

Executive Director's Report – September 2019

1. **Staff:**

- a. At the time of writing, the Director of Finance position is still open. Negotiations are ongoing with a candidate.

2. **Motion: That the Board approve the allocation of \$15,940.60 from the contingency fund for necessary mechanical work, as quoted in Estimates 760 & 761 from Oil City Mechanical.**

- a. Est 760 – The boilers currently are vented with galvanized steel pipes, and we are spending more and more on maintenance to deal with corrosion. The fear is that the corrosion will get to a point where the vents will be compromised, and CO would escape into the mechanical rooms. The work will involve upgrading the venting to new, stainless steel pipe, to prevent corrosion permanently.
- b. Est. 761 – Install p-traps in the East Wing parkade to improve the mechanical system that all of the suite and office condensing units drain into. Without the p-traps, we are noticing a foul smell coming from the drains of the units when they dry out during heating season.

3. **Budget**

- a. Work is ongoing. Most of the detailed work is complete, but we just need to make some decisions around wages for 2020. Draft budget will be sent out in mid-October.