

Executive Director's Report – May 2017

1. Residents

- a. 2 residents currently in the hospital
- b. No suite turnover in May
- c. One former resident, John Vriend, passed away.

2. Staff

- a. Joyce VanEssen (Finance) retires on May 31st.
- b. Christy Antoniuk (Finance) started this past week
- c. One staff member returned from 6 weeks off, due to a broken arm
- d. I've informed Coby Benoit, Director of Development, that we will renew her contract for another year.

3. Expansion Update

- a. There have been a number of discussions with the city about our zoning issue. We have been unable to gain traction on a relaxation under our current zoning, so as of now it looks like our best direction is still the re-zoning application. We are still waiting for one more piece to the application before fully submitting it (should be completed within 7-10 days)
- b. Our next Building Committee meeting is Monday, May 29th, where we will discuss the next steps.
- c. No money has been spent on the engineers and design, as discussed last meeting. We are still looking for some more confirmation on this direction.
- d. I'm curious to hear at our Board meeting about the feedback that you, as Board members, heard from people at the AGM.

4. Website

- a. The new website framework is almost complete, and we will be having training sessions in the next couple of weeks. The official launch is coming soon!

5. Phone System Upgrade

- a. Our phone system has been a growing priority over the years. We currently have an old Centrex system, and besides its very limited functionality, it is becoming more and more expensive to maintain and get service for.
- b. I've solicited a number of people to give input and quotes, and have landed on proceeding with Telus Business Connect. Steve Vriend, from our community, works with Telus and has helped prepare the project with me.
- c. The main goals/benefits of the upgrade:
 - i. Increased versatility with the Telus Business Connect Services, including off-site management of each phone line, voicemail, and switchboard
 - ii. Our evening and weekend staff will be much more equipped to handle the main line while they go about their work (when Reception is closed)
- d. **MOTION for the Board's consideration:** To approve the phone system upgrade at a cost of, and not to exceed, \$20,300.00, funded from the Contingency fund.

6. Sprinkler Project

- a. Work is underway to gather quotes from all the trades (sprinkler install, electrician, painter, carpenter)
- b. Project will be completed this summer

7. Development/Community Relations

- a. We are working on developing a membership/fundraising campaign for this fall
- b. A few updates on where we are at YTD:
 - i. 600 paid Society members
 - ii. 59 online donations (\$2,730)
 - iii. Total Donation Revenue Jan-May: \$34,148

8. Misc.

- a.** A 'visual storyteller' is coming for a week to take professional pictures and produce a few short videos for our promotional purposes.
- b.** Our Insurance broker will be coming to the June Board meeting to give you an orientation on our Directors & Officers Liability Coverage, and an overall presentation on the insurance world when it comes to Boards, particularly for non-profits.
- c.** Meagan & I are eagerly anticipating our 2nd child sometime in late June! Depending on the timing, I may be a last-minute scratch from our June Board meeting. I'll make sure the documents would be prepared ahead of time.
- d.** We are planning to be in Ontario in early August for 10 days