



BOARD MEETING MINUTES August 19, 2019

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Monday, August 19, 2019 at 11:00 am in the TV Room at York Creek Lodge, Blairmore, Alberta.

ATTENDEES: Joanne Drain: Chairperson, Donna Stelmachovich: Vice-Chairperson; Marlene Anctil: Municipal Councillors, Dave Filipuzzi: Municipal Councillors, Sharon Groat: Board Member, Leslie McCallum: Board Member, Debi Ruzek: Board Member, Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

- 1.1 Joanne Drain called the meeting to order at 11:05 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Add Item 12.9: Board Roles and Responsibilities – Appendix E
- 2.2 Add Item 12.10: Employee Travel and Expense Reimbursement

3. APPROVAL OF AGENDA

- 3.1 *Motion #68/19 to approve the agenda as amended. – Marlene Anctil – cd.*

4. APPROVAL OF MINUTES FROM LAST REGULAR MEETING

- 4.1 *Motion #69/19 to approve the minutes of the meeting held June 17, 2019 as presented.- Debi Ruzek – cd.*

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Action Log
 - 5.1. a See Attachment #1

6. REPORT FROM MANAGEMENT

- 6.1 Annie Lok, Chief Administrative Officer, provided a written report. Said report will be maintained on file and contained information on the following:
 - 6.1. a Lodge
 - 6.1. b Self-Contained Apartments
 - 6.1. c Resident meetings

6.2 *Motion #70/19 to accept the Report from Management as presented – Leslie McCallum - cd*

7. FINANCIAL STATEMENTS – JUNE & JULY 2019

- 7.1 Financial Statements for Self-Contained and Lodge as at June 30 and July 31, 2019 were presented.
- 7.2 *Motion #71/19 to approve the Financial Statements for June and July 2019 as presented – Sharon Groat –cd.*

8. CORRESPONDENCE

- 8.1 Municipality of Crowsnest Pass
 - 8.1.a Requested presentation by a CPSH representative on Oct 17 @ 1:00 p.m.
 - 8.1.b Annie or Dee-Anna to contact Brian, Director of Finance regarding expectations for presentation.
 - 8.1.c Discussion about disappointment with lack of communication from the Municipality. CPSH never received any official notice prior to cutting requisition.
 - 8.1.d Received email from Patrick Thomas regarding CPSH's infrastructure request for the new building.
- 8.2 Housing Management Body Operational Review
 - 8.2.a Valerie Puttick, Housing Advisor, will be here August 22-23
- 8.3 Alberta Health Services – 2019/2020 Funding
 - 8.3.a Operating budget not expected to be finalized until the fall. Organizations are asked to plan for no increase.

9. BOARD CHAIRPERSON REPORT

- 9.1 Nothing to Report

10. OTHER BOARD REPORTS

- 10.1 Nothing to report.

11. OLD BUSINESS

- 11.1 Lodge Upgrade (standing item)

- 11.1.a Donated Baby Grand Piano has been moved to a speciality storage place in Calgary. Waiting for an appraisal to be used for insurance purposes. The family will pay to have it moved and tuned once we are ready to move it to the new building.
- 11.1.b A thank you needs to be sent to the family that donated the piano as well as a donation plate on the piano. They should also be asked if they would like newspaper recognition.

11.2 Business Plan Amendments

- 11.2.a Added in 2019 starting points to Performance Measures
- 11.2.b Alberta Seniors requested projected budget for SCU be aligned with current Operating budget of a net income of \$3000.
- 11.2.c *Motion #72/19 to accept the amendments to the Business Plan as presented. – Leslie McCallum – cd.*

12. **NEW BUSINESS**

12.1 Scotiabank GIC proposal

- 12.1.a *Motion # 73/19 to reinvest \$300,000 in GICs at Scotiabank for 10 months at 2.08% .- Sharon Groat - cd*

12.2 Board Orientation and Team Building Plan

- 12.2.a Valerie Puttick would like to do a ½ hour to an hour Board Orientation
- 12.2.b Annie will suggest October 23 for the session as the new Council appointments will have been made by then.

12.3 AHS – new Lodge SL4

- 12.3.a There is no funding available for ceiling lifts. Floor lifts are available but not as safe.
- 12.3.b Annie to send a letter to Teri Fortunaso indicating that in light of the lack of funding, CPSH is considering remaining solely as SL4D. Donna to review letter.

12.4 Propose Elimination of Long Service Award

- 12.4.a Discussed merit of policy vs cost and determined to maintain Long Service Award.

12.5 Amend Terms & Conditions for Out of Scope Employees Policy

- 12.5.a Board was presented with document summarizing Management's overall time commitment for unpaid OT and on call hours. Management doesn't receive any extra compensation for being on call even though the in-scope maintenance position did previously.
- 12.5.b Discussion regarding compensation for management for on call and OT to be tabled for In Camera discussion.
- 12.5.c Policy amendments tabled until compensation discussion complete.

12.6 Social Media Impact

12.6.a Discussion moved In Camera

12.7 Mileage Rate Amendment

12.7.a Current CRA rate is \$0.58 per km

12.7.b Annie to find out provincial rate.

12.8 Mid-year Budget View

12.8.a *Motion #74/19 to approve the revised 2019 budgets for Self-Contained and York Creek Lodge as presented -- Donna Stelmachovich – cd*

12.9 Board Roles & Responsibilities – Appendix E

12.9.a Tabled until mileage rate is determined

12.10 Employee Travel & Expense Reimbursement

12.10.a Tabled until mileage rate is determined

13. IN CAMERA

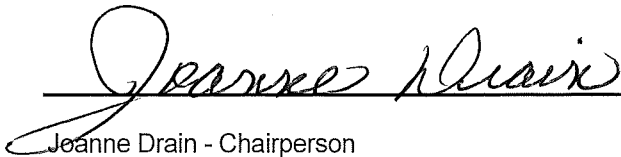
13.1 *Motion #75/19 to go In Camera at 1:52 P.M. – Debi Ruzek – cd.*

13.2 *Motion #76/19 to come out of In Camera at 2:10 P.M. – Debi Ruzek – cd.*

13.3 *Motion #77/19 to address resident #20 regarding her inappropriate social media posting. – Debi Ruzek–cd.*

14. ADJOURNMENT

14.1 *Motion #78/19 to adjourn at @ 2:12 P.M.- Dave Filipuzzi - cd*



Joanne Drain - Chairperson

