

Emmanuel Home Board Agenda

Wednesday, January 31, 2018

7:30 pm

1. Opening and welcome and Roll Call - Kelvin
a. Regrets:
2. Additions to the Agenda:
3. **Motion** to approve the Minutes of November 29, 2017 meeting.
4. Business Arising from Previous meetings/Unfinished Business:
 - a. Website Portal – Update
 - b. Board Bylaws
 - c. Board Retreat
 - d. Board Nominations
5. Executive Director’s Report: Darren
6. Treasurer’s Report - Henry
7. Health Care Committee Report: Eblin/Mary/Harry
8. New Business: Kelvin
 - a. Discussion on possible Capital Campaign
 - b. Secretary will not be at the February meeting – someone needs to take minutes.
9. Steering Committee Report: Bert/Darren
10. Building Committee Report: Darren/Evert
11. LifeLease Committee Report: Darren/Allan/Henry
12. Neerlandia Seniors Home Report: Kelvin/Darren
13. Correspondence: Anko/Darren
14. Round Table:
15. Closing Prayer by *Evert Vroon*
16. In Camera:

Minutes of Board Meeting held November 29, 2017

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

1. *Roll Call* - Present: Bert Kamphius, Ebeline Zee-Hawtin, Mary Velthuisen, Kelvin Van Dasselaar, Harry Vriend, Henry Baker, Allan Brennan, Darren Sinke and Anko Buwalda. Regrets: Evert Vroon.
2. *Opening*: Kelvin welcomed everyone to the meeting and then read from Isaiah 44: 6-8 and opened in prayer.
3. *Additions to the Agenda*: Board Nominations for 2018.
4. *Minutes of the October 25, 2017 Board Meeting* were presented. **Motion to accept the minutes of the October 25, 2017 meeting (after correcting an error in 5b) was made, seconded and carried.**
5. *Unfinished Business*:
 - a. *Website Portal*: Darren gave a preview of what the portal will look like and hopes to have it live soon. The portal will contain all board related documents including bylaws, policies etc.
 - b. *Darren's Evaluation*: Kelvin reported that Darren was pleased with the results of his evaluation and that the Board has trust in him. He was informed that if he feels pressured, he needs to approach the Board. The Board will survey the staff and residents about the working of Emmanuel Home at a later date.
 - c. *Neerlandia Seniors Home*: Darren reported that he spoke to both Ramona Wierenga and Clayton Wierenga. They both were excited about the possibility of further discussions with us as Board. Neerlandia is probably looking at a Home that would have about 30-40 units. Darren will write an introductory letter to the four reformed based churches and we could possibly hear back from them by January or February. It was noted that we should include our Statement of Faith policy as well. Going forward this will be a regular item on our agenda.
 - d. *Board Retreat*: Kelvin reported that he is close to providing the Board with a draft Policy of the Bylaws and that it will be discussed at our January meeting. We also hope to set a date for our retreat then as well.
6. *Executive Director's Report*: Darren Sinke presented his monthly report. Darren reported that the flu outbreak has kept the staff and him busy. Currently 2 staff members and 7 residents have been affected. Darren also reported that he met with Darren Bilious in regards to the possibility of funding for our expansion. Darren also reported that the Fall Appeal has collected \$9,600 thus far. A discussion took place whether we should have a Capital Campaign for the expansion project. It was decided to make this

an agenda item at a future date. **Motion that Christy Antoniuk, Finance Assistant, be approved as a signing authority for all Emmanuel Home's accounts, was made, seconded and carried.**

7. *Treasurer's Report:* Henry reported that our budgeted operating expenses are pretty much right on target after 10 months of operations in 2017. The stability of these figures is important because it allows us to plan with confidence for the future, and provides assurance to our bank that we know what we are doing. The budget that we work with is primarily a cash flow statement that shows where we expect to receive money, and where we expect to spend it. During this current year we have some non-budgeted items that are using up cash:
 - a. Grants: - as of October 31 we have spent about \$54K more than received, however this difference should be received from grants as our documentation gets finalized at the relevant government level.
 - b. Planning and Development: Costs that have been incurred to date on the expansion. These expenses were not part of the original budget but have been expected and necessary to keep the project moving forward. The amount is approximately \$183K to date, and should for the most part become a capital investment on our Financial Statements for the year.
8. *Health Care Committee Report:* No Report.
9. *New Business:*
 - a. A request from the secretary that all committees keep notes of their meetings and relay them to the secretary so that the minutes can properly reflect what the committee has done. As well, any motions brought forward at the meeting are to be written down, so that the proper wording is correct. This found favour with the Board.
 - b. Board Nominations – Darren will email the Board with the dates of the terms of the current Board members and how many years they have left to serve.
10. *Steering Committee Update:* Darren reported that he and Mike Vos toured the site with representatives from the Good Samaritan Society on November 03. He stated that there's definitely potential for a project there, but there would need to be some specific requirements met before the committee would want to build a development there. A price of \$1.1 million per acre was quoted and the owner would be willing to sell us 3 acres. A meeting is scheduled for next week with a potential partner, to determine if there will be financial backing for this development from a donor. That discussion will determine how hard we pursue this partnership. Bert also reported that he received a call from Melcor Real Estate Agency and they have possibly two sites that might meet our needs. One is 3½ acres and the other 4½ acres. They are close to Potters Green Drive and were quoted at about \$850,000 to \$900,000 per acre. Soil testing would probably have to be done. Committee will follow up on this.
11. *Building Committee Update:* Darren reported that re-zoning was made official on November 15th and we can now proceed with the development permit application. Cormode & Dickson should have a 60% construction budget prepared soon, at which time Darren will engage the appraiser and get the bank working on things. Timeline is still for a February-March start. A brief discussion took place about BBQs on balconies and it was suggested that maybe we could allow electric BBQs.
12. *Life Lease Committee Update:* Committee has struggled to meet because of illness, funerals, and outbreak. But their next step is to delve into the terms of our mortgage and the value of the \$18,000,000 over the 20

years. We believe there may be some progress in refining the numbers once they wrap their heads around the big picture.

13. *Correspondence:* None.

14. *Round Table:*

- a. Harry asked if we as Board could come to a common mind about having a campaign discussion. Chairman informed him that will be a discussion for the January meeting.

15. *Closing:* Harry Vriend closed in prayer and the meeting was adjourned.

NEXT BOARD MEETING WILL BE ON WEDNESDAY, JANUARY 31, 2018 AT 7:30 PM