

Board of Directors Meeting Minutes

Tuesday, July 7, 2026

4:30pm via Zoom

Present:	Sandra Shaw (Chair), Christopher Cummings (Vice Chair), Jackie Lord, Bridget Bygrave, Stefany Kawka, Robin Garnett, Catherine Brady, Charmaine Crockett, Michele Bellows (CEO/Ex-Officio), Anne Caron (Director of Corporate Services), Kristian Gundersen (Executive Assistant/Recorder)
Guests:	
Regrets:	Irv Mazurkiewicz (Secretary/Treasurer), Guy Pearce

	Agenda Items	Discussion
1.	Constitution of Meeting & Welcome	S. Shaw, Chair, called the meeting to order at 4:30pm and confirmed quorum is met. She welcomed all in attendance and provided a land acknowledgment.
2.	Approval of Agenda	There were no additions or revisions requested to the agenda. Motion: That the RCHS Board agenda for July 7, 2026 be approved as circulated. Moved by: Jackie Lord Seconded by: Robin Garnett Carried.
3.	Declaration of Conflict of Interest	None declared.
4.	In-Camera Session: Client Feedback	Motion: That the Board moves to an in-camera session at 4:34pm Moved by: Charmaine Crockett Seconded by: Bridget Bygrave Carried. Discussion on client feedback occurred. Motion: That the Board moves out of an in-camera session at 5:19pm Moved by: Jackie Lord Seconded by: Chris Cummings Carried.
5.	Interprofessional Primary Care Team Expansion Project Updates	Sandra invited Michele to provide an update on the Brockville primary care expansion project. Highlights: • RCHS has received funding to implement an Interprofessional Primary Care Team (IPCT) in Brockville. • A site search has been underway over the past six weeks, and a suitable location has now been identified. • Management is working with the prospective landlord and an engineer and is preparing a formal request for capital funding. • A meeting with the engineer is scheduled to obtain Class D cost estimates and discuss other requirement elements of the submission.

	Agenda Items	Discussion
		- In accordance with RCHS financial policies, management will proceed with a non-binding letter of intent with the landlord. This will demonstrate the organization's commitment to the site while ensuring that no lease agreement is signed prior to Board and Ministry approval of the capital project. - The proposed lease is expected to be for a 10-year term. As the total financial commitment will exceed the threshold requiring Board approval, the lease will be brought back to the Board for consideration. - Management confirmed that the engineer is prepared to proceed once the necessary approvals are in place. - Contractor information and any relevant conflict-of-interest disclosures will be provided as part of the approval process. Next Steps: Once capital funding approval is received, management will bring the proposed lease and required motions forward to the Board. A brief special meeting may be scheduled to facilitate timely approvals.
6.	Next Meeting	Tuesday, September 29, 2026 at 5:00pm
7.	Adjournment	Motion: That the meeting be adjourned at 5:30pm Moved by: Chris Cummings Carried.

Approved by:

DocuSigned by:

Sandra Shaw

0E6234C0C6E9487...

Sandra Shaw, Chair

9/30/2026 | 8:28 AM PDT

Date

Signed by:

Irv Mazurkiewicz

D9A11588FA0E4C3...

Irv Mazurkiewicz, Secretary

10/2/2026 | 10:26 AM EDT

Date