



BOARD MEETING MINUTES November 18, 2019

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Monday, November 18, 2019 at 10:00 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, Debi Ruzek: Board Member, Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager

ABSENT: Leslie McCallum: Board Member

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

- 1.1 Joanne Drain called the meeting to order at 10:02 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Add Item #8.4: Municipality Christmas Party

3. APPROVAL OF AGENDA

- 3.1 *Motion #100/19 to approve the agenda as presented. – Donna Stelmachovich – cd.*

4. APPROVAL OF MINUTES FROM LAST REGULAR MEETING

- 4.1 *Motion #101/19 to approve the minutes of the meeting held October 21st, 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 Discussed residents smoking near front entrance. This will no longer be tolerated; Residents must smoke either in the gazebo out front or in the back by the greenhouse.

- 6.3 Annie to look into heavy duty washers/dryers for resident laundry, Freezer on the bottom fridges and garburator for new building.

- 6.4 Facility Manager to remain vacant for the time being. A part-time Office Assistant will be posted.
- 6.3 *Motion #102/19 to accept the Report from Management as presented – Sharon Groat - cd*

7. FINANCIAL STATEMENTS – October 2019

- 7.1 Financial Statements for Self-Contained and Lodge as at October 31, 2019 were presented.
- 7.2 Discussed applying for funding to renovate Westwinds' bathrooms as tenants vacant. May not be feasible due to time constraints.
- 7.3 *Motion #103/19 to approve the Financial Statement for October 2019 as presented – Donna Stelmachovich -cd*

8. CORRESPONDENCE

- 8.1 2018 Audit Review letter
- 8.2 Residents' Christmas Party Invites
 - 8.2.a Board members are welcome to attend
- 8.3 Alberta Seniors and Housing: Lynda Cuppens Response Letter
 - 8.3.a Letter indicates all major structural deficiencies have been corrected
- 8.4 Municipality Christmas Party on December 13th
 - 8.4.a Board members are invited to attend

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 Shower stall warranty is 5 years, but warranty started at point of shipping. Delaminated ones have been removed and contractor is looking into replacement. Annie working on letter to ensure replacement if we have issues with stalls after hand-over.
- 11.2 AHS – SL4 Funding
 - 11.2.a Due to ASLI grant acceptance, we are committed to providing care under a Master Services Agreement with Alberta Health Services.
 - 11.2.b Discussed care staffing levels for new building.
 - 11.2.c Annie to inquire on availability of extra care money for the new building.
- 11.3 Mileage/Travel Policy

- 11.3.a *Motion #103/19 to approve the updated Mileage/Travel Policy as presented. – Donna Stelmachovich- cd*

12. NEW BUSINESS

12.1 Meals on Wheels 2020 Pricing

- 12.1.a *Motion #104/19 to increase Meals on Wheels Pricing for 2020 to \$9 per meal and \$2 per sandwich. – Sharon Groat – cd.*

12.2 York Creek Residents Association bus revenue

- 12.2.a Requested CPSH consider providing an operating grant to the Association as they no longer receive any of the door fee from the parties nor the crib tournaments.

- 12.2.b To be discussed during budget meeting.

12.3 December Board Meeting date change

- 12.3.a Meeting changed to Tuesday, December 17 at 10 a.m.

13. IN CAMERA

- 13.1 *Motion #105/19 to go In Camera at 11:58 a.m. – Debi Ruzek – cd.*

- 13.3 *Motion # 106/19 to come out of In Camera at 12:11 p.m. – Marlene Anctil - cd*

14. ADJOURNMENT

- 14.1 *Motion #107/19 to adjourn at 12:11 P.M.- Dave Filipuzzi - cd*

Joanne Drain - Chairperson

