



BOARD MEETING MINUTES January 21st, 2019

A regular meeting of the Management Body of Crowsnest Pass Senior Housing was held on Monday, January 21st, 2019 at 11:00 am in the TV Room at York Creek Lodge, Blairmore, Alberta.

ATTENDEES: Joanne Drain: Chairperson, Donna Stelmachovich: Vice-Chairperson, Sharon Groat: Board Member, Marlene Anctil: Municipal Rep., Dave Filipuzzi: Municipal Rep., Debi Ruzek: Board Member, Leslie McCallum: Board Member, Annie Lok: Chief Administrative Officer.

Minutes recorded by Cindy Tremblay

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 Renumbering of New Business "Pet Policy as item 14.5, Fall Prevention Policy as item 14.6
- 2.2 Add Smoking and Cannabis Policy as "Item 14.7"

3. APPROVAL OF AGENDA

- 3.1 *Motion #1/19 to approve the agenda with changes as presented – Marlene Anctil – cd.*

4. APPROVAL OF MINUTES FROM LAST REGULAR MEETING

- 4.1 *Motion #2/19 to approve the minutes of the meeting held November 19th, 2018 as presented - Sharon Groat – cd.*

5. BUSINESS ARISING FROM THE MINUTES

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

6. REPORT FROM CHIEF ADMINISTRATIVE OFFICER

- 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 Occupancy

- 6.1. c Proposal for luncheon changes (SCU)
- 6.1. d Training and Grants
- 6.1. e Personnel
- 6.1. f Residents' Meetings
- 6.1. g Meetings
- 6.2 *Motion #3/19 to accept the Report from the Chief Administrative Officer as presented – Leslie McCallum - cd*

7. REPORT FROM INTERIM FINANCE MANAGER

- 7.1 Ian Gauthier, Interim Finance Manager, provided a written report. Said report will be maintained on file and contained information on the following:
 - 7.1. a Reports
 - 7.1. b Other
 - 7.1. c Meetings
- 7.2 *Motion #4/19 to accept the Report from the Interim Manager of Finance as presented – Donna Stelmachovich – cd.*

8. REPORT FROM RESIDENT CARE MANAGER

- 8.1 Crystal Poty, Manager of Resident Care, provided a written report. Said report will be maintained on file and contained information on the following:
 - 8.1. a Enhanced Lodge Clients/Homecare
 - 8.1. b Education & Training
 - 8.1. c Staffing
 - 8.1. d New Items
 - 8.1. e Outstanding Items
 - 8.1. f Activities Department
 - 8.1. g Meeting
- 8.2 *Motion #5/19 to accept the Report from the Manager of Resident Care as presented – Sharon Groat – cd.*

9. REPORT FROM CHEF MANAGER REPORT

9.1 Kelly Kizan, Chef & OHS Manager, provided a written report. Said report will be maintained on file And contained information on the following:

9.1.a New Items

9.1. b Ongoing Follow-up Item

9.1. c Follow up & Constructive Feedback Items

9.1. d Meetings

9.2 *Motion #6/19 to accept the Report from the Chef & OHS Manager as presented – Debi Ruzek – cd.*

10. CORRESPONDENCE

10.1 Response email from Kerry Nagata

10.1 a For Information.

10.2 ASHC Operating Budget & Tecumseh Capital Improvement

10.2 Received approval from ASHC for 2019 Operating & Capital Improvement budget monies.

11. BOARD CHAIRPERSON REPORT

11.1 Nothing to report.

12. OTHER BOARD REPORTS

12.1 Nothing to report.

13. OLD BUSINESS

13.1 Lodge Upgrade (standing item)

13.1 There has been a change in Project Manager from Kerry Nagata to Michael Hendry

13.2 The building committee informed board the footings have been poured.

14. NEW BUSINESS

14.1 *Motion #7/19 to accept KPMG LLP for Auditors – Marlene Ancil – cd.*

14.2 *Motion #8/19 that Annie Lok, Crystal Poty, Ian Gauthier be issued cheques for \$100.00 each as a 2018 Christmas Bonus – Sharon Groat - cd*

14.3 A name has been chosen for the new lodge "Peaks to Pines Senior Lodge" Phil Cann submitted the new name, he will receive a \$100.00 gift certificate to Bamboo Bistro.

- 14.4 *Motion #9/19 to reinvest GIC's with Scotia Bank on their maturity dates as presented – Donna Stelmachovich – cd.*
- 14.5 *Pet Care Policy moved to February/19 meeting for review and approval.*
- 14.6 *Motion #10/19 to approve the Fall Prevention & Management Policy as presented – Sharon Groat - cd.*
- 14.7 *Motion #11/19 to approve the Smoking and Cannabis Policy as presented – Sharon Groat – cd.*

14.. IN CAMERA

- 14.1. *Motion #12/19 to go in Camera at 12:15 P.M. – Marlene Anctil – cd.*
- 14.2 *Motion #13/19 to come out of Camera at 1:20 P.M. – Leslie McCallum – cd.*
- 14.3 *Motion #14/19 to change Board indemnity rate for meeting up to 4hrs. to \$100.00 – Marlene Anctil – cd.*
- 14.4 *Motion #15/19 to change Board indemnity rate for all day meeting to \$200.00 – Marlene Anctil-cd.*
- 14.5 *Motion #16/19 to approve the Chief Administrative Officer annual salary as presented effective January 1, 2019 – Donna Stelmachovich – cd.*

15. ADJOURNMENT

- 15.1 *Motion #17/19 to adjourn at @ 1:25 P.M.- Dave Filipuzzi - cd*



Joanne Drain - Chairperson