



## BOARD MEETING MINUTES September 23, 2019

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Monday, September 23, 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 Councillor, Dave Filipuzzi: Municipal Councillor, 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 11:06 a.m. and it was determined that a quorum of directors was present.

### 2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Add Item 12.8: Resident Handbook

### 3. APPROVAL OF AGENDA

- 3.1 *Motion #79/19 to approve the agenda as amended. – Marlene Anctil – cd.*

### 4. APPROVAL OF MINUTES FROM LAST REGULAR MEETING

- 4.1 *Motion #80/19 to approve the minutes of the meeting held August 19, 2019 as presented.- Leslie McCallum – 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 #81/19 to accept the Report from Management as presented – Donna Stelmachovich - cd*

### 7. FINANCIAL STATEMENTS – AUGUST 2019

- 7.1 Financial Statements for Self-Contained and Lodge as at August 31, 2019 were presented.

- 7.2 *Motion #82/19 to approve the Financial Statement for August 2019 as presented.- Marlene Anctil-cd*

**8. CORRESPONDENCE**

8.1 Compliance Review report

- 8.1.a Letter went out to SCU residents regarding discontinuance of luncheons
- 8.1.b Discussed requirement for asset testing for waitlists

8.2 YCRA letter of Support

- 8.2.a Letter of support for a new bus for the Residents' Association to submit with grant applications

**9. BOARD CHAIRPERSON REPORT**

- 9.1 Sent letter to Lynda Cuppens regarding the construction site.

**10. OTHER BOARD REPORTS**

- 10.1 Nothing to report.

**11. OLD BUSINESS**

11.1 Lodge Upgrade (standing item)

- 11.1.a Attempting to rectify deficiency issues
- 11.1.b Official schedule for building completion is still August 2020
- 11.1.c Changed in Site Superintendent.

11.2 2020 Budget Board & Committee Presentation Form

- 11.2.a Discussed letter from Municipality and Requisition versus Operating Grant

11.3 Amend Terms & Conditions for Out of Scope Employees Policy

- 11.2.b See 12.2.a

**12. NEW BUSINESS**

12.1 Policy Amendment: Board's Role & Responsibility – Appendix E – Board Member Honorarium & Expense Coverage

- 12.1.a See 12.2.a

12.2 New Policy – Employee Travel and Expense Reimbursement

- 12.2.a *Motion #83/19 to approve the following policies as amended: Terms and Conditions for Out of Scope Employees; Board's Role and Responsibility – Appendix E – Board Member Honorarium & Expense Coverage; Employee travel and Expense Reimbursement. – Dave Filipuzzi – cd.*

12.3 2019 Target Minimum Operating Reserve limit

- 12.3.a Policy states target should be equal to the estimated six month Operating budget
- 12.3.b *Motion #84/19 to set the target minimum Operating reserve to \$1,100,000. –Debi Ruzek–cd*

12.4 Blueleaf Interior Design Approval

- 12.4.a Total Proposal for services is \$11,025.
- 12.4.b Furnishing Estimate is \$600,000 to \$750,000. Not necessary to implement in full on 1<sup>st</sup> year of move in.
- 12.4.c *Motion #85/19 to accept to accept the Blueleaf proposal for interior design services. – Dave Filipuzzi – cd.*

12.5 Propose October Board Meeting Date Change

- 12.5.a Annie will be at ASCHA conference. Dee- Anna to cover.
- 12.5.b Meeting will be as scheduled – October 21.

12.6 SCU luncheon

- 12.6.a See 8.1.a

12.7 2020 Budget Review

- 12.7.a Draft budget for Municipal Presentation shows a deficit beyond maximum Requisition amount. Not official budget proposal as very early in budget process.
- 12.7.b Discuss Requisition with KPMG

12.8 Resident Handbook

- 12.8.a Add note regarding not catering to special diets (except diabetic) and no puree.

13. IN CAMERA

- 13.1 No discussion in camera.

14. ADJOURNMENT

- 14.1 *Motion #86/19 to adjourn at @ 2:04 P.M.- Dave Filipuzzi - cd*



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Joanne Drain - Chairperson