Membership
Bertha Stegmuire reported that we presently have 111 members.

10.10 River of Life (Report attached)
Debra Davidson reported that we have raised $13,460.00 from April 1, 2014 to December 31, 2014

10.11 Volunteer Services
Doreen deJong reported that we have 3 applications in the works.
Loretta Soutar has agreed to train volunteers for Evening Nourishment Program.

10.12 A motion to accept the convenors reports was made by Marg LeBlanc and seconded by Doreen deJong. Carried.

11 New Business

11.1 Immunization Update

- Immunization screening needs to be done by all volunteers who work in the hospital which includes Gift Shop and Front Desk. Those Auxiliaries who do not work in patient areas will be grand-fathered.
- Forms and procedures will be provided for all volunteers.
- Toni will discuss with doctors what the policy will be
as pertains to TB test for volunteers over 65 years of age. The TB test can be done at CPDMH

11.2

**Accessibility Training**

Accessibility Training is meant to teach volunteers how to treat people who are challenged by deafness, blindness, in need of wheelchair etc.

All members who work in hospitals require this training. Online modules being reviewed.

Need to develop a way to track courses/training received by volunteers.

Require a list of volunteers who would need assistance during an emergency.

11.3

**Auxiliary Mailbox**

The mailbox is affixed to the wall next to the Auxiliary office door. Membership fees and suggestions etc can be dropped off.

11.4

**Norovirus**

Email attachment from Linda Howard.

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**Adjournment**

Meeting was adjourned at 3:20 pm. The next meeting will be held on March 16th 2015.

____________________________________  ______________________________________
Anne Gourlay- Langlois, President        Suzanne Empey, Secretary