

Musquodoboit Valley Home for Special Care

Board of Trustees

Annual General Meeting Minutes – June 28, 2023 @ 4:00 p.m.

MVMH Boardroom

Attendance:

Tom Parker, Board Chair

Shauna Higgins, Board Member

Patricia McCurdy, Board Member

Anita Bell, Board Member

Lorelei Taylor, Scribe

Nick Archibald of Levy, Casey, Carter, MacLean

Leadership:

Roberta Duchesne, Director

Tara Rutherford, Health Services Manager

Tamsen Cumming, Assistant Nurse Manager

Ronda Faulkner, Business Coordinator

Regrets:

Karen Dean, Board Member

Dr. Kaitlyn Barnes, Medical Advisor

1. Welcome and Meeting was called to order by Chairperson, Tom Parker at 4:03 p.m. This AGM meeting is being held jointly between Musquodoboit Valley Home for Special Care and the Musquodoboit Valley Health Foundation as it has in the past.

2. Audit Presentation from Nick Archibald of Levy, Casey, Carter & MacLean

Verbal and visual report

Musquodoboit Valley Health Foundation

- Review of financial reports.
- MVMH furniture load paid off
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Musquodoboit Valley Home for Special Care

- Salaries: Increase in CCA/LPN. Decrease in RN, Recreation Therapist (position has been vacant).
- Capital Asset Additions: new dining rooms and roof

- Working Capital: Improved, increase in cost and flood expenses
- Long term debt consists of mortgage and elevator loan at 5% from foundation
- Mortgage will be repaid in 2026
- Replacement reserve: which is a holding fund for major projects, not used much in last 5 years. Increase attributed to interest earned.
- Net Assets: Includes replacement reserve.

Complete Auditor's report for Musquodoboit Valley Home for Special Care is attached.

The motion to accept the audited financial reports was made by Pat McCurdy and seconded by Anita Bell. Motion Carried.

- a) **Appointment of Auditor** It was moved by Shawna Higgins and seconded by Anita Bell that Chartered Accountants - Levy, Casey, Carter and MacLean be retained as auditors for both Musquodoboit Valley Health Foundation and Musquodoboit Valley Home for Special Care for the upcoming fiscal year. Motion carried.

3. Approval of 2020 AGM minutes

The minutes from the 2022 AGM were reviewed. It was moved by Pat McCurdy and seconded by Shawna Higgins that the minutes from 2022 be accepted. Motion Carried.

4. Annual Leadership Report Review:

Tara Rutherford presented a visual and verbal management report.

Highlights

- Majority of money spent has been on Resident Care
- We have a \$65,000 surplus
- The two flood claims each had a \$25,000 deductible, applied for emergency funding for \$50,000
- The outside area for residents had repairs on the deck, awning and garden wall
- Our new summer student started Paint Night for the residents. The residents and staff are looking forward to a water balloon fight; residents throw balloons at staff.

Full management report attached.

5. Election of Officers

The motion for the board officers to remain the same was made by Pat McCurdy and seconded by Shawna Higgins. Motion Carried.

6. Adjournment

Shawna Higgins moved the meeting be adjourned. Meeting was adjourned at 5:00 p.m.

Respectfully submitted,
Lorelei Taylor, Scribe
MVMH Administrative Assistant