

Minutes of the Annual General Meeting of the Christian Senior Homes Society of Northern Alberta

*Held Tuesday, May 14, 2019; 7:30 pm
Trinity Christian Reformed Church, 13427- 57 Street, Edmonton, Alberta*

1. *Opening:* President Kelvin Van Dasselaar opened the meeting with a Scripture reading from Psalm 100, a psalm for giving thanks, which was followed by the singing of "Rejoice the Lord is King."
2. *Introduction of Board Members:* President Kelvin Van Dasselaar introduced the Board members present: Bert Kamphius, Henry Baker, Mary Velthuizen, Ebeline Zee-Hawtin, Anko Buwalda, and Evert Vroon. Absent with notice: Allan Brennan. Approximately 98 members were present.
3. *Minutes of 2018 AGM:* Secretary Anko Buwalda presented the minutes of the May 14, 2018 Annual General Meeting. **Motion seconded and carried: to accept the minutes of May 14, 2018 AGM as recorded.**
4. *Auditors' Financial Statements:* Curt Friesen, our auditor, presented the 2018 audited financial statements. **Motion seconded and carried: to accept the 2018 Financial Statements.**
5. *Guest Speaker:* Executive Director Darren Sinke introduced the guest speaker for the evening, Yvonne Appah. Yvonne is a Nurse Practitioner who has worked in Continuing Care and also teaches Gerontology and Palliative Care at Grant McEwan. Yvonne presented, 'Seniors in Palliative Care' an informative session on steps to consider and resources available to a person in this condition.
6. *Executive Director's Report:* Darren Sinke presented his report.
 - North Wing Expansion: There are a total of 50 suites, including 30- 2 bedroom suites and 20- 1 bedroom suites, with a large common area. The approved budget was 20.5 million including a 6% contingency fund and interest reserve. So far we are on budget; work is being completed efficiently, with no real surprises which provided us with newly found savings. We have not had to touch the 6% contingency fund. The anticipated completion of the project is January 2020.
 - There are 95 unique applicants on the waitlist. 51 of those have indicated their interest in the North Wing.
 - Work on the life lease is near completion, and the program will be rolled out later this fall.
 - The Board continues its work on governance and structure, to ensure that the Society is in the right position for growth.
 - Society Growth / Updates given.
 - 1.) Neerlandia Update: currently 5 committee members, including Darren. The committee is looking at the potential to build a 30 unit complex. So far the momentum on conversations is surrounding the design of building and nailing down a piece of land. This will grow and create an

expansion of the society's community, as there is a need in Neerlandia's community for an Emmanuel Home type setting.

- 2.) West End Update: Discussions are ongoing with various groups & locations on the West end, but there is no concrete plan to report.

It was emphasized that feedback from Society members is always welcome, particularly around the new focus on growth and expansion.

7. Long Term Staff Recognition: Darren Sinke thanked the following staff members for their years of service:
- Marina Badger-15 years
 - Myrna Ferreira-10 years
 - Rachel Sprinsma-10 years
 - Laura Pothoven-10 years
 - Hermione Franko-5 years
 - Nasser Mator-5 years
 - Rachael Molenkamp-5 years.
8. 2019 Budget: Treasurer Henry Baker presented the 2019 Budget. The 2019 Budget does not have anything related to the new building. Basically, it is the same as last year, other than the rent rate increase which is generally based on the cost of living.
- Question 1: How come there was no budget for Recreation last year, a surplus for actual, and now a budget for 2019? Answer: Recreation funding is typically based on the profit generated by the annual Craft Sale, which is why it shows a surplus for actual in 2018. We decided to change that and work with an actual budget amount this year.
 - Question 2: What is Resident Support and why the projected budget amount for 2019? Answer: January 2018 had money fundraised for the Resident Support program, which effectively paid for wages. The 2019 year we decided to budget this amount to continue the program. Resident Support fills the gaps noted between recreation and healthcare, to provide additional one on one connection for residents as needed.
 - Question 3: How come there is a significant difference between the budget amounts vs. actual for the Society revenue? Answer: We receive a significant amount of grants throughout the year, as well as fundraising revenue. We don't want to budget for this revenue, as it is unpredictable.
 - Question 4: How come there is an increase in budget amounts for payroll increases for 2019? Answer: There is the projected increase in wages to support the current staff at Emmanuel Home, as well as the changes due to restructuring and administration.
 - Question 5: Statement made: If you count on grants, with a new government I suggest you don't count on grants yet. Answer: As a non-profit society we automatically have access to grants, which is significant.

Motion Seconded and Carried: to approve the 2019 budget.

9. Board Nominees: President Kelvin VanDasselaar presented the new nominees for the Board. Hilda VanVeen-Gritter and Anko Buwalda, a current Board member who has agreed to serve for a second 3 year term. Nominations were called from the floor, Board member Evert Vroon nominated Marjean Verseveldt. Marjean was raised in Edmonton and belonged to First Christian Reformed Church. She is currently residing in

Tofield and presently attends Bethel Community Church. She accepts and agrees to stand as nominee. The three candidates will fill 3 vacancies, and were elected by acclamation.

Motion Seconded and Carried: to accept the nominees as presented.

10. Question Period/Comment Period:

- Can you provide us with an update on the Life lease? Answer: Currently still working out the details. It will be determined on a yearly basis, based on multiple variables. Review of parameters will be annually or even possibly every 6 months. Transparency to fluctuating changes is the goal.
- Is the Life lease only for the North Building? Answer: No. It will be available for the Centre, East and North Wings. We decided to not have it available for the West Building due to the funding and grants we receive for low income residents.
- What are the amounts of the Life Lease? What type of numbers are we looking at? Answer: Minimum is \$50,000 and the Maximum is \$350,000.
- When would the Life Lease start? We are hoping soon, but the latest rollout would be January. No definite answer at this time.

11. President Kelvin Van Dasselaar thanked our two retiring Board members: Ebeline Zee-Hawtin and Harry Vriend. Thanks to Harry Vriend who has finished his 3 year term. Appreciation was expressed for his focus on the areas of compassion and mission of fulfilling our duty as a Christian home. Thanks to Ebeline Zee-Hawtin, who has finished 2 3-year terms, for her experience and wisdom. Ebeline appreciated the thanks, and stated it was an honor and privilege to serve with the board, to have the opportunity to learn a lot, and it was a blessing to everyday life.

On behalf of the Board, President Kelvin VanDasselaar congratulated Darren Sinke, the Executive Director and presented a gift of appreciation for completing his Masters of Business Administration Education.

12. In Closing, Bertha Groot led us in singing, "To God Be the Glory" and Ebeline Zee-Hawtin led us in a closing prayer.

Recorded by, Laura Pothoven, Director of Operations

Approved by Anko Buwalda, Board Secretary.