

**Executive Director's Report  
Hospital Foundation Regular Meeting  
Tuesday, June 14, 2005**

**Funds Donated Since May 10, 2005 (excluding Bluey Day)—**

No list available since all donations have not been received to date. Shelley R. has been gone since May 27 and Shelley G. will start work June 20. A complete list will be available by June 30.

**Still to come:**

Radionthon: Egan Restaurant \$800/Eastside \$475	\$1,275
Keystone of Life Foundation Bear hugger/Fetal Doppler/diagnostic set/Staxi chai	\$5,000
Rotary Lady Luck Casino/Millionaires Endoscopy for Defibrillator approx.	\$20,000
Suncor (3 year commitment) 2004 and 2005 paid 06 to come	\$5,000
B.C. Hydrecs Fund (3 year commitment) 2003/04 paid 2005 to come	\$ 500
Stamp funds: North Cariboo Air \$290, NPCU \$290, BC Hydro \$580, CNRL \$290	\$1,450
	Total: \$32,775

**AHP Conference May 13-17:** Many workshops were very valuable to furthering the development of the Foundation. I have the complete file and will share all information. The Fundraising Book, from A to Z, has been borrowed by Sally Emory of NEAT. Many examples were provided which I have in the file. I attended the following sessions. Some of the best information I received was a policy on third party events and ideas on how to exits from third party events to have more time in major gift planning:

**A comprehensive annual plan** raising the level of fundraising by minimizing events, maximizing memorials, emphasizing stewardship and increasing personal visits.

**Regulation, Governance & Operations** about donor receipts content and rules, incentives to give, types of gifts, disbursement quotas, recognitions, designated gifts.

**Media Communications:** Mark (the Public Relations of the NHA from Prince George) also attended the conference. He was the only other person from our entire NHA area. This session talked about media champions and getting them on your side. We are doing well in media communications.

**Going After Big Fish** Six steps to managing prospects and getting major gifts (\$10,000 and up for us).

**From Campaign Pledge to Sustaining Campaign:** Explored continuous giving after the first big gift.

**Benchmarks of Excellence and Your Score Card:** How well is the Foundation performing?

**2 Round Tables:** Rating and Evaluating Major Gift Prospects and Endowment & Grants Management

**Third Party Fundraising Activities since May 10:**

**May 27** Pave the Sidewalk Gold by Remax Realty was a great success. They have contributed over \$3500 pledge to raise \$10,000 this year for the Endoscopy Suite. Thank you to Gordon for attending the BBQ.

**May 29** Alliance Church Service donated \$3200 for a wheelchair scale for Kidney Dialysis which they had on view at the church service, weigh three pastors at once and gave the check to Leslie Milan of Dialysis.

**June 3** Superior Propane had a BBQ and Fill up Propane Tank for an Customer Appreciation Day. A raffle, BBQ and tank fill raised \$610 on a dim Friday morning which just missed the rain in the afternoon.

**June 4** Duke Energy Day donated \$1550 to Plant, Paint and Pitch in. We also received \$350 donation because we need more rock and Maintenance may help with \$500 in flowers.

**June 5** Visitor Info Centre BBQ

**June 9** Brussow Garden Art Party was a house party due to the rain. The funds went to Dr. Brussow's head shave so this is in Bluey Day financial reporting. Sharon Lester helped me ell about \$140 raffle tickets for the Christmas table. About 100 people were there and I made a short speech on invitation from Dr. Brussow.

**June 12** Rodeo 50/50 Draws at 1pm, 4pm and 6pm raised \$956 for Bluey Day. Jocelyn Schmick (from admin.) and Cindy Kitchen volunteered to help me.

**Future Events:**

Cancelled until future summer date if Ship to Shore Beer Garden and Buffalo BBQ (was to be Jun 25)

**August 10-14** Dawson Creek Chuckwagon Races. Who would like to be notified of the event so they can attend?

**District of Taylor Donation:** Gordon and Sue attended the presentation at the Lone Wolf Golf Course and received \$5000 for the Hospital Foundation. Mayor Jarvis suggested we put in an application for additional funds for the 75<sup>th</sup> Anniversary right away.

**Quilt Mural and 75<sup>th</sup> Anniversary:** Donations are coming in for the plaques on the quilts. We have received about 20 plaque so far. I would like to use these funds for the 75<sup>th</sup> Anniversary while we are waiting for some of the funding application for this event to come in. Chandra Wong is working on the history publication and would like the first (\$1000) of three installments for her work. May I pay her the \$1000 from the Babies Born Fund?

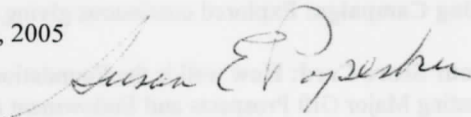
**New Administrative Assistant:** Shelley George has been hired for the position of Administrative Assistant and will start June 20. We had over 20 applicants through the 3 ads (\$300) in the Alaska Highway News and word of mouth. I short listed 7, interviewed 5 and chose 2. Shelley has accepted the position. It has been very busy doing all of the money collections and I am behind on depositing, receipting and recording with Bluey Day all of the other activities taking place at the same time. I will be happy to see Shelley at the office.

**Val Powell's father,** Leo Rutledge, died last week. The Hospital Foundation along with the Garden Crew took over to her house a fruit platter and a ready cooked ham for all the family gathering on Sunday June 12. The funeral was in Hudson's Hope on Monday, June 13 and Gordon and Sue were both there.

**Summer Plans:** The office will be open all summer. Sue will be away Jun 7/8 and June 28/29, August 1/2/3/4/5

Submitted June 14, 2005

Sue Popesku



**FORT ST. JOHN HOSPITAL AND HEALTH CENTRE  
FORT ST. JOHN HOSPITAL FOUNDATION  
BOARD OF DIRECTORS MEETING**

A regular meeting of the Board of Directors of the Fort St. John Hospital Foundation was held on Tuesday, June 14, 2005 at 1700 hours in the Cafeteria Conference Room.

**PRESENT**

G. Gentles (Chair)	Jean Gardner	S. Popesku	Charlene Cavers
Rob Munroe	Brenda Dymond	Sherri Collins	Dr. Kevin Page

**REGRETS**

Marilyn Campbell

**ABSENT**

**CALL TO ORDER**

Gordon Gentles Chairperson called the meeting to order at 17:32 hours.

**APPROVAL OF AGENDA**

The agenda of June 14, 2005 regular meeting was accepted with the additional of discussion about the tree.

**APPROVAL OF MINUTES**

**MOTION:** Jean G. moved, Sherri C. seconded  
"that the minutes of the April 12, 2005 meeting be accepted as presented." CARRIED

**MOTION:** Brenda D. moved, Rob M. seconded  
"that the minutes of the May 10, 2005 meeting be accepted as presented" CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**Welcome to new Administrative Assistant:**

The Board welcomed Shelley George as the newly hired administrative assistant who replaces Shelly Reddekopp who went to work in the Hospital laboratory.

**NEW BUSINESS**

**Audited Financial Statement:** Treasurer Jean Gardner presented the Auditor Report and 2004-05 Financial Statement-year ending March 31, 2005. The auditor addressed some minor housekeeping points to be considered in recording financial activity during the year. The auditors fee was more than last year due to the increased activity of the Foundation and the addition of an Endowment Fund. The Endowment Fund must be specified in computer entries and on tax-receipts. The Foundation will pursue expert advice on the government stipulations on spending or reinvesting the annual interest on the Endowment Fund. A possible teleconference may be set up with the Board and an expert. Sue to investigate possibility.

**MOTION:** Sherri C. moved, Jean G. seconded  
"that the Fort St. John Hospital Foundation Board of Directors approve the auditors report ending March 31, 2005" CARRIED

**Goals and Objectives for 2005-06:**

The goals and objectives for the coming year were reviewed and passed by the Board with some changes. See attached for approved copy.

**MOTION:** Charlene Cavers moved, Dr. K Page seconded  
"that the Goals and Objectives for 2005-06 be approved with changes discussed" CARRIED

**Condition of Living Evergreen Tree for Christmas:** Jean expressed concern about the brown branches on the Christmas tree. Val Powell and others have looked at the tree and are encouraged by the new green shoots on the ends of all the brown branches. It may be reviving this year.

### COMMITTEE REPORTS

**Education Committee:** Jackie Carew and Rosemary Landry adjudicated the 2005 educational applications and made recommendations to the Board. Letters of thank you to be sent to Rosemary and Jackie.

**MOTION:** moved by Sherri C., seconded by Brand D.

“that cheques be issued to the three who have completed the education courses- Jodi Busche \$442.75, Kathy Gray \$461.82, Dee-Ann Stickel \$1730.00.”

CARRIED

**MOTION:** moved by Dr. K. Page, seconded by Rob M.

“that Sara Howard (\$1568) and Jolene Wiebe (\$2025) be notified that funds will be paid to them when the courses have been completed”

CARRIED

**BLUEY DAY Committee:** Thanks to Brenda Dymond and Rob Munroe from the Board who helped to make Bluey Day a success. We have reached the goal of \$60,000 and will go over this. Receipts are being written and thank yous are being prepared. Either Ken Lane or Dr. Brussow has won the Golden Head Award with nearly \$12,000 each. 30 people shaved and one more has to shave to complete the program.

### CHAIRMAN'S REPORT

**Gordon Gentles reported:** No response yet on the parking lot issue from the NHA. Sue is to ask when we might expect a response. The taxes have been paid. Duke Energy painted the parking lot lines and curbs and Hotline pressure washed the lot for free. Rob Munroe will still come forward with the survey. Gordon also had information on the obligations of a trustee and will give us a copy.

### FINANCIAL REPORT

**Jean Gardner reported:** The monthly financial report for April was presented. No May report ready since the bank statements have not arrive yet and Shelley G. is learning the system.

### EXECUTIVE DIRECTOR'S REPORT

**Funds received since May 10, 2005:** no list available since Bluey Day is overwhelming at this time.

**Funds to Come:** \$32,775

**AHP Conference May 13-17:** Workshops and networking were very valuable. Information was helpful on annual planning, regulations and governance, media communication, major gift planning and endowment funds. The conference was beneficial for new ideas and clarification of Revenue Canada requirements as well. The next conference is in Vancouver in October. I have a free air fare from Hawk Air for the trip.

**Quilt Mural for the 75th Anniversary Celebrations in 2006:** Donations are coming in for the quilt mural in Maternity. Sue requested some of the funds be used to pay for the publication of the History of the Hospital planned for 2006. Sue to request funds for the 75<sup>th</sup> Anniversary from Taylor, Regional District, City, NHA and Auxiliary.

**MOTION:** moved by Sherri C, seconded by Charlene C.

“that the Hospital Foundation pay \$1,000 to Chandra Wong for the first of threr installments on her researching and writing of the history book.”

CARRIED

**Rodeo Chuckwagon Races:** Sue to keep the following people informed about the August 10-14 races in Dawson Creek: Sherri C. Marilyn C. Charlene C. Jean G.

**Fundraisers Happening for the Hospital Foundation:**

Cancelled until further notice:	June 25	Ship to Shore	Fundraiser Beer Garden/ BBQ
August 10-14 Dawson Creek		Chuckwagon Races with Foundation tarp by Cascade Steaming	

**Donation from Taylor:** Sue and Gordon attended the luncheon hosted by Taylor at Lone Wolf Golf Course on June 2, 2005 to receive \$5000 for the Foundation.

**Val Powell's Father Leo Rutledge:** Leo died and the Foundation sent a ham and fruit platter to Val's home where the family was gathering. Rosemary Landry delivered the fruit plate for the Foundation.

**CORRESPONDENCE**

**Quality Inn Northern Grand:** Invitation to a wine and cheese to celebrate their anniversary on June 15, 2005.

**OTHER BUSINESS**

**Administrator Wages:** Sue to write a letter to indicate the wages rate of Shelley George so that the auditor has it at the end of the fiscal year.

**IN CAMERA MEETING**

**NEXT MEETING**

**The Next Meeting is:** No meeting in July. Next meeting is Tuesday, August 9, 5:30pm hours at Cafeteria conference room.

**ADJOURNMENT**

**The meeting was adjourned at 19:10 P.M.**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Gordon Gentles Chair

**FORT ST. JOHN HOSPITAL AND HEALTH CENTRE  
FORT ST. JOHN HOSPITAL FOUNDATION  
BOARD OF DIRECTORS MEETING**

A regular meeting of the Board of Directors of the Fort St. John Hospital Foundation was held on Tuesday, August 9, 2005 at 1700 hours in the Cafeteria Conference Room.

**PRESENT**

G. Gentles (Chair)	Jean Gardner	Marilyn Campbell	S. Popesku
Rob Munroe	Brenda Dymond	Shelley George	

**REGRETS**

Charlene Cavers	Sherri Collins	Dr. Kevin Page
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**ABSENT**

**CALL TO ORDER**

Gordon Gentles Chairperson called the meeting to order at 17:40 hours.

**APPROVAL OF AGENDA**

The agenda of August 9, 2005 regular meeting was accepted with the additional of discussion about new computer equipment, monthly reports, and officers of the Foundation election

**APPROVAL OF MINUTES**

**MOTION:** Jean G. moved, Brenda D.. seconded

“that the minutes of the June 14, 2005 meeting be accepted with the notation that Brenda’s name was mistyped..”

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

**Workshop Date for Board Development:** September 24 from 8:30am top 2:30pm. Lunch to be provided.

**Committees for Board Members:** Directors volunteered to sit on various committees. Please see attached for complete list.

**Signing Authorities:** Any two of the following can sign cheques.

**MOTION:** Marilyn C. moved, Rob. M seconded

“that the signing authorities for the 2005-06 year be the following Charlene Cavers, Gordon Gentles, Jean Gardner, Sherri Collins, Marilyn Campbell”.

**CARRIED**

**NEW BUSINESS**

**Parking Lot Lease:** A response from the NHA on the Foundation parking lot lease proposal was read by Gordon G. Committee will be looking at it in more detail since it does not reflect the proper increases in the costs and will not provide a fair rate of return on the Foundation asset. As trustees of the Foundation, the Board of Directors must enter into an agreement that will be satisfactory for a number of years. Brenda D, Gordon G., Sherri C., Rob M. will be the committee to review and make further recommendations by the next meeting of the Board September 13.

Rob M. is still coming forth with the parking lot survey for the records.

**50/50 Draw Thank yous:**

**MOTION:** moved by Jean G., seconded by Rob. M.

“that the Foundation purchase 150 pens to provide one to each of the 50/50 draw participants as a thank you for their consistent support of the Hospital Foundation”.

**CARRIED**

### COMMITTEE REPORTS

**Equipment Committee:** Sue reported on the Department Heads (managers) meeting and the summary report on equipment she gave to each person. A list of priorities is being revamped since many of the items have been purchased. September 22 is the next meeting at 12 noon in the Hospital.

**Angel 2005:** Marilyn reported that the sleighs for the centerpieces have been constructed and Sue is finding artists to paint each one. Sue and Marilyn to set up the first meeting of Angel 2005. Additional people will be asked to join the organizing team. An early and tight schedule will be adhered to since Sue will be gone all but four days in the two weeks leading up to the November 1 launch. Shelley G. will be helping.

The Raffle Tickets for the Christmas table setting and dinner for 8 must be sold now. Thanks to all the board members who took tickets. The draw is October 1 and we could make \$9000 if we sold them all.

### CHAIRMAN'S REPORT

**Gordon Gentles reported:** The election of officers among the Directors will be held at the September 13 meeting when all board members can be present.

### FINANCIAL REPORT

**Jean Gardner reported:** The monthly financial reports for May and June were presented. Shelley G. will not wait for the bank statements each month to make the monthly reports. At the September meeting the Board will receive the official July report but an unofficial August report so the board can be better informed about the previous month's activities.

- 50/50 Draws funds: the accumulated amount should be used for the Endoscopy Suite campaign.
- No gaming funds are left to pay wages and other costs. All will now come from the general account.
- The beds invoice for \$194,000 will be paid out when \$200,000 of the funds is returned from Chrenek Group in September.
- Kee Leung is interested in taking Jean's place on the Board of Directors. She is a CGA and owns Ming's Kitchen. She has worked with Trina Toews and Ingrid Jeannotte and will be invited to the next meeting to meet the Board before she is officially asked to join the board.
- Quarterly reports will be prepared for the Board by the Foundation office of details on the donations and expenditures from the following funds: Palliative Care, Burn Fund, Children's Fund
- Revenue Canada responded to Jean's enquiry about earned revenue from the Endowment Fund. Since the Foundation was registered prior to 2004, we follow the rules that state that the interest earned can remain in the fund. A new law may be enacted in 2009, which may change this rule but we can continue to keep interest in the funds for now. Accumulated interest can be moved out when the Board sees fit until new rules are enacted. A copy of this letter will be given to all Board members and filed in the auditor's file.
- A Keyboard shelf, wireless mouse and flat screen monitor are needed in the Administrative Assistant's office.

**MOTION:** Marilyn C. moved, Brenda D. seconded

"that the office is to purchase a keyboard shelf, wireless mouse and flat screen monitor for the small office space."

CARRIED

**Audited Financial Statement:** Treasurer Jean Gardner explained a discrepancy in the Auditor's Report and 2004-05 Financial Statement-year ending March 31, 2005 that was recently detected. Under NET ASSETS, the report erroneously reflects Internally Restricted funds as \$220,855. It should be \$20,855 and the Unrestricted Funds should be \$279,476. This does not change the amount of funds of the Foundation. Jean will prepare a letter to accompany every statement explaining the mistake.

**Rob Munroe** left the meeting due to other commitments at 6:55 pm.

**EXECUTIVE DIRECTOR'S REPORT**

**Funds received since May 10, 2005:** \$79785.39

**Funds to Come:** \$18,355

**Bluey Day:** Over \$75,000 All receipts are sent and all participants thanked at a coffee break on Jun. 29.

**Rodeo Chuckwagon Races:** Ken Wagner, Mike Kosick, Don Loewen have paid for the tarp for Leo Tournier. The chuckwagon/tarp will be displayed at the front of the Hospital with BBQ by donation (funds to Hosp. Foundation) on Wednesday, August 10. Ken is arranging everything. The Board members are asked to attend and to go to the races on 10, 11, 12, 13 or 14. Also to go to the Cascade Steaming tent and party on site any night and say thank you. Passes are available for those who wish one.

**Keystone of Life Foundation** representative Harold Woolgar visited the Hospital on June 22 and presented funds for equipment for \$4850.

**Mark Holmes Soccer Tournament:** raised \$1535 for the Hospital Foundation on June 23/24.

**Communities in Bloom:** Local judging awarded the hospital \$500 for first prize in the non-profit category. The funds will be used next year for flowers. Val Powell and Garden Crew, Auxiliary Ladies and Duke volunteers were all thanked for their efforts.

All taken care of in other reports.

**CORRESPONDENCE**

**OTHER BUSINESS**

**IN CAMERA MEETING**

**NEXT MEETING**

**The Next Meeting is:** Tuesday, September 13, 5:30pm hours at Cafeteria conference room. Brenda D. will not be able to attend.

**ADJOURNMENT**

**The meeting was adjourned** at 7:06pm by Marilyn C.

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Gordon Gentles Chair



**FORT ST. JOHN HOSPITAL AND HEALTH CENTRE  
FORT ST. JOHN HOSPITAL FOUNDATION  
BOARD OF DIRECTORS MEETING**

A regular meeting of the Board of Directors of the Fort St. John Hospital Foundation was held on Monday, September 19, 2005 at 1700 hours in the Cafeteria Conference Room.

**PRESENT**

Dr. Kevin Page	Marilyn Campbell	S. Popesku	Rob Munroe
Brenda Dymond	Shelley George	Charlene Cavers	Sherri Collins

**REGRETS**

G. Gentles (Chair)

**ABSENT**

Jean Gardner

**CALL TO ORDER**

Marilyn Campbell Vice Chairperson called the meeting to order at 17:25 hours.

**APPROVAL OF AGENDA**

The agenda of September 13, 2005 regular meeting was accepted as presented.

**APPROVAL OF MINUTES**

**MOTION:** Rob M. moved, Brenda D. seconded  
"that the minutes of the August 9, 2005 meeting be accepted as presented.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**Election of Officers:** Deferred from the August 9 meeting to be held at the September meeting. However, the Board members present felt that more than 5 members should be present for this decision. Again tabled for next meeting: October 11. The replacement of a Treasurer must be determined to elect a Treasurer so that Jean is able to step down officially as she requested.

**Signing Authorities:**

**MOTION:** Dr. K P. moved, Sherri C. seconded  
"that the Fort St. John Hospital Foundation authorizes the Royal Bank of Canada to permit the following Board members of the Fort St. John Hospital Foundation to sign for the Foundation: Gordon Gentles, Marilyn Campbell, Jean Gardner, Sherri Collins, Charlene Cavers. CARRIED UNANIMOUSLY

**Parking Lot Lease:** Sherri C., on behalf of the Parking Lot Committee, presented the proposal options for the reply to the NHA concerning the proposed lease the NHA gave to the Hospital Foundation.

**MOTION:** moved by Charlene C., seconded by Dr. K. Page  
"that the proposal of the two options for the lease of the parking lot be sent to the NHA as presented to the Foundation Board." CARRIED

Sherri will get Gordon to change typing mistake and print on Foundation letterhead and sign to be sent to the NHA.

**Workshop Date for Board Development:** September 24 from 8:30am to 2:30pm. in the Hospital Board room. Lunch to be provided. Gordon and Marilyn will not be there.

**NEW BUSINESS**

**Smile Cookie Campaign:** Tim Hortons Smile cookie campaign took place the week of Sept. 12-16, 2000 cookies sold out in less than 48 hours. We receive the full \$1 from each cookie sale.

### COMMITTEE REPORTS

**Equipment Committee:** Sue reported the Endoscopy Suite Campaign has raised \$158,997 and has \$66,000 left to raise. Only the anascopes have been ordered which can be used now in the OR. All other purchases will wait for the renovations to be completed in the new year. Therefore, the Foundation does not have to hurry the completion of this campaign and can choose something more suitable for the Angel 05.

The Angel 05 equipment can be diagnostic equipment: 2 ECG machines (one for Lab, one for ICU), a PACS digital x-ray viewing system, and the curtains for the diagnostic change rooms. This will eliminate three priorities from the Dept. Heads list of Priorities. The goal is \$80,000.

The Department Heads are revising the Priorities List for the Foundation.

**Angel 2005:** Marilyn reported that the sleighs have been sent out for painting and Cindy Kitchen has solicited most of the filling contents from local businesses. The Quality Inn will set the tables with burgundy/white clothes and napkins. Napkins rings will be handmade by Marilyn and company and double as corsages. Rob to help Don Campbell make the sleigh rails.

**MOTION:** Rob M. moved, Sherri seconded

“that the Hospital Foundation change the tree lights to large size blue LED lights which we will pay ½ the costs from Canadian Tire”.

CARRIED

Charlene reported that the Raffle Tickets for the Christmas table setting and dinner for 8 are on sale at the grocery stores with the help of Wendy Hockney and family. The draw is October 1

### CHAIRMAN'S REPORT

**Gordon Gentles reported:** The election of officers among the Directors will be held at the September 13 meeting when all board members can be present.

### FINANCIAL REPORT

**Shelley George presented** the monthly financial statements in Jean's absence for July and August. The 30 electric beds for \$171,000 have been paid and the amount owing the NHA is now down to \$67,135. Marilyn Campbell will open the bank accounts and speak with Jean about the procedure for the future. A complete Endowment Fund report was presented.

**MOTION:** moved by Dr. K Page, seconded by Charlene C.

“that the FSJ Hospital Foundation move \$10,000 of the Endowment Funds from the Foundation bank account to Chrenek Investments for further investment”.

CARRIED

### EXECUTIVE DIRECTOR'S REPORT

**Funds received since August 9, 2005:** \$23979.65

**Funds to Come:** \$14705

**Babies Born Mural:** 47 names are ready to be posted. The Trophy House will provide them to us for \$5 each including tax.

### ADMINISTRATIVE ASSISTANT REPORT

**Shelley George reported:** All donations and accounts have been entered into the computer. She is working on the learning center for Blackbaud which is on-line and can be accessed at any time for an entire year. This is replacing the trip to a week-long session to learn the Blackbaud program which would have costs more than \$5,000.

**Foundation Board Workshop**  
**Saturday, September 24, 2005**  
**Workshop Facilitator: Sue Popesku**

*Shelley / Sue*

**Present:** Gordon Gentles Dr. Kevin Page Brenda Dymond Rob Munroe Charlene Cavers  
**Absent:** Jean Gardner  
**Regrets** Marilyn Campbell, Sherri Collins

**HOW ARE WE DOING?**

**Good**

Good public image  
Recognized as trusted  
Fiscally responsible  
Set and achieve goals  
Purchases equipment we say we will  
Media coverage good

**Not-So-Good**

Gaps in many areas- memorials/grants  
Time is accomplish everything a problem  
In-house communication could be better  
Policies not documented  
No written piece other than newsletter

**CURRENT SITUATION**

The Foundation is maturing. We no longer tie each donation to a piece of equipment and the community no longer requires this feedback. However, we must continue to show what equipment has been purchased and thank all donors.

<b>Previously (past) to</b>	<b>Campaigns/Various Funds (now) to</b>	<b>General Funds (future)</b>
All \$ designated to specific equipment	\$ received for campaigns/funds such as Children's/Palliative/Burn	\$ for best use/Endowment (can build reserve)

**HOW TO PROCEED TO LOOSEN GRIP ON DONATION TIED TO EQUIPMENT**

- Change from equipment focus to department focus, which we are doing.
- 10<sup>th</sup> Angel not specifically designated to piece of equipment but to department in order to move toward general donations (part of the rationale: equipment wears out so donors past donation may be removed from Hospital with worn out equipment- in a sense)
- Educate donors to the bigger picture, particularly corporations. This is time intensive and requires appointment with head offices. Possible budget item for future.

**UNRESOLVED ISSUES**

**Parking Issues:** Gordon was brought up to date on the motion at the last Board meeting to send the proposed lease options to the NHA. He will copy on to letterhead, sign and have the office send the lease to the NHA. Dr. Page was brought up to date on the past issue of the house for sale next to the lots, which is for sale again for \$168,000. This is not within the Foundation interests or mandate to purchase at this time.

**Treasurer Replacement:** Rob is to call Kui to set up a lunch meeting. The Board will go to her diner to speak with her. Marilyn was to speak with Jean about details of opening statements as treasurer and other important duties, which someone has to take over.

Start: August 1, 2006 or September 1, 2006  
 Overlap of Executive Directors until Dec. 31, 2006 as orientation period  
 Reins of control turned over  
 Introductions to community and major donors  
 Learn basics of our operation: within Foundation, Hospital and Community  
 Current Executive Director: done on December 31, 2006

Office preparation: 1. Get website up to date 2. Prepare info package of foundation/community to send to those inquiring.

**GOALS:**

2006	2007	2008
<b>STAFFING</b>		
Search for New Exec Dir	New Exec Dir.	
Maintain Admin Assist.	Ad. Assist: Additional Duties	
	Explore new staffing requirements	possible additional staff
<b>THIRD PARTY EVENTS</b>		
Manage/Service	Less Staff Involvement	Events/Third Party staff person
Develop Policy		
<b>OFFICE</b>		
Make case to NHA for more space	Keep up Pressure for more space	Be included in next hosp renovation
<b>ENDOWMENT</b>		
Add \$ ½ million	Reach \$1 million	Reach \$2 million
<b>OPERATIONAL FUNDS</b>		
Establish trend tracking	Policy on increasing Endow. with general revenues	System of tracking established

The workshop ended at 1:30.

The Hospital Foundation: Established in 1994 and operated by an elected, community Board of Directors, the Foundation has nearly reached the goal of \$1 million a year. The Foundation's mandate is to raise funds for medical equipment and other patient care needs at the Fort St. John Hospital and Health Centre. The Foundation is well positioned as the most professional fundraising charity in the community. The deliberate, steady growth of the Foundation is a result of its responsiveness and the nurturing of its on-going relationships with the donor. The current Executive Director is retiring after 10 years of dedication to the Foundation's development.

Contact: The People's Executive Director  
 508 100 Avenue  
 Fort St. John, B.C. V1J 1Y3  
 info@hospitalfoundation.ca  
 Phone: 1-250-262-2299 Fax: 1-250-262-2298  
 www.hospitalfoundation.ca

FORT ST. JOHN HOSPITAL AND HEALTH CENTRE  
**FORT ST. JOHN HOSPITAL FOUNDATION**  
**BOARD OF DIRECTORS MEETING**

A regular meeting of the Board of Directors of the Fort St. John Hospital Foundation was held on Tuesday, October 11, 2005 at 1700 hours in the Cafeteria Conference Room.

**PRESENT**

Dr. Kevin Page	Marilyn Campbell	S. Popesku	Rob Munroe	Jean Gardner
Brenda Dymond	Shelley George	Charlene Cavers		G. Gentles (Chair)

**REGRETS**

Sherri Collins

**ABSENT  
CALL TO ORDER**

Gordon Gentles Chairperson called the meeting to order at 17:42 hours.

**APPROVAL OF AGENDA**

The agenda of October 11, 2005 regular meeting was accepted as presented.

**APPROVAL OF MINUTES**

**MOTION:** Brenda D. moved, Marilyn C. seconded  
"that the minutes of the Monday, September 19, 2005 meeting be accepted as presented. CARRIED

**BUSINESS ARISING FROM THE MINUTES**

**Workshop Report:** A written report of the September 24, 2005 Board workshop was presented and reviewed. Content included How are We doing? Unresolved Issues and an extensive discussion on the hiring of the next executive director. In reference to making a presentation to the physicians, Dr. K. Page will be speaking to the Medical Group by himself since Sue will be away on the date scheduled.

**Election of Officers:** the election of officers within the Board of Directors resulted in the following motion.

**MOTION:** Jean G. moved, Dr. K. Page seconded  
"That the officers for the 2005-06 year are Gordon Gentles Chair, Marilyn Campbell Vice Chair, Jean Gardner Treasurer, Sherri Collins Secretary." CARRIED

**Signing Authorities:**

**MOTION:** Rob M.. moved, Jean G. seconded  
"that the Fort St. John Hospital Foundation adopt and ratify the banking resolution in the form presented by the Royal Bank of Canada in its entirety regarding the non-borrowing account #468." CARRIED

**NEW BUSINESS**

**Executive Director Job Posting:** a draft copy of the job posting was given to the Board for revision or approval.. The draft was approved and will be circulated at the AHP conference in Vancouver October 20-23. It will be sent to the BC rep for AHP for email circulation throughout BC.

**Policy Review:** The Financial policy of the Foundation was reviewed and there are no changes. The next review can be held October 2006. The Donations Policy will be reviewed at the November meeting.

**COMMITTEE REPORTS**

**Equipment Committee:** Charlene represented the Board at the Dept. Head meeting (Manager's meeting) on October 26. Sue is to have a written report for her to circulate at the meeting.  
The Sept 30 Equipment purchases and status list since April 1, 2005 was presented. Equipment ordered and not paid for is \$67,135.35. Equipment ordered, received and paid for since April 1, \$196, 019.28.  
Ice Machine and 3 baby cribs can be purchased if they are on the priority list. We have the funds to purchase but must stay within our policy of equipment on the priority list.

**Angel 2005:** The winner of the table raffle is Patty Hebert. The raffles made \$3380. Patty and friends will be asked to come 45 minutes early to sit at the table in the lobby and enjoy complimentary glasses of wine. Dr. Page to usher them in and set them before beginning the evening. Rob Munroe will help seat people. The LED lights for the Christmas tree are in at Canadian Tire. We can return light strings to BC Hydro and receive \$4 rebate. Sue will look into this.

Dianne Knott, Cindy Kitchen, Marilyn Campbell and Winona Davidson have been working diligently on the sleighs. The sleigh rungs are being done by Don Campbell and John Kitt. Tickets are mostly spoken for. Sue to make last minute arrangements with Northern Grand.

#### CHAIRMAN'S REPORT

**Gordon Gentles reported:** No response on the parking lot issue from the NHA yet. Sue to check on the status of the reply.

#### FINANCIAL REPORT

**Jean Gardner presented** the monthly financial statements for September. Jean requests that the Children's fund be brought up to date for all Board to see. The finances appear to be on target. We are in a healthy financial position. Sue has applied for a grant from the BC Vets for respiratory equipment.

#### EXECUTIVE DIRECTOR'S REPORT

**Funds received since September 19, 2005:** \$30,105

**Funds to Come:** \$66,705

**Babies Born Mural:** 54 names are ready to be posted. The Trophy House will provide them to us for \$5 each including tax. 3 of these are complimentary: Rose Goodfellow, Ben Anderson, Francis Hodginson (the first three babies born in the Providence).

**Halloween Pumpkin Carving and Party at White Spot and Northern Grand:** Oct. 27 is pumpkin carving at lunch and auction in the evening. Aaron Loewen is the auctioneer. Oct. 28 is the party for all ages. The proceeds will come to the Hospital Foundation

**Buffalo BBQ at Ship to Shore:** on October 22. Shelley will take tickets on that day.

**Fundraising seminar in Grande Prairie** is Nov. 16 and Sue and Shelley will both be attending.

50/50 Draw Thank you Day is October 13 for 9 years of support to the Hospital Foundation. A cake and the pens with HF and website will be given to participants.

#### CORRESPONDENCE

All taken care of in other reports.

#### OTHER BUSINESS

#### IN CAMERA MEETING

#### NEXT MEETING

**The Next Meeting is:** Christmas Meeting - Tuesday, ~~December 12~~, 5:30pm hours at ~~Uptown Grill~~ *Captiva*

#### ADJOURNMENT

**The meeting was adjourned at 18:45 pm**

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Gordon Gentles Chair

**Executive Director's Report**  
**Hospital Foundation Regular Meeting**  
**Tuesday, November 8, 2005**

**Halloween Pumpkin Carving** took place on October 27. Trisha Coulter volunteered to help during the lunch with organizing the carvers (her daughter is our pumpkin poster child). Shelley and Janet Taylor took the money (\$882.50) in the evening during the auction. The Halloween Party at the Northern Grand on Oct. 28 has not been reported to us yet and no one from the Foundation attended. Thanks to Trisha, Shelley and Janet for helping with this event.

**Ship to Shore/Northern BC Buffalo Co. BBQ** on October 22 was chilly and profitable. Shelley was there to take the money \$585. Thank you letters to all will go out very soon.

**50/50 Draw Thank you Day** on Oct 13 went very well. The pens were given out and the cake was received well as all sweets usually are. We posted all the winners since the very first day nine years ago. We also picked up a few more participants.

**CNRL Golf Tournament:** The five fellows in the winning team decided where the funds. They were Chris Willson, Shane Watchell, Harry Dahl, Chris Junger, and Joe Shuster. Of the \$144,000 made in the tournament, the Hospital Foundation received \$57,000 of it for the Endoscopy Room (\$20,000), Children's Fund (\$35,482.95) and Palliative Care (\$1500). Sue had her picture taken with the team on Oct. 14. Letters and tax-receipts are being sent out.

**Tour of Diagnostic Area:** Daryll Hosker could only come in Saturday, Oct. 15 to tour the X-ray department and give \$5000 to the Angel so I came in and gave him a tour for about an hour. I have also toured Paul Frey of the Northerner as well.

**Communities in Bloom dinner:** I attended an evening dinner at the Northern Grand on Saturday October 15, with the Canadian head of the Com. In Bloom program and other community members. It was interesting and helpful to prepare for the February symposium when all of the winners from Canada will be in FSJ to accept their awards.

**AHP Conference in Vancouver Oct. 19-23:** I posted the Exec Dir. job opening and received some interest. Over 1000 people attended from the US and Canada. Most of the sessions I attended were concerning "Major Gifts and How to Make them Happen" and "Planned Giving". Please see the folder of the conference. I have taken many notes and can review this with the Board when we have more time.

**Angel 2005:** A complete report on the launch dinner and auction is in the making. A special big thank you to Cindy Kitchen, Dianne, Gerald, and Steve Knott, Marilyn and Don Campbell and Winona Davidson for all the hard work in preparing the auction sleighs and other items. It was an amazing evening and we had 200 people at the event. The bill coming to us from the Grand is \$4493.32.

The theme for next year has not been decided yet. The parade decorating is on Thursday, Nov. 17 at 7pm at Powell trucking and the Light Up is Thursday Dec. 1 at the Hospital at 5pm. Bob Taylor stamped the 4800 envelopes and they have been mailed out. The banks have been visited and are working on fundraising. The media has been airing the ads. Total fundraising to date: \$50061.63.



**FORT ST. JOHN HOSPITAL AND HEALTH CENTRE  
FORT ST. JOHN HOSPITAL FOUNDATION  
BOARD OF DIRECTORS MEETING**

A regular meeting of the Board of Directors of the Fort St. John Hospital Foundation was held on Tuesday, November 8, 2005 at 1700 hours in the Cafeteria Conference Room.

**PRESENT**

Dr. Kevin Page	Marilyn Campbell	S. Popesku	Rob Munroe
Brenda Dymond	Shelley George	Charlene Cavers	G. Gentles (Chair)

**REGRETS**

Jean Gardner Sherri Collins

**ABSENT**

**CALL TO ORDER**

Gordon Gentles Chairperson called the meeting to order at 17:32 hours.

**APPROVAL OF AGENDA**

The agenda of November 8, 2005 regular meeting was accepted as presented.

**APPROVAL OF MINUTES**

**MOTION:** Marilyn C. moved, Rob M. seconded

“that the minutes of the Tuesday, October 11, 2005 meeting be accepted as presented.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

**Executive Director Job Posting:** the job posting for the next Executive director was posted at the AHP conference in Vancouver October 20-23. It will be sent to the BC rep Jim Ohare for AHP for email circulation throughout BC. The Personnel Committee is Marilyn C., Charlene C., Gordon G, and Sue P.. Sue is to call a meeting of the committee to follow the timeline already set up at the September workshop.

**Policy Review:** The Donations Policy of the Foundation was reviewed and there are a few changes. The next review can be held November 2006. The Planned Giving Policy will be reviewed at the January meeting. The Recognition Wall Committee will meet to discuss the issue of running out of space. Shelley will list all those who are at the \$500 level and have not moved anywhere in the past three years.

**NEW BUSINESS**

**Parking Lot Lease:** A lease proposal was received from the NHA in response to the Foundation last proposal to the NHA. The three year term has no triple net and does not protect the Foundation against an increase in taxes. The rate of return is 9 1/2% not the 11-14% we had originally wanted. However, the net revenue is \$19,000 per year retro to July 1, 2005. A discussion about the taxes suggested the Foundation attempt again to be exempt from City taxes. A letter to be drafted to the City with reference to the list of those exempt from City taxes that was published in the newspaper. Rob will supply the survey map done by Geomatics. The apartments across the alley are using our space in the alley. Rob is to get apartment owners names and Sue will draft letter of request for compensation.

**MOTION:** Dr. Kevin P. moved, Rob M. seconded

“that the FSJ Hospital Foundation accept the terms of the proposal on the parking lot lease from the NHA”

Gordon G. to prepare a lease document. Sue to informally inform Linder Peterson that the Foundation will accept the terms and is writing up a lease agreement.

**Santa Claus Parade:** A flatdeck with an old fashioned sleigh trimmed in lights with the Victorian lamps and tree of LED lights will be the float. Decoration night is Thursday, Nov. 17 at 7 pm Powell Trucking in town bay. Haabs to be called for loan of sleigh and Charlene to contact someone. Shelly Ouellette to be asked to get children. Winter Wonderland is 2006 theme and we will try to depict this theme on the float.

### COMMITTEE REPORTS

**Equipment Committee:** Charlene represented the Board at the Dept. Head meeting (Manager's meeting) on October 26. Sue prepared a written report for her to circulate at the meeting which was circulated to all the Board members. Charlene stated that the ice machine and the baby cribs are on the priority list for equipment of the Manager's of the Hospital.

**Angel 2005:** Marilyn Campbell reported that the Nov. 1 launch dinner/auction was a success. Thanks to Dr. Page for be the Emcee, Rob Munroe for seating people, Charlene for selling the raffle tickets. Shelley for helping with the money. Next year's theme will be Winter Wonderland. Since we are losing Dianne Knott we will ask Veronica Page and Janet Moody to help with the decorations.

The raffle for a dinner set will tke place next year. Marilyn asked for a sewing volunteer and Marjo Wheat will be asked to help. Marilyn will look for the dinner set during this season's sales. Charlene said the North Pine WI will sell the tickets and suggested we find a way to cater to the non-cash society.

### CHAIRMAN'S REPORT

**Gordon Gentles reported:** that he attended the Remax draw on October 28 and received \$6055 from the raffle. The cheque is still to come in. Remax also still has our banner and Sue will retrieve it. Gordon attended the November 1 launch and congratulated all those who worked so hard to make it a success.

### FINANCIAL REPORT

**In Jean Gardner absence:** the monthly financial statements for October was presented. A discussion on finding a new Treasurer as Jean has requested resulted in the plan to invite Kui to the December 13 Christmas dinner at Uptown Grill. Rob to talk with Jean on the method of inviting Jean to the dinner. CNRL gave \$57,000 of their \$144,000 made at the CNRL Golf Tournament to the Hospital Foundation. A discussion of sending them something for their new building opening resulted in a possible framed Judith Dampier print presentation. This will be decided on soon. Kathy Dion is to be asked to report to the Foundation in person as soon as possible.

### EXECUTIVE DIRECTOR'S REPORT

**Funds received since October 11, 2005:** \$98,703.48

**Funds to Come:** \$22,422.70

### THIRD PARTY FUNDRAISING:

**Halloween Pumpkin Carving and Party at White Spot and Northern Grand:** Trisha Coulter helped with the Oct. 27 is pumpkin carving at lunch and Shelley George and Janet Taylor helped with the auction in the evening (\$800). Aaron Loewen was the auctioneer. The Halloween Party of Oct. 28 raised \$336 which is all going to the Angel 05. Thanks will be send to everyone.

**Buffalo BBQ at Ship to Shore:** on October 22 raise \$585. Shelley was there to help.

**Smile Cookie Campaign** raised \$2071

**One Stop Shopping** day raised \$480

**AHP conference** in Vancouver October 19-23 was very informative: Sue attended sessions on Major Gifts and Planned Giving. A file of info is available in the office for anyone to see.

### CORRESPONDENCE

All taken care of in other reports.

### OTHER BUSINESS IN CAMERA MEETING NEXT MEETING

**The Next Meeting is:** Christmas Meeting -Tuesday, December 13, 5:30pm hours at Uptown Grill.

### ADJOURNMENT

**The meeting was adjourned at 18:56 pm**

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Recording Secretary

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Gordon Gentles Chair

**Executive Director's Report  
Hospital Foundation Christmas Meeting  
Tuesday, December 13, 2005  
Uptown Grill Restaurant**

**Angel 05:** The Christmas campaign has consumed most of the time since the November meeting. We have taken in \$159,347.68 so far, which includes all dinner tickets, donations and raffles. A final result of the funds raised over expenses will be available in January. Additional x-ray viewing stations can be purchased for the trauma room and ER with the extra funds and will still have more funds that required.

**75<sup>th</sup> Publication:** The history publication is almost ready for printing. We have received \$2000 donations from each of the following to cover the printing costs: City of FSJ, District of Taylor, Hospital Auxiliary, Knights of Columbus. 3000 copies will be printed and sold for \$5 each. We will be able to recover all costs of the printing and the fee of the writer/researcher. The publication will be available the end of January.

**Moose FM "MacKenzie Street" magazine:** The first issue of a community magazine published by Moose FM features the history of the Hospital and is \$2 to buy. The \$2 will go to the Hospital Foundation. The entire back page is a Hospital Foundation promo. Moose did a wonderful promo and raised \$16,000 for the Angel program. They will continue to support the Hospital in any way possible.

**Totem Mall Lottery Centre Angel Promo:** On Saturday, Nov. 12, I spent 4 hours at the Keno party of the Lottery Centre for the Hospital Foundation. They raised funds for the Angel 05 and continue through the Christmas season to sell the \$4 handmade Christmas stockings with lottery tickets in them for the Hospital Foundation.

**Winter Lights Festival:** I have attended and assisted with the City of Fort St. John Winter Lights Festival which has given a much promotional time to the Angel 05 fundraising. The judge for Winter Lights was in FSJ on Saturday, Dec. 10, and I met with the committee in the morning, toured her through the Hospital in the afternoon, and joined the City council in hosting dinner for her in the evening. She was very impressed with our program and fundraising results.

**Grande Prairie Fundraising Conference:** Shelly and I attended the fundraising conference in GP on Nov. 16. We both learned new things concerning fundraising. It is helpful to be reminded of government regulations and Shelly has not had much fundraising formal training so it was useful material.

**Eastern Star:** I had lunch with Linda Stirling, Eastern Star representative, to discuss their involvement in the 75th Anniversary and the problem of Bingo rules not allowing the Eastern Star to give funds to the Hospital Foundation any longer. This donor and the Shriners are forbidden to use Bingo funds to help the Hospital. This means a loss of about \$20,000 - \$40,000 a year for the Foundation. This is a political issue and Lotteries has way too much power in dictating where funds can go and where they cannot. We have no control. Hospital Foundations were cut from Direct Access and now Bingo Funds.

**Chrenek Investment (Kathy Dion):** The meeting with Kathy Dion of Chrenek was attended by Gordon Gentles, Jean Gardner and Charlene Cavers. Kathy gave the Committee and overview of the current investments and received direction to take \$15,000 from Endowment into investment and \$250,000 of the general funds into operating investments.

**Endowment Fund:** Short and Audrey Tompkins will be donating \$100,000 to the Endowment Fund in the new year. These are funds from Phil Tompkins Estate. The family will be contacting us in January. Dr. Kevin Page has also made some gains with the physicians who will have an announcement for us in the new year.

**Zellers Gift Certificates:** I was summoned to Zellers for a \$500 donation presentation and discovered that the donation was in the form of 20 X \$25 gift certificates. So we are selling them at \$20 each to turn them into a cash donation. It has confused the donation. Mike Barrett did not understand why it was done this way either. Zellers will be closing down the end of February so pursuing a change in this procedure is not time effective. Therefore, we will make the best of this gift and try to sell all 20 certificates.

**Christmas:** Sue is leaving on Dec. 17 and will return to the office Jan. 2. Shelley will be in the officer until Dec 23 and back again on Jan. 2.

**Coming up in 2006:**

- Radiothon with Standard Radio February 10
- Oscar Night at the Aurora Cinema at the end of February
- Bluey Day at the BC Ambulance Building on June 10
- 75<sup>th</sup> Anniversary Picnic on July 22, 2006
- New Executive Director joins us in August or September
- Christmas 06 campaign begins Nov. 1

**Money still to come:**

Bluey Day	Egan's \$150		\$150
Radiothon	Eastside \$475		475
Burlington 2 year commitment @ \$5,000 each	2005 received 06 to come		5000
Suncor (3 year commitment) 2004 and 2005 paid	06 to come		5000
Stamp funds: BC Hydro May newsletter			580
			<b>Total \$11,205.00</b>

Submitted December 13, 2005

Sue Popesku