

Questions and Answers – Session 3: Looking Forward

Q: Would the panelists have a contact list of external consultants they have used and recommend?

A: AFHTO maintains a list of consultants that members have used and will make it available upon request.

Q: Do you have any strategies for informing the Board and getting them up to speed with regard to FHT QI requirements?

A: With respect to understanding QI requirements, the Board must be aware of its obligations to the Ministry and to Health Quality Ontario to be reporting on quality indicators. The Board should approve the annual Quality Improvement Plan before it is submitted, so this is an opportune time to ensure that the full Board understands the content of the QIP and the FHT's QI approach generally.

Many FHTs are choosing to have a QI Committee of the Board that reports regularly to the full Board and takes a more detailed look at the indicators on an ongoing basis. Other FHTs choose to have a regular ED report at every meeting that keeps the Board informed and is a continual reminder of its responsibility to ensure quality.

Because QI indicators are often very detailed measures, it may be helpful for the Board to see them in a graphic presentation, or in a trending presentation, or rolled up into summary data.

Q: What is a typical agenda for an AGM?

A: Look first to your Bylaw. The requirements for your AGM will usually be outlined there.

A typical agenda for an annual general meeting follows:

- Approval of agenda
- Approval of minutes of previous AGM
- Approval of board actions
- Reports of the chair and executive director
- Report of the treasurer
- Approval of audited financial statements
- Appointment of the auditor for the subsequent year
- Election of directors

- Other business
- Adjournment

As with all board meetings, but of particular importance at the AGM, all approvals and decisions should be duly recorded, including the full resolution and a record of who made the motion and who seconded it.

Q: Is there a minimum number of Board meetings that should be held annually?

A: Look first to your Bylaw. The number of required Board meetings may be outlined there. If not, there are no hard and fast rules about how many Board meetings must be held. Commonly, FHTs hold monthly meetings except during the summer; or you may choose to meet every other month. The number of meetings needed may change over time or circumstance – e.g. in a time of crisis or heavy workload, there may need to be extra meetings of the Board.