

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, January 10, 2006 at 1700 hours in the Cafeteria Conference Room.

PRESENT

Sherri Collins S. Popesku Charlene Cavers G. Gentles (Chair)
Brenda Dymond Shelley George Qi Leong

REGRETS

Jean Gardner Dr. Kevin Page Marilyn Campbell Rob Munroe

ABSENT

CALL TO ORDER

Gordon Gentles Chairperson called the meeting to order at 17:34 hours.

APPROVAL OF AGENDA

The agenda of January 10, 2006 regular meeting was accepted as presented.

APPROVAL OF MINUTES

MOTION: No quorum was met. November minutes to be ratified at the next meeting.

Chairman Gentles welcomed Qi Leong to the Board of Directors. Qi has not been officially appointed yet. Jean is to be asked to the next Board meeting for the official hand over of the Treasury.

BUSINESS ARISING FROM THE MINUTES

Executive Director Job Posting: The job posting will take place before Jan. 27. Sue to get costs from Calgary Herald/Edmonton Journal/Vanc Sun and Prov. Recruiting for the Hospital Committee to be notified. AHP and Charity Village to post ad. Sue to talk with Dr. Page on interview questions. Gordon, Charlene, Sherri, and Sue to meet about budget for posting ad on Jan 17. Marilyn is on the committee but will be very busy for a few months.

Parking Lot Lease: Gordon presented a draft of the parking lot lease. Each of the board members is to receive it by email and review it. That this is a 3 year lease starting July 2005 with rent to be paid by the tenant is expressly identified in the lease. GST is an issue since they may not have to pay GST as a government department. Once over \$30,000 we will have to collect GST and pay it out.

Questions: do we have insurance on the parking lot? Snow removal remains the duty of the Foundation. A letter to Roger L of maintenance will go out to reconfirm that the invoices are sent to maintenance and initialed that the work has actual been done and then given to the Foundation for payment.

Policy Review: No one was prepared to review the planning giving policy at this meeting. The planned giving policy will be review at the next February meeting.

NEW BUSINESS

An official Farewell to Jean: Sue to find out what evening Jean and Reg are available for dinner to say thank you for all her long hard work over the many years of the Foundation and before.

Meeting Times: A number of conflicts are arising with the second Tuesday of each month meeting date. Sue is to poll the Board about having meetings the first or the third. Due to Valentine's Day, and Gordon's birthday falling on February 14, we will have the February meeting on Feb. 21.

Tax Exempt Request : Sue is to draft a letter to the City of Fort St. John requesting tax exemption on the parking lots owned by the Hospital Foundation. The Foundation will ask for the City's pamphlet on tax-exemption decisions.

COMMITTEE REPORTS

Personnel Committee: Charlene, Gordon, Sue, and Sherri to meet on January 17 at the White Spot 12 noon to review budget for posting exec job ad and to discuss interview questions.

Bluey Day: Bluey Day is June 10 and we have about 6 head shavees already. Brenda Dymond will be the Board liaison for this Committee. No she will not shave her head. But Dr. Page will step forward when he returns from his holiday.

CHAIRMAN'S REPORT

Gordon Gentles reported: Gordon reported some changes to the Society's Act, which we will have to read carefully. He will provide a copy to the office of any information that crosses his desk.

FINANCIAL REPORT

In Jean Gardner absence: the monthly financial statement for December was presented. Qi was in attendance and will be officially appointed as soon as Jean officially steps down. Kathy Dion is to be asked to report to the Foundation with a complete report in person as soon as possible. Sue presented the first of the Quarterly Reports for the Endowment fund and the Burn Fund. The Children's Fund and the Palliative Care Fund will be presented in February.

EXECUTIVE DIRECTOR'S REPORT

Funds received since November, 2005 (excluding Angel '05): \$60,359.35

Funds to Come: \$15,760

THIRD PARTY FUNDRAISING:

Have a Heart Radiothon by Energy FM is February 10 aiming for \$15,000 for 2 neonatal syringe pumps for the maternity ward. Kelly Doiron of Standard Radio is the point person. We have had several meetings.

Oscar Night is March 6 at the Aurora Cinema. They take care of everything. Would like to see a few Board members present if you can spare a Sunday evening.

High On Ice Festival Food Kiosk: The coop is donating bear claws (pastries) and popcorn and the Foundation will have one of the food booths on Sat. and Sun at the Carnival. Any one is welcome to help.

Mega Lottery: We did not sell many tickets and they know we do not have the volunteers to attend meetings but they still want us to be part of it. We handed in all money and tickets as instructed.

Christmas raffles: Our own Christmas raffle of donated toys was very successful. Unforgettable Memories also raised funds for the Angel '05.

Angel '05 Report: Donations \$176,339.42 Expenses \$13976.85 Funds gained \$162,362.57

Endoscopy Suite: Funds raised to date: \$240,292.46 with the last cheque from Points North Contracting of \$25,000. This was from the staff instead of Christmas bonuses and flowers. We will have a photo of them breaking down the first wall when renovations begin.

Equipment Purchases:

Biopsy instrument \$1989.13 Ordered when all department heads agreed

Jaundice Meter for Maternity has not arrived and is not the correct one our nurses want so we will be changing this order at the same cost.

Ready to order: 3 cribs with retractable tops \$34000 (CNRL Golf Tourney)

Portable lift from Safety and Comfort Campaign (2) \$4693.60

Ice Machines (2) \$8850 ER and Cafeteria

Handrail scale Maternity Children's Fund \$5049.00

ECG Machine (2) \$34,000 Angel 05 campaign

3 PAC Monitors \$60,000 Angel 05 campaign

Diagnostic change room doors \$5500 Angel 05 campaign

Total committed as ready to order: \$152,092.60

Hospital Union Strike Preparation for April: The Foundation was asked to fill out a form as to who would be crossing the picket line and why if the hospital union goes on strike in the spring. The Foundation has a policy to honour the strike and cross the line only in an emergency, to retrieve mail and answer messages for the minimum time required to do those tasks. The Hospital staff supports the Foundation and the Foundation will support the staff.

CORRESPONDENCE

All taken care of in other reports.

**OTHER BUSINESS
IN CAMERA MEETING
NEXT MEETING**

The Next Meeting is: February 21, due to Valentine's Day on the second Tuesday.

ADJOURNMENT

The meeting was adjourned at 19:07 pm

Recording Secretary

Gordon Gentles Chair

Executive Director's Report
Hospital Foundation Regular Meeting
Tuesday, February 21, 2006

about the Foundation, Hospital, and Fort St. John. The applicants are from North Bay, Ontario, Vancouver BC, Tayabas, Quezon (Philippines), Kitchener, Ontario, and Langley BC. The local ad will run until March 6.

Help to other Foundations: Marilyn Lippert of the DC Foundation came to FSJ on January 18, to ask some questions about our programs. I answered them the best I could. Carla Peace from the Fort Nelson Hospital Foundation asked to meet at 9am on Saturday Feb. 17. She had some very good questions and I feel she will be developing the Fort Nelson Foundation very nicely.

Help from other Foundations: I requested a case statement and procedures from the Hamilton Ontario Hospital Foundation and received a very informative package to use as a prototype when we move into helping to raise funds for a new hospital. If the intention is announced for 2010, work on preparation for the Foundation part should begin in 2007.

Office: The new flat screens have been installed for both computers. Housekeeping waxed the floor. I am planning to organize the files and discard old material, which will not be useful for the new Exec. Dir. The Foundation has been included in the hospital space study and I have completed a survey on the lack of Foundation office, storage and workspace for the Hospital Administration. I stated that, no additional staff nor increase in productivity can be expected of the Foundation unless the Foundation has more working space. However, the location at the front entrance is ideal for the exposure and access to the public.

Public Functions: I have attended the farewell reception for Frank Pavcek of the City Works, the Hawk Air reception at the Northern Grand, the Chamber AGM dinner.

75th Anniversary: I have worked with 3 retired nurses of 1954 to 1964 to prepare a presentation to the North Peace Historical Society on Feb. 24 at the AGM dinner. We will emphasize the babies born and the July 22 celebration. The next meeting is Feb. 27 at 7pm in the Hospital Board Room. I have been working with Bill Nyland and Roger Lythall to find furniture and display equipment for the 75th display in the former Aline Stationers store front.

FLASH FLASH FLASH: we received \$5000 approval from the NHA for a 10 minute film by Eagle Vision Productions on the hospital for the 75th Anniversary. They will use it for recruitment and promotions after July 22.

Event planning: The Hospital Foundation had a **food kiosk** at the High on Ice Carnival Feb. 11, 12 and sold popcorn and bear claws donated by the Coop. We raised about \$350.00. Thanks to Brenda Dymond for helping on Saturday and Sunday for 2 hours each day. The **Trade Show** is April 21-23 and the foundation will have presents in the NHA booth and the Eastern Star booth. We are getting cards made up for each to hand out and to use after the show is over.

Angel '05: The lights have been put away thanks to Ray Hebert and sons. The trains has been re-lighted by Epscan and Public Works will soon come to take away the front baskets and the tree lights.

Baby Mural: 65 names are ready to go up on the wall and a two-sided card will be printed to advertise the baby name plaque program.

Submitted by Sue Popesku Feb. 21, 2006

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, September 19, 2006 at 1700 hours in the Cafeteria Conference Room.

Qi Leong	S. Popesku	Brenda Dymond	Sherri Collins	PRESENT
Charlene Cavers	Dr. Kevin Page	Gordon Gentles (Chair)	Janice Isberg	
Pam Westwood	Rob Munroe			

REGRETS ABSENT

CALL TO ORDER

Gordon Gentles Chairperson called the meeting to order at 17:36 hours.

GUEST SPEAKERS: Ann Powell and Dale Rose of Sander Rose and Trobak presented the 2005-2006 Audited Financial Statement. They presented a clean audit opinion and congratulated the Board and staff of the Hospital Foundation. the restricted/unrestricted error in the 2005 statement has been adjusted. Qi asked for trial balance details to make our records more accurate. The speakers said that practices and improvements on ways to record with consistency will help with the auditing. Shelley and Qi are working on changing the method to reconcile accounts. The GST recording needs to be consistent. Janice will introduce the new staff to Ann by letter. AGM moving to later date to accommodate the extended time required to get our audit done.

Gordon requested copies of the financial statements for each Board member through the office. Ann and Dale were thanked for coming and left the meeting.

APPROVAL OF AGENDA

The agenda of September 19, 2006 regular meeting was accepted as presented.

APPROVAL OF MINUTES

MOTION: Sherri C. moved, Qi L. seconded

“that the minutes of the Fort St. John Hospital Foundation on August 15, 2006, be accepted as presented”

CARRIED

BUSINESS ARISING FROM THE MINUTES

Contract for New Executive Director: Janice and Gordon met to discuss the contract. An In-Camera meeting will take place at the end of this meeting to discuss issues with the Board.

Introductions: Pam Westwood was introduced as the new Office Administrator

Fall Workshop Date: The workshop date has been for Saturday, October 21, from 8:30am to 2:30 pm. in the Board Room of the Hospital. A working lunch will be provided.

NEW BUSINESS

Endowment Fund Informational Session: Lyle Carlstrom has replied that he will come to FSJ to speak to the Board about the legal issues on Endowment Funds and how to gain more funds in the account. November 17 in place of a Board meeting was suggested.

Motion: Rob M. moved, Sherri seconded

“that the FSJ Hospital Foundation commit to \$1500 to arrange an information session for the Board of the Foundation.”

CARRIED

Marilyn Campbell Farewell: A dinner for Marilyn and Don in the Plaza Room at the Northern Grand is preferred. Sue to get a date from Marilyn and Don. Book the room and contact past Board members as well. Dr. Lang, Rosemary Landry, Claire Harwood, Shelley Ouellete, Val Powell are to be contacted also.

COMMITTEE REPORTS

EQUIPMENT: The Digital C Arm x-ray machine (\$280,000) is the focus of the Angel campaign. Charlene gave a description of the machine and the need for a replacement of the old one now in use.

PERSONNEL COMMITTEE: has discussed Janice's contract and will meet after this meeting.

ANGEL '06 COMMITTEE: Charlene has agreed to be the Chair of this Committee. Veronica and Janet Moody are being assisted by Janice Isberg on the baskets and auction items. Tickets are available at \$35 and selling fast. 200 people only and wine sponsors and stamps sponsors are being pursued. Envelope stuffing is on October 18 at 7PM at Val Powell's house.

CHAIRMAN'S REPORT

Gordon Gentles reported: Gordon asks all Board to make sure their contact numbers and emails are correct on the board list.

FINANCIAL REPORT

Treasurer Qi Leong presented the financial statements for August 2006. No questions were forthcoming.

Motion: Brenda D. moved and Dr. Page second

"that the Financial Statement presented by Sander, Rose and Trobak be accepted" **CARRIED**

Motion: Dr. Page moved, Charlene C second

"that the Fort St. John Hospital Foundation Board appoint Sander, Rose, Trobak for the 2006-2007 audit." **CARRIED**

Summary from Kathy Dion – Chrenek September, 2006: An email summary of invested funds maturing in both Endowment and Operating and how those funds will be managed for the next few months was attached to the Board package.

EXECUTIVE DIRECTOR'S REPORT

Funds received since , 2006: \$10,186.96

Funds to Come: \$2515.00

PRO AM Golf Tournament will be donating \$5000 to the Hospital Foundation.

CNRL Golf Tournament: will be donating to the Hospital Foundation again this year.

Safeway Because We Care: Has selected the Hospital Foundation again for their annual program. They will be raising funds for cancer equipment.

Cardiac Rehab/Prevention program is in development. More information will be forthcoming.

Turnover of Exec Director: Janice has been working in the office since September 4. The office is cramped and we are often vying for the same computer time. However, we are working out the situation and will be trying to organize the Angel as well as turn over as much information as possible before December 30.

Training for Pam: Janice reported that Pam will be taking computer training. There is \$4000 in the budget for training.

OTHER BUSINESS

Website: Rob suggested that we update the website. Jared Bell may be available to help us.

CORRESPONDENCE

Phone request to come to a Board meeting: John Turchanski requested to come to a Board meeting sometime in the future. He is invited to attend when he so chooses.

IN CAMERA MEETING

NEXT MEETING

The Next Meeting is: Next meeting October 17, 2006 in the Cafeteria Board Room.

ADJOURNMENT

The meeting was adjourned 19:20 pm

Recording Secretary

Gordon Gentles Chair

Fort St. John Hospital Foundation Report

Manager's Meeting, September 28, 2006

Charlene Cavers (Director) and Janice Isberg (next Executive Director) attending

Required:

Angel '06 Campaign: The goal is \$200,000 for the Digital C Arm (\$280,000 total). Tickets for the Nov. 1 launch dinner and auction at the Northern Grand are \$35. Table of eight are also available. 14 of 25 have already been reserved. Do not wait to get your tickets.

Eastern Star Children's Fund: The Children's Fund now has close to \$70,000, thanks to a big contribution from the CNRL Golf Tournament. What is the next large piece of equipment for Maternity?

The Look and Image of the Hospital:**Patient Seating:**

Consistent and Esthetic look is required for patient seating outside of Endoscopy/Visiting Specialists and Lab/Nuclear Medicine. Repair is required in ER waiting area. Maintenance is attempting to repair and make consistent but an overall plan is needed to make these areas look and feel professional.

Artwork:

The foundation has stored the artwork during renovations. Is anyone department or staff responsible for the re-hanging and keeping inventory of the artwork? The Hospital holds some valuable and often historic originals and prints. Is there a policy or procedure for dealing with the over 100 pieces of work?

Posters and Signs:

Is there a policy on where to hang posters and with what tapes to use (or not use)? The image of the hospital is badly damaged by tattered, hand done signs on lined paper taped up with medical tape. The E is still missing on the large sign on the hospital on 100 Avenue.

Spring Campaign:

The Foundation will be developing the 2007 Spring campaign before the Christmas season is completed. Please consider what that campaign will be. Thanks.

Submitted by Sue Popesku Executive Director

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

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Brenda Dymond	Charlene Cavers	Gordon Gentles (Chair)	PRESENT Dr. Kevin Page
Pam Westwood	Rob Munroe	Sue Popesku	

Sherri Collins	Janice Isberg		REGRETS
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Qi Leong			ABSENT
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Gordon Gentles Chairperson called the meeting to order at 17:30 hours. **CALL TO ORDER**

The agenda of October 17, 2006 regular meeting was accepted as presented. **APPROVAL OF AGENDA**

MOTION: Rob M.. moved, Brenda D seconded **APPROVAL OF MINUTES**
“that the minutes of the Fort St. John Hospital Foundation on September 19, 2006, be accepted as presented”

CARRIED

BUSINESS ARISING FROM THE MINUTES

Marilyn’s Campbell’s Farewell: Charlene Cavers is arranging the gift purchased from Needful Things and flowers to give on Dec. 1 at the Dinner/Launch. Sue will get the framed print with plaque to identify the years Marilyn has worked for the Foundation from 1995 to 2006. Gordon will prepare a short presentation for Dec. 1.

Workshop Agenda for Saturday: The agenda will include unresolved issues such as the Recognition Wall filling up and the website update. Janice will give a presentation and policies will be reviewed. Confirmed to attend: Dr. Page, Rob, Brenda, Charlene, Sherri, Gordon, new Board member if possible. Qi to be asked if she is coming.

Endowment Fund Informational Session: Lyle Carlstrom has replied that he will come to FSJ on November 21 to speak to the Board about the legal issues on Endowment Funds and how to gain more funds in the account.

NEW BUSINESS

Marilyn Campbell’s replacement: Janet Taylor will be asked to be on the Board to replace Marilyn until the next AGM. Gordon will call Janet to ask her. She will be invited to the workshop for Saturday as well.

Fundraising package to Pembina: Rob asked for a package of information about the Hospital Foundation and a request for funds to give to Pembina. Sue to get the package for him.

COMMITTEE REPORTS

EQUIPMENT: The Manager’s Meeting report for Sept. 28, from the Foundation was presented. See attached.

PERSONNEL COMMITTEE: Janice and Gordon are working out her contract. Pam’s contract is still to be completed.

ANGEL ’06 COMMITTEE: Progress is steady and exciting. The international baskets are very attractive and live and silent auction items are coming in. No problem in selling dinner tickets. The float will be a flat deck trailer pulled by horses owned by Jim Sodergren. Charlene offered a 30 foot trailer for the parade.

CHAIRMAN’S REPORT

Gordon Gentles reported: An in camera meeting will be held at the end of this meeting. Gordon will be gone for a few weeks but will be back for the next Board-meeting.

FINANCIAL REPORT

The financial statements for September 2006: were present in Qi's absence No questions were forthcoming. Kathy Dion is to make a report to the Board in November for both Endowment and Operating funds invested with Chrenek.

EXECUTIVE DIRECTOR'S REPORT (Sue Popesku)

Funds received since September 19 , 2006: \$104,044.24

Funds to Come: \$2515

CNRL Golf Tournament: Raise \$154,153 for which the Hospital Foundation received \$82,901.

Administration Staff: Shelley George was given a farewell and Pam Westwood has been hired in her place.

Winter Lights Festival: The Foundation will be part of the Light Festival again this year with the hospital light up.

Tim Horton's Smile campaign: The week long campaign raised \$1000-\$1500 for the hospital through cookie sales.

Space Study for new hospital: The Foundation is being included in the surveys and studies for a new hospital , if that should ever be approved.

EXECUTIVE DIRECTOR'S REPORT (Janice Isberg)

Office Accounting: working with Pam on updating Simply Accounting and getting Pam settled into her position.

Training Sessions: went with Pam to the hospital orientation day conducted by Human Resources.

Corporate Meetings: met with and/or sent letters CCS Energy, CANFOR, Brenntag Canada, Energetic Services.

Community Connections: attended the Chamber of Commerce luncheon to hear Richard Neufeld and Bell Canada speak on 2010 Olympics.

Grant applications: sent in the TB Vets grant application for \$20,000.

Angel '06: worked many hours on preparation for angel '06.

OTHER BUSINESS

CORRESPONDENCE

IN CAMERA MEETING

Meeting held: Gordon holds the minutes of the In Camera meeting held on this day.

NEXT MEETING

The Next Meeting is: Next meeting November 21, 2006 in the Cafeteria Board Room.

ADJOURNMENT

The meeting was adjourned 18:15 pm

Recording Secretary

Gordon Gentles Chair

Executive Director's (Sue Popesku) Report
Hospital Foundation Regular Meeting
Tuesday, November 21, 2006

Fundraising Conference in Grande Prairie Nov. 15: Janice and I attended and found a few of the sessions very helpful. The checklist for Legal Risk Management is very useful in checking if the Foundation is meeting the legal requirements of a charity. Pages are attached. One or two Board members may wish to attend next year with the Executive Director to gain more information about the fundraising system.

Marilyn Campbell's Farewell: Thank you to Charlene for arranging for the purchase of Marilyn's gift basket. We also gave her a framed print with a plaque of the years of service and flowers. Thanks Gordon for saying the kind words about Marilyn. The photo was in the NE News, on the front page, no less. Marilyn's new communications are mailing: Box 34 O.K.Falls, BC V0H 1R0 and location is 5228 Thomas Place O.K. Falls, BC. Phone 1-250-497-5222 cel 261-2115 email: malmar@solarwinds.com

Board Workshop October 21, 2007 : Thank you everyone who came to the workshop. Attached is a report. Please continue this practice of a workshop to discuss vital issues to the Foundation and to make future plans and directions.

Hospital Events: I attended the staff recognition at the Northern Grand. The employees were recognized for their years of service to the hospital. A buffet dinner and wine was served and gifts were given to everyone who attended. It was very well organized but not attended very well.

Pumpkins Carving/Auction: The White Spot, once again, did the pumpkin carving at lunch on Oct. 27 and auction that night. \$891.00 was raised and donated to the Angel '06. Brian Baldry was the auctioneer, PriceSmart donated the pumpkins. White Spot gave a free lunch to each pumpkin carver. Not all pumpkins were carved but the auction still raised quite a bit of funds.

Winter Lights Festival: We are part of the community judging of the winter lights. The judges will be in town December 6-8 and will visit the Hospital. We are encouraging departments to be decorated by then. I have attended the Winter Lights meetings on Tuesdays at 12 noon at the Leisure pool meeting room. These meetings flow into the Communities In Bloom Meetings in the Spring.

United Way Forum: I attended the United Way forum which discussed the needs of the community. The Hospital Foundation will continue to receive the funds designated for the FSJ Hospital Foundation by corporate employees on the United Way program. Employees can simply state on their donation form that they wish the funds to go to the FSJ Hospital Foundation and we get one cheque each year representing this amount from the Prince George United Way. We are on the list of choices and will remain on the list. We do not have to renew this each year. Some donations are undesignated so that is the money that goes to worthy causes in FSJ but the Hospital Foundation will not get this additional money. It was about \$15,000 last year and will probably grow each year. It went to Literacy and Salvation Army.

Our cheques have amounted to May 2006 = \$2967.20, June 2005 = \$1760, April 2005 \$1000, May 2004 = \$166.70. Aug 2003 = \$130 plus \$1075. So since the United Way has been working in this community, our donations have increased and I believe this is because an emphasis has been put on having the donor specify FSJ and not just Hospital Foundation. In the past the general Hospital Foundation donation ended up at the Prince George or Vancouver Hospital Foundation.

Submitted by Sue Popesku November 21, 2006

ISBERG REPORT
November 21, 2006

ACTIVITIES

- **“Be An Angel, Light A Light”** campaign dinner launch was very successful and our volunteer committee worked very hard to pull together the event. Veronica Page and Janet Moody have agreed to head the group of volunteers for next year’s event.
- The radio stations have all been generous in their time, promoting the Angel campaign as often as they can. Both Sue and I have been on air with MOOSE FM, Energy, and The Bear. They continue to contact us for weekly updates.
- I visited all the banks on November 21 to ensure that all was well and to show our support for their efforts.
- **“Be An Angel, Light A Light” 2007’s theme is “Vintage Christmas”.** We have already secured commitments from the following businesses or individuals.
 - Roland Triebal will increase his contribution for next year.
 - The Flower Hut has agreed to provide the roses for the 2007 draw in return for borrowing some of our decorations from this year’s launch.
 - “Keeping It Straight”, a professional organizer, has agreed to donate a gift certificate for 10 hours of her time.
 - Randy Pauls has agreed to build and donate a vintage wooden hockey game complete with moveable figures.
 - “Piece by Piece” for an old fashion quilt.I will be convening the volunteer committee shortly to begin to pull together the vision of the launch.
- Jim Sodegren had agreed to use his wagon and horse team for this year’s Christmas parade but decided that the street was too icy and thus unsafe for the horses and the people watching. We agreed to cancel this year’s entry into the parade.
- Website – have engaged the volunteer services of David Vandergutten, Principal of Technology for SD#60, to help make revisions and additions to the website. Although I will still do most of the work, David will be most helpful in seeing this project to its conclusion. We begin on November 22.
- Sue and I attended the “Giving from the Heart” Philanthropic conference held in Grand Prairie. The conference was very helpful to reinforce the information provided at the Whistler conference and to highlight the work that I have been doing over the past few months. Of great interest to me was the emphasis on Life Insurance as a means of planned giving. This will be an area that I will be investing some research time into.
- The planning for the 2007 “Have a Heart” Radiothon is now underway. Energy FM and The Bear will be organizing this event for February 16. The maternity department has requested two Fetal Heart Monitors each valued at approximately \$17,000. I will be asking hospital personnel to do some taped interviews with the hosts of the two radio stations to help with the radiothon.
- BIG NEWS - On November 20 we received word that SUNCOR would once again commit to a three year giving plan for \$10,000 per year for a total of \$30,000. The letter from SUNCOR detailing their commitment is in the mail.
- BIGGER NEWS – Sue has secured funding from the Woodward Foundation in the amount of \$100,000. This money will go toward our current campaign – the Digital C-Arm. This information has not been released to the public and will remain confidential under Board direction is provided.

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BOARD OF DIRECTORS MEETING**

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Brenda Dymond	Charlene Cavers	Gordon Gentles (Chair)	PRESENT Dr. Kevin Page
Pam Westwood	Rob Munroe	Sue Popesku	Janice Isberg
			REGRETS
Sherri Collins	Qi Leong		
			ABSENT

CALL TO ORDER

Gordon Gentles Chairperson called the meeting to order at 17:35 hours.

APPROVAL OF AGENDA

The agenda of November 21, 2006 regular meeting was accepted as presented.

APPROVAL OF MINUTES

MOTION: Brenda D. moved, seconded Rob M

“that the minutes of the Fort St. John Hospital Foundation on October 17, 2006, be accepted as presented”

CARRIED

BUSINESS ARISING FROM THE MINUTES

MOTION: Kevin Page moved, seconded by Rob M.

“to appoint Janet Taylor as a Director of the Fort St. John Hospital Foundation Board effective November 21, 2006

CARRIED

Fundraising package to Pembina: Rob asked for a package of information about the Hospital Foundation and a request for funds to give to Pembina. Sue to get the package for him.

NEW BUSINESS

Campaign for 2007 - The hospital has indicated that they would like us to consider the rehabilitation program for our major campaign for 2007 however requested details have not been forthcoming. Kevin Page has offered to work with the hospital staff to gather the needed information so that the Board can make a final decision and planning can begin. This item has been tabled until the January meeting.

COMMITTEE REPORTS

EQUIPMENT: Four new purchases have been made this November although the written report shows the purchases as being made February 7, 06. The report will be corrected for the next meeting.

PERSONNEL COMMITTEE: Nothing to report

ANGEL '06 COMMITTEE: The Angel campaign is progressing very well and we are near the \$100,000 mark. Staff are confident that the target of \$200,000 will be reached, or very close to being achieved. The directors reviewed the written report but had no questions.

CHAIRMAN'S REPORT

Gordon Gentles reported: Nothing to report

FINANCIAL REPORT

As presented. No questions asked. Pam explained that the negative in the donations column of the Statement of Revenue, Expenditures and Surplus was due to a correcting entry and did not indicate a deficit in that account.

EXECUTIVE DIRECTOR'S REPORT (Sue Popesku)

Funds received since October 17, 2006 (excluding angel): \$\$17,023.22

Funds to Come: \$2515

The Board considers these "funds to come" as uncollectable and asks that they no longer be reported in the minutes. Sue further explained that these funds were not recorded in the financial statements because they were pledges and not receivables.

MOTION: moved by Kevin Page, Janet Taylor seconded

That the executive director discontinue reporting of the current uncollectable pledges.

CARRIED

Insurance Coverage: Based on Sue's recommendation Gordon suggested that we look at the cost of increasing our insurance coverage to 5 million from 2 million.

Fundraising Conference in Grande Prairie: Suggestion was made that this would be a good conference for some of the Board members to attend to learn more about fund raising and fund managing.

Board Workshop: Continue to plan this event each year as it is a valuable exercise

Winter Lights Festival: Judges will be here on December 6 – 8 and the hospital will be ready.

United Way Forum: The presence of the United Way in Fort St. John has had a positive impact on the donations received from the United Way as the local group ensures that money designated for our foundation is not mistakenly directed to the Vancouver Hospital Foundation or the Northern Lights Foundation in Prince George.

Endowment: Kathy Dion will be here on Nov. 29, 12:00 at the White Spot. All Board members are welcome to join in on the conversation.

EXECUTIVE DIRECTOR'S REPORT (Janice Isberg)

Angel 2007: Preliminary planning is already underway with the chosen theme of "Vintage Christmas. Vernonic Page and Janet Moody have agreed to co-chair the event.

Santa Clause Parade: Cancelled because of the unsafe conditions of the streets for the horse drawn wagon.

Website: Work will begin on November 23, 2006

"Have a Heart" radiothon: Energy and The Bear will be organizing this event for February 16 and hope to raise enough for one or two fetal heart monitors.

Safeway: The Hospital Foundation, specifically the chemotherapy room, will be the recipient of their Charity Check-out program for the next year. December 2 is the launch of the year and occurs from 10:00 – 2:00 at the FSJ Safeway location. Volunteers are needed.

OTHER BUSINESS

At 6:30 there will be a special presentation by Lyle Carlstrom on the development of the Endowment Fund.

CORRESPONDENCE**NEXT MEETING**

The Next Meeting is: Next meeting December 19, 2006 at the Uptown Grill.

ADJOURNMENT

The meeting was adjourned 18:20 pm

Recording Secretary

Gordon Gentles Chair

Executive Director's (Sue Popesku) Final Report
Hospital Foundation Regular Meeting
Tuesday, December 19, 2006

ROTARY

Mega Lottery: The last of tickets have been turned in. We will receive a few hundred dollars from our sales. If we were pro-active in selling, we could receive much more. 40 cents on each dollars sold can come back to us. I have volunteered to help them this last week of sorting out the tickets for the draw on the 24th.

Award: I was asked to attend the Rotary Christmas Party on December 9 at the Northern Grand. They presented me with the Rotary "Service Above Self" award of the year for my work with the Hospital Foundation and volunteer things in the community. I was very surprised and honoured. I am not a Rotary member but was fined once for attending more meetings (to make presentations) than some of their members.

ANGEL '06

Moose FM: The radio station surprised us all (even themselves) that they raised \$25,000 this year in the freezing cold. Last year's fundraising for the Light a Moose was \$16,000. They are pumped to do it again next year.

Light Up on Dec. 1: The day was cold and it was a Friday so few people came out. However, we were pleased with Count Floyd Productions, City of Fort St. John, Epscan, Hospital Maintenance, Stephen Rousselle, NPSS students, Ray Hebert, Arnie Isberg and PriceSmart for helping with the light up.

Thank yous: All have been sent out and Sobey's provided cookies for the thank you baskets to the media and to the banks. The list has gone into the Alaska Highway News (twice and in color).

Next year Theme: Michelle Steiner, Janet Moody, and Veronica Page are ready to begin next year's planning. Old Fashioned Christmas with burgundy, cranberry and beige are the basic colours. Janice is having a meeting December 20 to discuss purchasing to take advantage of decoration sales this Christmas.

Fundraising The total is about \$192,000. We will probably meet the goal by early January.

Digital C Arm: Janice has ordered it with the final approvals from Darlene Giesbrecht of the Imaging Dept. The cost will be \$250,000. When the invoice is received we can get the \$100,000 grant from the Woodward Foundation.

Chrenek Financial: Kathy was to come to FSJ to give us a full report on Nov. 29 but the weather was very cold and driving was treacherous. She emailed information, which was forwarded to each of you. We have turned over \$150,000 in operating for her to invest until March and \$20,000 more for the Endowment Fund.

Winter Lights: The Hospital Foundation participation with Winter Lights and Communities in Bloom was my volunteer decision. The Foundation may continue this association if you wish since we are a vital part of the downtown esthetics with our flowers and Christmas lights. Meetings are held at lunch on Tuesdays at the pool meeting room and the city provides a sandwich and soup type lunch each meeting.

Endoscopy Suite Campaign is now complete: About 300 letters were sent to donors over \$100 to view the equipment in the suite on Monday, Dec. 18 from 1-4pm. Very few people came. But I believe there is tremendous value in sending out the letter to inform the donors the campaign is complete and the equipment is purchased and give them the opportunity to view the equipment is worth the effort.

Last Week: My last weeks at the Foundation have been a mixture of happiness and sadness...but never boring and never disappointing. An amazing amount of funds keep coming in for the Angel campaign, Endowment Fund and various other purposes. I have been available to give as much information about the workings of the Foundation to Janice and Pam. The office is in good hands and the development of the Foundation will continue to grow and bring in even more funds. Please feel free to call on me with any questions you might have about how things were done in the past or why things were done as they were. It has been a pleasure working with all of you on the Board of the Foundation. Board members never seem to cease helping the Foundation even after they are off the Board and think it will be the same for ex-executive directors as well. I wish you all a lifetime of receiving more funds for the hospital and the time and energy to thank all those people who give so generously. Merry Christmas and a Happy New Year in 2007.

Submitted Sue Popesku December 19, 2007



ACTIVITIES

- Website: We have moved our website over to the PRIS server who has donated the housing of our website. They will also take responsibility for registering our domain name and the cost will be \$34 for two years of registration. There are now two volunteers who I will be working with to update the website. This is one of my major goals slated for completion in February 2007.
- The Safeway "We Care" program was launched on December 2 amid much fan fair. We had 9 volunteers participating by providing information to customers as they enter the store. Over \$3000 was raised on the launch day. The next phase of the "We Care" program will be on March 6. Volunteers will be needed.
- Dec 1 – Light up: The cold weather and lack of volunteers made the outside lighting difficult. However, all was ready in time for the Light Up at 5:30. Thank you to Gordon for chairing the event and to Kevin for playing the role of Mr. Christmas. Although the turn out was lower than expected it really was a magically evening.
- I'm very please to announce that once again our grant application to the TB Vets was successful. We have been approved for \$20,0000 for the purchase of a LTV Ventilator (portable) for use in transporting patients from Fort St. John to other facilities. YAHOO! The Foundation will be responsible for \$6630.01 with your approval.
- Have set up some media time in January to launch the new campaign when it has been decided on. A news brief will be sent to all media outlets.
- Don Stirling as agreed to redo the Soldiers with rope LCD lighting. They will be delivered to him after the Christmas season.