

CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

Minutes of Board Meeting held February 28, 2018

Board Members: Kelvin Van Dasselaar, President; Ebeline Zee-Hawtin, Vice President; Henry Baker, Treasurer; Anko Buwalda, Secretary; Bert Kamphius; Mary Velthuisen; Allan Brennen; Harry Vriend; Evert Vroon. Executive Director: Darren Sinke

1. *Roll Call*: Present: Kelvin Van Dasselaar, Henry Baker, Mary Velthuisen, Evert Vroon, Allan Brennen, Ebeline Zee-Hawtin, Darren Sinke. Regrets: Bert Kamphius, Anko Buwalda, Harry Vriend

2. *Opening*: Kelvin welcomed everyone, read Psalm 103 which he related to the topic of prayer he was teaching to his catechism students, and then opened with prayer.

3. *Additions to the Agenda*:

- a. Motion regarding CCU proposal to be added to Treasurer's Report.

4. *Minutes of January 31, 2018 Board Meeting* were reviewed as circulated. **Motion to accept the minutes of the January 31, 2018 was made and seconded; carried.**

5. *Unfinished Business*

a. *Website Portal*: Darren sent out the log-in procedure to all board members. Difficulty accessing portal noted by one person could be due to browser, so check that and get back to Darren. Those who have looked at it are finding it very efficient and useful as all documents for each board meeting will be on the site. Historical documents will continue to be added.

b. *Board By-laws and Policies*: Kelvin will have them ready for board members ten days prior to the board retreat on 24 March.

c. *Board Retreat details*:

- i. Will be held in the Board Room at Emmanuel Home
- ii. Lunch in the dining room at Emmanuel Home
- iii. Agenda will include review of: Mission Statement, Policies and possibly 5 year plan
- iv. Darren will be present at the meeting, no reason for in camera session

6. *Executive Director's Report*: Darren presented his monthly report with some additional discussion:

- a. Five residents currently in hospital
- b. Still dealing with results of Clarence Toornstra's termination; both Darren and Kelvin have had calls or visits from family or residents but we hope this will be put to rest soon. It seems that Clarence may take up the counselling offer and we discussed whether the staff member affected by this should also be offered counselling. This staff member needs to feel supported and it may be helpful if Darren is in touch with her in terms of how she is coping.
- c. There is a Residents Meeting scheduled for tomorrow, 1st of March.

7. *Treasurer's Report*: Henry presented his report.

- a. Henry plans to re-format the reports to separate the numbers for the operation of Emmanuel Home from the numbers for the Expansion Project.
- b. Audit was done in February – no problems; auditor will report at March meeting.
- c. The proposal letter from the Christian Credit Union (attached to archived minutes) was reviewed in detail and questions answered. Credit Union Central, who will partner CCU for our loan, are

also very positive about the proposal. The two stages, Construction Loan and Mortgage after the construction is completed, were discussed. The current mortgage for the East Wing will eventually be part of the new mortgage. The CCU really presented themselves as partner, offered one million more than asked, to cover in interest and contingency fund; this is a large project for them. **Motion that “Board agrees to apply for the proposed credit facilities on the terms and conditions by the Proposal Letter submitted by the Christian Credit Union dated February 22, 2018” was made and seconded; carried.** We recognize that we are able to do this now because of all the work done by previous Boards and Society member – Praise the Lord.

8. *Health Committee Report:* There has not been another meeting; nothing to report.

9. *New Business:* No new business

10. *Steering Committee Report:* Meeting in spring about potential site in Lewis Estates

11. *Building Committee Report:* Darren reported.

a. Final drawings from the architect will be available later this week and go out to tender by the third week of March. Application for the Building Permit is still to be made.

b. Approximately 30 people listed who wish to be called when the new building is a certainty.

12. *Neerlandia Seniors Home meeting Report:* Meeting on 9th February attended by Darren, Kelvin, Mary, Anko, Harry and Ebeline

a. Close to 100 people attended and there seemed to be a good representation from all three Reformed churches in Neerlandia. There is much interest and enthusiasm and questions were asked about the Society, the services in Emmanuel Home, and the financing. Questionnaires were left with those attending so that we, and the local organizers, can get a more definitive idea of what is needed.

b. Since then Darren has been in conversation with Clayton Wieringa; land has been bought by Andrew Elgersma on which to build 8 units for seniors, like people who “want to move off the farm into town”. There is an adjoining one acre plot which they are suggesting the Society might want to purchase for an eventual Seniors’ Home similar to Emmanuel Home. Offers are to be in by 6th of April. Our discussion centred around the need for the local group to set up a steering committee, make some decisions about tangible numbers, concept of the building and agreement on a common set of values. We are willing to give them a “road map” and support their discussions but are unable to make a financial commitment at this time.

13. *Correspondence:* none

14. *Round Table:* Darren reported that he, and a board member (Ebeline), have been invited to attend a retreat day, Saturday, 3rd March, of the Canterbury Foundation. The theme is “Expressing Our Faith Through Our Leadership”. We will only attend the morning and will take part in a panel presentation “Sharing Reflections from other Faith Based Facilities” along with the ED and a board member of Ashbourne Assisted Living which is linked to the United Church.

15. *Closing:* Evert Vroon closed in prayer and the meeting was adjourned.

Minutes submitted by Ebeline Zee-Hawtin

NEXT MEETING ON WEDNESDAY, 28 MARCH, 2018 AT 7:00 PM