

Lucknow Community Health Centre Board



January 21, 2021 at 6:00 pm

Agenda

1. Call to Order

Secretary, Florence Witherspoon will call the meeting to order.

a. Election of the 2021 Chairperson

As per the terms of the agreement, it is the Township of Ashfield-Colborne-Wawanosh's term to hold the position of Chairperson.

Call for Nominations:

Moved by:

Seconded by:

THAT _____ be nominated for the 2021 Chairperson.

Moved by:

Seconded by:

THAT the nominations be closed for the 2021 Chairperson.

Moved by:

Seconded by:

THAT _____ be appointed as the 2021 Chairperson for the Lucknow Community Health Centre Board.

2. Disclosure of Pecuniary Interest

3. Adoption of Previous Minutes

ATTACHED: November 19, 2020 Minutes of the Lucknow Community Health Centre Board

Moved by:

Seconded by:

THAT the Minutes dated November 19, 2020 of the Lucknow Community Health Centre Board be adopted as circulated.

4. Business Arising from the Minutes

5. Budget 2021

We have provided the Board with a copy of the report prepared by Secretary Florence Witherspoon. Once considered and adopted, the Budget will be shared with both Huron-Kinloss and ACW Councils.

ATTACHED: 2020 Actual vs Budget Comparison Report
 2021 Draft Budget

Moved by:

Seconded by:

THAT the Lucknow Community Health Centre Board approves the 2021 Draft Budget in the amount of \$ _____;

AND FURTHER THAT it be sent to the councils of Ashfield-Colborne-Wawanosh and Huron-Kinloss with the recommendation that it be approved and adopted.

6. New Business

7. Next Meeting

As per the agreement, at least two meetings per year must be held. The next meeting will be at the call of the Chair.

8. Adjournment

Moved by:

Seconded by:

THAT the Lucknow Community Health Centre Board does now adjourn to meet again at the Call of the Chair.

Lucknow Community Health Centre Board



TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

November 19, 2020 at 6:00 pm

Zoom

Minutes

Members Present:

Township of Ashfield-Colborne-Wawanosh

Township of Huron-Kinloss

Township of Huron-Kinloss

Wayne Forster

Jim Hanna

Carl Sloetjes

Staff and Others Present:

Board Secretary

Florence Witherspoon

1. Call to Order

Carl Sloetjes called the meeting to order at 6:00 pm.

2. Disclosure of Pecuniary Interest

None declared.

3. Adoption of Previous Minutes

Moved by: Jim Hanna

Resolution Seconded by: Wayne Forster

No. 1 THAT the Minutes dated July 15, 2020 of the Lucknow Community Health Centre Board be adopted as circulated.

CARRIED

4. Business Arising from the Minutes

None.

5. 2020 Budget to Actual Financial Report

We have provided the Board with financials for the Lucknow Community Health Centre, for your information.

ATTACHED: 2020 Actual vs Budget Comparison Report, year to date.

6. Lucknow Legion – Catch the Ace Donation

In October, staff received notice that the Lucknow Legion's Catch the Ace lottery contribution to the Lucknow Medical Centre was \$17,207.53. The intention of this donation was in addition to the 2019 donation to the Lucknow Medical Centre Renovation. Board Member Wayne Forster attended the cheque presentation.

At the September 24, 2019 meeting of the Board, a resolution was passed that any funds in excess of the \$150,000 fundraising goal for clinical equipment be put into reserves for future replacement as needed. Staff is recommending that these funds be placed into the same reserve.

The Board agreed that the donation received from the Lucknow Legion in the amount of \$17,207.53 be placed in a fund for the future replacement of clinical equipment when needed in the future.

7. Renovation Outstanding Items

With regards to the Recognition Wall at the Lucknow Medical Centre, staff was advised at the beginning of COVID-19 by Artech, the sign company, that the medium used to create the sign was in short supply due to the priority of personal protective equipment, including plex-glass type material. Staff has reached out periodically, and at the publication of the agenda, a completion date of the recognition wall is yet to be determined.

Other items, such as concrete around the building will be discussed at the Budget meeting 2021.

8. New Business

None.

9. Next Meeting

Pending any items for discussion in December, the next meeting of the Board will be the Budget meeting. The Board set a date of January 21st, 2021.

10. Adjournment

Moved by: Wayne Forster
Resolution Seconded by: Jim Hanna
No. 3 THAT the Lucknow Community Health Centre Board adjourn at 6:10pm to reconvene on January 21st 2020 or at the call of the Chair.

CARRIED

Chair, Carl Sloetjes

Secretary, Florence Witherspoon

LUCKNOW COMMUNITY HEALTH CENTRE BOARD

From: Florence Witherspoon, ACW Clerk, Board Secretary
Date: January 21, 2021
Subject: Budget 2021 – General

RECOMMENDATION:

We seek your direction.

BACKGROUND:

Staff have provided the 2021 Draft Budget for your consideration.

COMMENT:

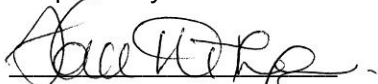
Staff have prepared the draft budget with a few items to note:

1. The Budget was completed prior to receiving all final invoices for 2020. This includes hydro and snow removal.
2. The rent for the Medical Suite commences this year, as per the lease agreement.
3. The Cleaning budget has been increased; the standards and frequency at which the building needs to be cleaned has increased. This is an estimate only, given cleaning activities has decreased since the commencement of the COVID-19 pandemic. The Board also pays for the cleaning supplies, which due to the frequency, has also now increased.
4. Considering the implementation of a propane heating source, the annual hydro costs has reduced. The budget numbers for 2020 in these areas were estimates as it was unknown at the time what the different would be.
5. Included is the annual donation to the Lucknow Horticultural Society for planting & maintaining the flowerbeds at the center for \$300.
6. For the Capital Furnishings, \$2,000 has been allocated from the reserves. This is the reserve fund set aside to with donations from the 2018-19 renovation project. No anticipated costs currently.
7. For the Capital Renovations, \$5,000 has been added for the donor wall. ArTech Signs has yet to complete, siting limited supplies of the materials due to the COVID-19 pandemic.

For the Board to consider, staff is seeking direction:

8. Last year, J.A. Porter's advised they would be willing to donate the concrete at the Lucknow Medical Centre, should the Board wish to replace the all the concrete surrounding the building. An RFQ was released, to which no responses were received. The Board decided to wait until 2021 to try again, should the donation stand. Is the Board interested in pursuing this project in 2021?
9. The cleaning budget has increased significantly since the completion of the renovations. In the past, the Board completed weekly cleanings for the Medical Suite as part of the rental agreement. This part of the contract has continued, although the expectations of that cleaning has increased to daily cleanings. While the legalities of requesting a change in the agreement have not yet been considered, is this something the Board would like to review?

Respectfully submitted,



Florence Witherspoon, Clerk, Board Secretary

Lucknow Community Health Centre Board
2021 Draft Budget

	Budget Year 2020	Year to Date Year 2020	Budget Year 2021
Donations	\$ -	\$ (17,207.53)	\$ -
Other Revenue	\$ -	\$ -	
Rent - Dental Suite	\$ (11,600.00)	\$ (11,628.60)	\$ (12,200.00)
Rent - Medical Suite	\$ -	\$ -	\$ (9,650.00)
ACW Contributions	\$ (15,100.00)	\$ (5,130.30)	\$ (8,800.00)
HK Contributions	\$ (15,100.00)	\$ (5,130.31)	\$ (8,800.00)
Transfer from Reserve	\$ -	\$ -	\$ (2,000.00)
Total Revenue	\$ (41,800.00)	\$ (39,096.74)	\$ (41,450.00)
Office Equipment - R & M Services	\$ -	\$ -	\$ -
Advertising	\$ 500.00	\$ -	\$ 500.00
Insurance	\$ 1,200.00	\$ 1,438.34	\$ 1,600.00
Legal	\$ 1,000.00	\$ 303.60	\$ 1,000.00
Audit	\$ 500.00	\$ 500.00	\$ 500.00
Property Taxes	\$ 5,800.00	\$ 5,149.81	\$ 5,800.00
Miscellaneous	\$ 500.00	\$ -	\$ 500.00
Propane	\$ 3,000.00	\$ 683.52	\$ 1,200.00
Utilities - Hydro	\$ 5,000.00	\$ 1,616.13	\$ 2,000.00
Utilities - Water	\$ 1,400.00	\$ 1,180.00	\$ 1,200.00
Utilities - Sewage	\$ 900.00	\$ 900.00	\$ 950.00
Building - R & M - Services	\$ 4,000.00	\$ 158.09	\$ 4,000.00
Building - R & M - Supplies	\$ 300.00	\$ 437.15	\$ 1,000.00
Grass Cutting & Grounds Maint.	\$ 1,700.00	\$ 2,738.00	\$ 3,000.00
Snow Removal	\$ 4,000.00	\$ 2,914.72	\$ 4,000.00
Building Cleaning	\$ 3,000.00	\$ 3,550.00	\$ 7,200.00
Transfer to Reserve	\$ -	\$ 17,207.53	\$ -
Capital - Renovations	\$ 5,000.00	\$ 1,935.68	\$ 5,000.00
Capital - Clinical Equipment Furnishings	\$ 4,000.00	\$ 660.44	\$ 2,000.00
Total Expense	\$ 41,800.00	\$ 41,373.01	\$ 41,450.00