

**Christian Senior Citizens Homes Society of Northern Alberta**  
**Board of Directors Retreat**  
**Saturday, March 24, 2018 at Emmanuel Home**

**Present:** Kelvin VanDasselaar, Bert Kamphius, Harry Vriend, Anko Buwalda, Evert Vroon, Mary Velthuisen, Allan Brennan, Ebeline Zee-Hawtin, Henry Baker, Darren Sinke, Coby Benoit (recorder)

**Opening Devotions:** Chair, Kelvin VanDasselaar welcomed all in attendance and read scripture from Psalm 1, and led in opening prayer.

**Setting the Agenda:** (1) Mission Statement, (2) Policy Manual, (3) 3-5 Year Strategic Plan. It was decided that for this meeting we would only deal with the first two items and leave the Strategic Planning for a future meeting.

**Review of the Mission Statement**

Overall there was general approval of the present mission statement. Several minor changes to the Mission Statement were suggested and discussed.

The present mission/values statement:

Our mission statement: **To offer seniors a Christian environment that is safe and comfortable so they can live in dignity.**

Our core values: Integrity, Caring, Excellence

- We keep our commitments and we are accountable.
- We have a “can do” attitude; we are problem-solvers.
- We are good stewards.
- We are team players.
- We treat our residents and each other with respect, without exception.
- We take our jobs seriously, but not ourselves.
- We communicate openly and value all opinions and views.
- We celebrate our successes.
- We show pride, enthusiasm and dedication in everything we do.
- We look for better ways to do things

A suggestion for change was made:

*To offer seniors a home in a Christian environment that respects, nurtures and comforts so they can live in dignity.*

Consensus developed around the following change which will be presented to the Board for approval at the next meeting

**To offer seniors a home in a Christian environment that is safe and comfortable so they can live in dignity.**

## **Shorten Society Name**

A brief discussion was had on whether we should shorten the name of the Society. Several suggestions were provided. More discussion will follow.

- Christian Seniors Homes Society
- Emmanuel Seniors Homes Society
- Emmanuel Christian Seniors Homes Society

## **Review of Board Policies**

A *Board of Directors Policy Manual Outline* was presented for discussion. Kelvin led the group through the document (with thanks to Rehoboth Christian Association).

The following suggested policies and overviews were discussed:

**Governing Style:** policy governance model, open, inclusive, collaborative, consensus-based decision-making. Focused on outcomes rather than operational or administrative.

### **Obligations**

**Board member appointment** (needs to be fleshed out-Bylaw references)

**Board member roles and responsibilities** (job descriptions/how the positions are determined)

**Code of conduct/Conflict of interest** (to be fleshed out)

**Board meetings** (Roberts Rules move to appendix)

**Annual general meetings** (needs to be fleshed out-Bylaw references)

**Board supporting committees** (mandates need to be developed)

- Health Care Committee
- ED Evaluation Committee
- Policy Committee?
- Finance Committee?

**Adhoc Committees** (mandates need to be developed)

- West End Expansion
- Life Lease
- Building Committee
- Neerlandia Expansion?

### **Board Committee Implementation**

**Board Remuneration** (professional development for Board members was discussed)

**Strategic Planning** (deferred to a future meeting)

**Board member orientation** (info package and orientation details to be worked out)

**Handling Complaints** (distinguish between Society and Emmanuel Home issues. Board secretary receives complaints, passes on to Chair or ED, reports on correspondence received at board meetings).

**Whistleblower Policy** (to be fleshed out)

The following administrative policies should be developed as they will become part of the accountability and audit process to support the Executive Director. Detailed operational policies are developed by administration. These simply acknowledge the Board's global intent.

- Executive Director – job description/salary grid/ tuition agreement

- Executive Director Evaluation
- Executive Director Reporting Requirements
- Reserve Policy
- Financial Policy
- Gift Acceptance Policy
- Bylaws – process for amending
- Website
- Social Media

A break for lunch was taken in the Dining Room with many residents present. Sincere appreciation to Laurie and the kitchen staff for a wonderful meal.

Chair, Kelvin Van Dasselaar, adjourned the meeting with Mary Velthuisen closing in prayer.

Respectfully submitted,  
Coby Benoit