

TAVISTOCK COMMUNITY HEALTH INC.

"Tavistock Community Health Inc. is committed to providing facilities for

accessible, high-quality health care services in response to community needs."

Agenda

19th Annual Meeting of Members

Wednesday, April 10, 2024

7:00 pm, Men's Club Hall

- 1- Welcome and introduction
- 2- Proof of Notice and validity of meeting
- 3- Approval of minutes from previous Annual General Meeting
- 4- Report from Chairman
- 5- Auditor's Report - Famme and Co.
- 6- Appointment of Auditors for the financial year 2023
- 7- Recognition of retiring Board Members - Frank Meconi
- 8- Election of Directors
- 9- Approval of steps taken by Tavistock Community Health Inc
- 10- New business

11- Looking forward for 2024- Passing of the gavel to the new Chairperson

12- Adjournment

TAVISTOCK COMMUNITY HEALTH INC.

"Javistock Community Health Inc. is **committed to sustaining and enhancing** accessible, accountable, high-quality health case services in **response to community needs.**"

18th Annual Meeting of Members - Tavistock Community Health Inc.

Minutes

Wednesday, April 12, 2023

Men's Club Hall Tavistock

PRESENT

In Attendance: Bob Zehr, Bob Galloway, Bruce Swartzentruber, Russell Huber, Keith Wagler, Julie Kimpel, Doug Green, Linda Schuum, Frank Meconi, Darlene Zehr, Lynn Currah, Wayne Stock, Linda Stock, RuthAnn Wettlaufer, Irene Kaufman, Beverly Neeb, Bob Faulhafer, Bill Green, Janet Kurt and Gary West

1. CALL TO ORDER:

Members were welcomed and the meeting was called to order at 7:00pm by Bob Zehr, Chair of Tavistock Community Health Inc. (TCHI) and of this Annual General Meeting (AGM). Guests were welcomed and Bob thanked the Clinic Staff and Board Members for their support in the past year.

2. PROOF OF NOTICE AND VALIDITY OF MEETING:

Bob Zehr has proof of Notice. Copy added as appendage.

Motion made by Bob Zehr to declare the meeting validly constituted; seconded by Lynn Currah; all in favour; carried

3. APPROVAL OF MINUTES FROM PREVIOUS AGM

motion made by Darlene Zehr to accept the 17th Annual General Meeting Minutes of April 2019; seconded by Lynn Currah; all in favour; carried

4. REPORT FROM THE CHAIR:

The 2020 AGM was cancelled just weeks before due to Covid-19.

The Physicians adapted and found ways to continue treating patients.

The Board of TCHI adapted as well. By discovering and meeting via Zoom. And by making a proposal in 2021 to separate the business end of the partnership between TCHI (the Board) and TCH (Tavistock Physicians) with respect to financial and banking transactions. The separation was completed on January 1, 2023. Going forward, with a goal to create an attractive and welcoming facility for Medical Professionals and patients, TCHI will serve as Landlord continuing with the ownership and maintenance of the facilities and TCH and Star Family Health as Tenants. A copy of the complete AGM Report from the Chair is appended to these minutes as well as the individual Committee Reports.

5. AUDITOR'S REPORT - FAMME & CO.

Bob Zehr introduced Katie Lawry of Famme & Co. who presented the annual financial statements on behalf of the auditors of TCHI, namely Famme & Co. Professional Corporation. Katie commented on a clean audit report and a good transition made in the relationship between TCHI and Tavistock Community Health ((TCH) re: the Clinic). Katie opened the floor to questions and or comments. None were asked and or made.

Motion made by Doug Green to approve audited 2022 financial statements as submitted by Famme & Co.; seconded by Russell Huber; all in favour; carried

6. APPOINTMENT OF AUDITORS FOR THE 2023 FINANCIAL YEAR:

motion made by Bob Zehr to appoint Famme & Co. as auditors for the 2023 financial year; seconded by Keith Wagler; all in favour; carried

7. RECOGNITION OF RETIRING BOARD MEMBERS:

Frank Meconi recognized and thanked the retiring Board Members for their contributions.

Retiring Board Members are: Lynn Currah and Kathleen (Kat) Jolly. Bob Galloway and Bob Zehr have agreed to stay on for another year.

8. ELECTION OF DIRECTORS:

motion made by Frank Meconi to accept new Board Members Carolyn Kropf and Janet Kurt to a three year term on the TCHI Board of Directors; seconded by Bob Galloway; all in favour; carried

9. APPROVAL OF STEPS TAKEN BY DIRECTORS:

motion made by Bob Zehr that members do hereby approve, ratify and confirm all steps taken by the Directors of the Corporation up to the end of the fiscal year 2022; seconded by Doug Green; all in favour; carried

10. NEW BUSINESS:

- * the "Purpose" (or mission statement) of TCHI will be updated
- * TCH patients are suggested to contact interim Clinic Office Manager Martha Murray to discuss fee schedule emailed to them and the proposed insurance available
- * the new phone system was installed near the beginning of 2022. press 0 (zero)

to talk to operator

* TCH and Star Family Health are still trying to recruit a new Doctor for the Clinic

* Bob Zehr passed gavel to Doug Green as new Chair of TCHI

11. **ADJOURNMENT:**

motion made by Lynn Currah to adjourn the 18th Annual General Meeting; seconded by Linda Schuum; all in favour; carried

Meeting adjourned at 7:27pm.

D.

Chairperson

II

**C/ Kropf for
Frack Meconi**

Acting
Secretary

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AGM 2024, Report from the Chair

2023 was a relatively quiet year for TCHI. The separation of book keeping from TCHI (the board) and TCH (the doctors) was completed and all the bumps in the road from this are behind us. Hopefully

The Board saw the completion of all new lighting throughout the clinic and new sliding door at the main entrance. We also took on parking lot repair and

resealing along with tree trimming around the parking lot.

The Board is in the planning stages to refresh the clinic by painting and re-flooring all the offices and hallways. This will likely be spread over a couple of years.

As the building ages there will no doubt be increased demands for funds to keep the facility as functional and appealing as it needs to be to attract and retain doctors as well as the visiting public. It is a constant balancing act to keep it in good condition yet be fiscally responsible.

I would like to thank the members of the board for their support through 2023. I especially want to name a few who take on extra workload. Linda Schumm, our treasurer and Carolyn Kropf, our secretary have monthly commitments and Bruce Swartzentruber who chairs the facilities committee is called upon regularly for repairs big and small. Very much appreciated.

I want to wish all the best to Frank Meconi, our incoming Chairperson for 2024.

Sincerely
Doug Green

TAVISTOCK COMMUNITY HEALTH INC.

Tavistock Community Health Inc.

**Notice of Annual General Meeting
Wednesday, April 10, 2024**

**Tavistock Men's Club
78 Woodstock St. N., Tavistock
7:00 pm**

A \$5.00 Membership Fee entitles you to a vote.

Send invoice to: Tavistock Community Health Inc
.Attn: Board of Directors
PO Box 574
Tavistock, ON NOB 2R0

Please publish weeks of March 27 & April 7th

TCHI Annual Treasurer Report - January 1, 2023 - December 31, 2023

Scotia Bank Operating Account December 31, 2022: \$82,843.66

Scotia Bank Operating Account December 31, 2023: \$36,425.91

\$50,000 was moved and invested in April 2023

Scotia Bank Donation Account December 31, 2022: \$1,505.89

Scotia Bank Donation Account December 31, 2023: \$164.79

Investment Portfolio December 31, 2023: \$412,307.95

Net income for 2023: \$10,523.94 (from accountant's reports)

Expenses were greater this year due to the lighting upgrade and automatic doors in the clinic.

Submitted by Linda Schumm

Treasurer, TCHI

Facilities Committee 2023 Report

Doug Green, Bruce Swartzentruber, Keith Wagler, Bob Zehr

The facilities committee sees **to the** maintenance of the TCHI **clinic, grounds and parking** lot.

2023 **tasks**

-Converted all ceiling lights to LEDs by Crescent Ridge

-Superior Sealers filled cracks, repaled parking lot and **repainted** lines. **They** are to return in 2024 for 2nd coat **application**.

-Removed bees and / or wasps in waiting area by **Fly Swatter** Pest Control

-Toilet repairs completed by McKay
Plumbing

-Outside sliding **door** replaced by **Southwest Doors**

-Two defective heating **relays** replaced by Crescent Ridge

-Door stoppers replaced on 16 doors

-Tree branches trimmed and removed around outsides of parking lot by Tim's Tree Service

-Driveway overhang repaired by Gary Pearson

-Snow and salt contract awarded to Roth Renovations for two years.

Communications Committee 2023

Julie Kimpel and Carolyn Kropf

In 2023, the Communications Committee completed the final touches to the update of our new website at www.tchi.ca that reflected the split between the Board (TCHI) and the Doctors (TCH). The website now includes a photo of the 2023 Directors and the addition of a link to the By Laws.

We hope that this iteration of the website continues to provide clarity as to the role of the Board, and the separation of roles and responsibilities between Doctors and the Board.

Respectfully

Julie Kimpel

Chair of Communications Committee
Fundraising Committee Report - 2024

In 2002, a successful fundraising drive resulted in the formation of Tavistock Community Health Inc (TCHI). TCHI became the community non-profit organization that owns and maintains the property and building that houses the medical clinic.

Over the past year, we have strived to continue to pursue different avenues to raise funds for the maintenance of the building and the property.

We wish to thank our many contributors who have continued to support us through their many donations.

Please remember to follow us on our Facebook Social Media page. We would like to continue to stay active in the community and promote activities with TCHI.

Submitted by the Fundraising Committee,

Julie Kimpel and Darlene Zehr

2024 AGM - Nomination Committee [Report](#)

The Nomination Committee would like to acknowledge the time, dedication and work of 4 retiring Board members. They are Julie Kimpel, Linda Schumm, Bob Zehr and Darlene Zehr.

Julie served for 3 years since April 2021. She was Fundraising chair all 3 years and Communications Chair for the past year. Fundraising during the first year of her term was affected by Covid. During year 2 she played a role and assisted with the Scotiabank BBQ fundraiser. Julie sends thank you notes to community donors to acknowledge monetary support received. Julie also liaised with the community newspapers when there was exciting news and events, such as the AGM, to share. And

she started a Facebook page to keep readers aware of TCHI in the community. She would like to pass what she started to her successor.

Linda Schumm has also served for 3 years. For the first year and a half Linda served as Assistant Treasurer. At that time it was more complicated as the Clinic business and facilities were combined. Half way through year 2 she transitioned to Treasurer and helped with the transformation of splitting Accounting and Bookkeeping between the Clinic and TCHI. In year 3 Linda served as Treasurer, including meeting with local Bank Advisors to discuss investments and strategies. She has volunteered to assist the incoming Treasurer for the next month or so if necessary. During all 3 years Linda was also a member of the Fundraising Committee.

Bob Zehr has served for 5 years since April 2019. In year one he was IT Chair and Facilities member which included the procurement of Crescent Ridge Services for electrical services and generator maintenance. In year two as IT Chair the computer server, several PCs and monitors were replaced and software was updated. As Facilities member he procured the installation of the automatic back door, helped with purchase of Haier Vaccine Fridge, new chairs for waiting room and kitchen and new office desks and shelving units. In year three Bob was 2nd Vice Chair playing a role in the agreement to separate all financial and Banking transactions between the Physicians and TCHI. As Facilities Chair he purchased and installed examinations tables. And was an IT committee member. In year 4 Bob served as Board Chair which included the transfer of ownership of Clinic computer system/IT to the Physicians. As Facilities Chair he helped install glass office cubicles and facilitated the installation of a donated dishwasher as well as the retrofit of the Clinic to LED lighting. In year 5 Bob served as Past Chair.

Darlene Zehr has been a Board member since April 2021. She served on the Fundraising and Social committees. Darlene played a role and assisted with the Scotiabank BBQ fundraiser. And helped plan and facilitate the annual Board family BBQ. She was the key liaison with Mother Nature to ensure the skies were clear blue, sunny, warm and an ever so slight breeze for a late summer early fall September Saturday afternoon and evening.

Janet Kurt resigned from the Board as she and her family relocated home residence out of the area.

TCHI appreciates the contributions made by Julie, Linda, Bob and Darlene and the time they gave. The door is always open should they wish to return to the Board at a later date.

The Nomination Committee would like to present Margaret Lupton and Dennis Kuepfer for election to the Board of TCHI for a three-year term.

If there are persons interested in joining the Board they can contact any member of the Board or email their interest to info@tchi.ca. Or a person can contact the Board on behalf of a person they think would be a good Board member. The Board then brings the nominees to the AGM.

I make a motion to add Margaret and Dennis to the Board of TCHI. Is there a seconder? Can we see through a show of hands all those in favour of adding Margaret and Dennis to the Board of Directors of TCHI?

We welcome Margaret and Dennis to the Board of TCHI.

Submitted by Frank Meconi
on behalf of the Nomination Committee

Resume: Dennis Kuepfer

I was born in 19XX with assistance from Dr Fuller, we have been with the (Tavistock Medical Group) Star Family Health all our lives. Our two children were born with the help from Dr. Bartlet. I have served on numerous committees at Cassel Mennonite Church including Church Council. Also, a director and Past President of Waterloo Holstein Club. Oxford County (Tavistock) 4 H Leader for 12 years. Also was a board Member for the Ontario Holstein Branch for 8 years. Successfully transferred our Dairy farm to the next generation and am currently Board Member for the Tavistock Optimist Club.

Thanks Dennis

Resume – Beverly Neeb

I have lived in Tavistock all my life except for a decade-long residency in Stratford.

Worked at The Beacon Herald for 34 years, beginning as the secretary to the publishers and the managing editor. As the years progressed I starting doing more writing and eventually was doing four weekly columns and producing special editions. I was also the Newspaper In Education co-ordinator and served on the newspaper's Joint Health and Safety Committee.

After the family-run newspaper was sold, I continued to work there before eventually taking a buy-out and began a 10-year stint at the Perth District Health Unit where I was an administrative assistant in the Health Protection Department.

Over these years I taught piano part-time, having received an ARCT in 1975. For 45 years I was organist and choir director at Grace United Church, retiring the end of 2021.

Since retiring I have kept myself busy with volunteer work at Grace where I sit on the church board, am co-president of our UCW group and sing in the choir. I have worked as an SGH volunteer and was on the executive of the former Tavistock Horticultural Society. Helping to organize the High Noon seniors lunch also occupies my efforts. And I love to curl and travel.