

**DR. RUSSELL M. HALL FAMILY HEALTH CENTRE**  
**Board of Management Meeting**  
**Held**  
**Monday September 25, 2006**  
**At 7:00 p.m.**

**MINUTES**

**1. Call to Order:**

The meeting was called to order at 7:00 p.m. by Douglas Buck

**Attendance:** Douglas Buck, Lou Ferraro, Wayne Graham, Arend Tenhove, Susan Hampson, Linda Pearce, Julie Couwenberg, Kathy Mitchell

**Regrets:** Louise Major, Jonathan Scott, Neil Dolson, Betteanne Cadman

**2. Approval of Agenda:**

**MOTION:** To approve agenda as presented

**MOVED:** Julie Couwenberg

**SECONDED:** Lou Ferraro

**CARRIED**

**3. Approval of Minutes of August 21, 2006**

**MOTION:** To approve the Minutes of August 21, 2006 as presented

**MOVED:** Julie Couwenberg

**SECONDED:** Wayne Graham

**CARRIED**

**4. Correspondence, if any:**

An e-mail was sent back to the physician who is interested in FT/Locum position.

**5. Physician Recruitment:**

- Arend Tenhove met with Dr. Hoffer in Pennsylvania. Dr. Hoffer is interested in visiting Norwich around the end of November 2006 to tour the Norwich Medical Centre. If recruited Dr. Hoffer would be able to start around the end of January 2007.
- Wayne Graham and Douglas Buck attended the Ottawa and Kingston stops of the PAIRO recruitment tour.
- Jonathan Scott and Kathy Mitchell attended the Hamilton stop of the PAIRO recruitment tour.
- Lou Ferraro and Kathy Mitchell attended the London stop of the PAIRO recruitment tour.
- Kathy Mitchell attended Grand Bend for Family Medicine Resident Recruitment Tour.
- All came back with positive contacts which will be followed up with e-mails and thank you letters.

- A letter to The Community has been composed and will be distributed to ask for donated money and/or material incentives to offer physicians to attract them to our area.

#### 6. **Financial Statements:**

**MOTION:** To approve Financial Statements as presented

**MOVED:** Arend Tenhove

**SECONDED:** Louise Major

**CARRIED**

**MOTION:** To approve renewal of co-tenant leases as follows:

5% interest for year one of a three year signed agreement

4% interest for year two of a three year signed agreement

3% interest for year three of a three year signed agreement

Or

5% interest for a one year renewable lease

**MOVED:** Julie Couwenberg

**SECONDED:** Wayne Graham

**CARRIED**

**\*Note\*** Lou Ferraro abstained from voting

#### 7. **Legal and Personnel**

- **Staff report** – A new employee has been hired to work two hours per day in the Lab each morning.
- A meeting will take place to discuss telephone usage with key employees.
- **BBQ** – two BBQ's were held over the summer. Both were well attended by key Township employees, Medical Centre Staff, Medical Centre Board of Management Members along with Norwich Medical Centre Foundation members
- **Christmas Party** – Investigations are ongoing at this point to determine a date and location for the Annual Christmas Party.

**MOTION:** To move "in-camera"

**MOVED:** Wayne Graham

**SECONDED:** Arend Tenhove

**CARRIED**

**MOTION:** To move "out of camera"

**MOVED:** Wayne Graham

**SECONDED:** Linda Pearce

**CARRIED**

#### 8. **Administrator's Report**

- Discussion regarding recruitment tour
- Discussion regarding population increase in Norwich

- Discussion regarding Community Incentive Letter
- Interview with Norwich Gazette editor regarding Physician Recruitment
- Electronic Medical Records
- Co-op Students
- Repairs & Maintenance
- Telephone Lines
- Inter-office e-mail

**9. Council Items:**

No report at this time.

**10. Repairs & Maintenance:**

- **Roof:** One half of the roof has been repaired and replaced.
- **Painting:** Tender will go out to do touch up painting
- **Washroom:** Touch up painting will be done
- **Roof Top Unit:** Repairs have been done to all roof top units
- **Signs:** a tenant has put forth a request to have a sign added to the Building front
- Gas lines: all gas lines have been repaired.
- Winter Snow Removal – Quotes are being received for winter snow removal.

**11. Terms of Reference for Board**

- Discussion ensued regarding changing the current “Terms of Reference” for the Board of Management members including the following:
  - Making an attendance ruling
  - Moving to rotating membership
  - Changing quorum voting rules
  - Include the Parks & Recreation Director
  - The Mayor would vote
  - A Doctor or Tenant representative should attend.

**12. Next Meeting:**

**Next Meeting will be held October 16, 2006 at 7 p.m.**

**13. Adjournment:** This meeting was adjourned at 10:00 p.m.