

Emmanuel Seniors Living Society

Board Meeting Minutes – Tuesday, August 30, 2022

1. Tony VanderMeer opened the meeting with prayer
2. Laura Pothoven and Henry Baker were not present at the meeting, with notice.
3. There were no additions to the agenda.
4. The Board met in camera to discuss the letter from Darren Sinke, CEO.
5. Elections were held for Board Executive positions for the next year. The results of the election
 - a. Peter Jonkman – Chair
 - b. Coby Benoit – Vice-Chair
 - c. Anko Buwalda – Secretary
 - d. Allan Brennan – Treasurer
6. Motion to amend the minutes of the May 16, 2022 minutes to clarify that there was a motion by the Board to approve construction of the Lighthouse. Motion passed.
 - a. Motion to accept the minutes, along with the passed amendment, approved.
7. July 6, 2022 minutes include an incorrect date for the Strategic Development Committee meeting. Motion to approve the minutes, as amended, approved.
8. Code of Conduct for Board members is part of the ongoing Board Orientation package development that Darren is working on. It will be presented for Board approval later this fall.
9. CEO Report:
 - a. Included in Board materials package.
 - b. The Board appreciates Henry's and Christy's work in pursuing the COVID expenses/funding of an additional 148k.
 - c. It was requested that Darren provide information for Board members related to prices and rents in the seniors' housing industry, so that Board members can have a deeper understanding of where Emmanuel Home and the Lighthouse are positioned. Darren will provide information for the Board at the next Board meeting, including rents, suite sizes, and details on amenities & services that are included.
10. Committee Reports:
 - a. Executive Committee:
 - i. Committee's work was dealt with in camera, earlier in the meeting. Nothing more to add.
 - b. Finance/Audit Committee:
 - i. Minutes received for information
 - ii. Brief discussion as held regarding potential rent increase, including different thoughts on how the budget planning for 2023 should be approached.
 - iii. Thanks to Tony for recording the minutes.
 - c. Strategic Development Committee:
 - i. Has not met
 - ii. Work will begin in September, focused on developing options for staffing levels and structure as the Society begins its focus on a multi-site operation.
11. New Business:
 - a. In response to Darren's letter (included in Board package):

- i. **Motion:** That the Board approves the plan for Darren to continue as CEO, but go down to 0.8 FTE, effective October 31st, 2022.

1. Follow-up discussion & expectations:

- a. Darren's time would be flexible to accommodate his potential consulting work, and he will continue to report monthly on his work as CEO.
- b. Darren committed to see the entire Lighthouse construction project through to completion, whether it be as the CEO or in another capacity within the Society.
- c. The Board would like to have as much notice as possible, preferably 6 months, if Darren decides to move on from the role of CEO.
- d. Any unused/overused hours will be adjusted with Darren's holiday time

12. Correspondence

- a. See Board package for the letter from Darren, dated July 25, 2022.
- b. Thank you note from Pan Zhang for the gift and consideration related to her husband's accident. We are pleased to hear of his progress.

13. Round Table:

- a. Hilda is leaving to travel for 6 weeks in eastern Canada. She will not be at the next Board meeting.
- b. Tony is headed to BC for a wedding with a colleague.
- c. Anko shared a personal update, and thanked the Board and staff for their ongoing prayers and support.
- d. Peter thanked the Board for the flowers in July.

14. Next Meeting: September 28, 2022 @7:30pm