

CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

Minutes of Board Meeting held January 31, 2018

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, Evert Vroon, Darren Sinke and Anko Buwalda. Regrets - Allan Brennan.
2. *Opening:* Kelvin welcomed everyone to the meeting and then read a few verses from Psalm 15 and opened in prayer.
3. *Additions to the Agenda:*
 - a. Coby Benoit will be joining us to speak about a possible Capital Campaign as well as taking a Board picture for the website.
 - b. Smoking Area.
4. *Minutes of the November 29, 2017 Board Meeting* were presented. **Motion to accept the minutes of the October 25, 2017 meeting was made, seconded and carried.**
5. *Unfinished Business:*
 - a. *Website Portal:* Darren reported that the work is progressing and he is in the process of uploading files. It was decided that Board members would share one password to gain access to the site, but the secretary would have his own password so he is able to upload documents.
 - b. *Board Policy & Society Bylaws:* Kelvin reported that they are getting close to completing the updating of the Board Policy and Society Bylaws.
 - c. *Board Retreat:* It was decided to meet on Saturday, March 24 at Trinity CRC from 9:00 am - 3:00 pm for our Board Retreat.
 - d. *Board Nominations:* Mary Velthuisen, Evert Vroon and Bert Kamphius indicated that they would let their names stand for a second three-year term. Nominations will still be welcomed at the AGM.
6. *Capital Campaign:* Coby Benoit led us through several pros and cons of having a Capital Campaign. She stated that we would need to determine if it is feasible, how much can be raised, and how the funds would be used. Funds would be needed to do a feasibility study. She stated that it would involve a lot of people and 90% of the money comes from 10% of the donors. It is necessary to have a good sense of success before starting. After some discussion, it was the consensus that we would not go the route of a Capital Campaign, but that we would do some sort of fund raising to help us with various needs that Home Care can't provide.

6. *Executive Director's Report:* Darren Sinke presented his monthly report and presented two motions.
 - a. **Motion to approve the re-painting and finishing of the 3 stairwells in the West Wing, not to exceed \$11,025 and funded from the contingency fund, was made, seconded and carried.**
 - b. **Motion to approve the application for a Building Permit, at a cost not to exceed \$200,000, was made, seconded carried.**
 - c. Darren reported that the employment of Clarence Toornstra was terminated effective January 29, 2018 with cause. Darren stated that there has been a pattern of unacceptable behavior leading up to the incident on Thursday, January 25th. When asked about the incident in question, Clarence was unable to provide Darren with an alternative explanation besides denying that it happened. He was adamant that anything that had happened in the past was simply 'joking around.' Darren offered Clarence opportunity to speak with someone at Cornerstone Counselling, at Emmanuel Home's expense, if it would help him work through this difficult situation. Darren sought the Board's help in deciding how and what to communicate to the residents and staff while still respecting the vulnerable situation of other staff members. It was decided that Darren would seek legal advice of our lawyer. Update (February 01, 2018): The day after the meeting, Darren conveyed to Board members that our lawyer suggested that we use as little detail as possible and be as delicate as possible. He also stated that we need to be consistent in our message, as people may approach some Board members in different forums. He suggested we say, "Our priority is Emmanuel Home, and this decision is between Emmanuel Home and Clarence." We don't want to give more information to people than necessary. He emphasized that there is no upside to our message, no matter how much or how little we say. We don't want to fuel rumours and gossip, even if some of the rumours may be true. And, he acknowledged that people will indeed be talking and wondering, but this too shall pass.
 - d. The smoking issue has not yet been addressed, but Darren hopes to have something in place by April 01, 2018.
7. *Treasurer's Report:* Henry reported that it was another year of blessed operations and results. He stated that at first glance at the bottom line, which shows a shortfall of (gulp!) \$566,000, we might think that things might be way off track. He stated that we should all understand where the numbers are and what they mean – not just the treasurer and the executive director, or even just the financial types – but all of us. Our budget is basically a cash-flow budget, which is focussed on how much money comes in and how much money goes out. We subtract expenses from revenues, and the resulting difference is the amount of money that the Society has to work with. So the number that is showing at the bottom of the Income Statement needs to be explained in a way that we can all agree is reasonable and expected, considering the things that have been going on within the Society and Emmanuel Home.
8. *Health Care Committee Report:* Ebeline reported that the committee dealt with three items:
 - a. *New Funding Model:* Darren informed the committee that AHS will be changing from the current "Block" to a "Patient Care Based" funding model. This has been discussed for some time but there is no firm date for implementation.

- b. *Fund Raising Letter dated 30 October, 2017*: Ebeline requested discussion of this letter, expressing concerns regarding offering “essential services” (emergency/crisis support, blood pressure clinics, basic wound care, and professional services ie. podiatrist, dental hygienist, pharmacy, telecare) not covered by AHS Home Care and the implications of doing so. Darren clarified that those services listed are already being offered and may take staff time away from prescribed duties. For example, the LPN on nights is the only staff person present and may have to deal with a situation which then absents her from the supportive living residents for which she is responsible. We also discussed how the general public received this letter.
- c. *Draft Description of the Proposed Community Support Coordinator Position*: Darren sent an e-mail to Board members regarding the role of this position, which is to provide social, physical, emotional and spiritual support to the residents of Emmanuel Home with an emphasis on dealing with the challenges of dementia, loneliness and seclusion. This would be a 20 hr/wk position @ \$28/hr; Darren has an ideal candidate in mind. The plan is to support this role by monies raised through our Amazing Race fundraiser as well as ongoing appeal efforts by Coby. Discussion included:
- i) Title – Does the title accurately describe the position? Does “community” mean within Immanuel Home or also outside?
 - ii) Role – Covers many areas; should more emphasis be on a specific group? There is a gap between health and recreation services. This type of position has been discussed informally in the past.
 - iii) Advertising the position – Although a suitable person is available, the position should be advertised.
 - iv) Funding –There may be other priorities for those funds as there is also the new extension to consider. (This should be discussed at next Board meeting.)

One of the committee members expressed reservations regarding funding and also the fact that the job seems to be created for a person who is presently a volunteer. Darren will present this position in more detail as part of his report at the next Board meeting.

9. *New Business*: Board secretary will be away for the next meeting. Ebeline volunteered to take the minutes.
10. *Steering Committee Update*: Committee reported that Bert Kamphius, Ivor (Real Estate agent) and Darren Sinke met with Melcor and they are encouraged by the potential of the Lewis Estates site that was discussed. There is work to be done before the site can be listed, so the committee will contact Melcor later this spring to seek an update. Darren made contact with a realtor from CBRE who has some other sites that may be worth looking into; the committee will meet in the next week or two to review them. Darren also has a meeting with reps from the Parkland Immanuel Christian School on February 6th, who have a presentation to make. Darren will report on that meeting next month.
11. *Building Committee Update*: Darren reported that he hopes to have full drawings of the new extension by February 09 and that it would go out to tender on February 12, with

shovels hopefully in the ground by April. Darren also reported that our present building has been appraised at \$27 million.

12. *Life Lease Committee*: No report.

13. *Neerlandia Seniors Home*: 6 Board members and Darren will meet with representatives in Neerlandia on Friday February 09. We will car pool.

14. *Correspondence*: None.

15. *Round Table*: None.

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

NEXT BOARD MEETING WILL BE ON WEDNESDAY, FEBRUARY 28, 2018 AT 7:30 PM