

CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

Minutes of Board Meeting August 26, 2020

Roll Call: Present: Allan Brennan, Hilda VanVeen-Gritter, Anko Buwalda, Mary Velthuisen, Kelvin VanDasselaar, Marjean Verseveldt, Darren Sinke, Laura Pothoven. Regrets: none.

1. *Opening:* Kelvin read from Romans 12, welcomed everyone, and opened in prayer. Due to family concerns, Evert Vroon sent his resignation last meeting In Camera.

2. *Additions to the Agenda:*

- a. Name change of Executive Director to Chief Executive Officer approved, this was discussed In camera at the last Board meeting.
- b. Letter to the Board from resident Fred Lenten
- c. AGM Agenda Approval

3. *Minutes of June 24, 2020 Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the June 24, 2020 meeting.

4. *Business Arising from Previous meetings/Unfinished Business:*

- a. Board Retreat and Meeting with Brad Kotowich – Meeting scheduled for October 3, 2020 from 10 a.m. to 3 p.m. Kelvin, Brad, and Darren to flesh out the agenda for the day and will provide to the Board prior to meeting.

5. *Executive Director's Report:* Darren presented his report. Report available in Board documents on the Portal.

- a. Due to Covid restrictions the AGM delivery was discussed at length by the Board. It was decided to provide the info and documents to the Society via email/mail.
- b. Request was submitted to the Board to paint the white stucco of Centre and West Wings to align with the newly painted North Wing.

Motion carried: The Board approves the use of the Contingency Fund for the Exterior Painting of the West & Centre Wings, in the amount of \$28,500.

- c. Covid19: Update provided to the Board on the visiting guidelines, survey responses, PPE stock, Staffing levels and overall health of Emmanuel Home.
- d. Vacancies: The Board was provided with the current vacancies, the impact that it is having on the Budget and the projection to be at full occupancy by the end of the year. The upcoming budget to reflect a 5% vacancy rate, it was noted that 1.5 million is in the Life Lease program to date. There is ongoing marketing for suites actively pursued.
- e. Supportive Living Contract: The Supportive Living Contract from AHS has been extended to March 31, with the notice that this program at Emmanuel Home will be phased out. DSL has changed over the years to accommodate heavier clientele that we are not able to accommodate. The approach to phasing out the program at Emmanuel Home will be fleshed out, with a meeting planned for November so far.
- f. Private Members Loan Program: This program was to be presented at the AGM but will be postponed to May 2021 AGM.

Appreciation expressed to the staff from the Board for all the hard work.

6. Treasurer's Report:

Allan presented the documents that Henry Baker, Director of Finance produced. The deficit projected is the worse-case scenario and has many opportunities to improve it. Additionally, we have the cash to take care of it, if needed. The vacancies are noted to be the stressor and may result in a rent increase possibility.

7. Strategic Growth and Development Committee: no meeting held.

- a. Westend Update: The city continues to process the re-zoning of the land, and we are confident that this will happen. Curbs and Sidewalk renewals currently in progress for the area. Discussions being held by the committee on the details surrounding the capacity of services to put in place.

8. New Business: Name change of Executive Director to Chief Executive Officer; this was discussed In Camera at the last Board meeting.

Motion Carried: to change the name of Executive Director to Chief Executive Officer.

It was noted that Darren's evaluation should proceed prior to October but the Board is in need of a vice-president. The Board decided to approve Marjean Verseveldt as Vice-President. Marjean and Kelvin to discuss evaluation.

Motion Carried: to approve Marjean Verseveldt as Vice-President.

9. Correspondence: Letter from Fred Lenten discussed, this letter was summarizing his experience in the Woodworking Room. The Board will send a reply to Fred indicating that the CEO and Director of Operations handles these matters, and the Board handles Society matters.

Evert Vroon's wife has had significant medical concerns as of late, the Board lifts him and his family in prayers, flowers and card to be sent acknowledging that our thoughts and prayers are with them.

10. Round Table: Anko Buwalda provided an update on the past summer and their family health concerns.

11. Closing: Allan Brennan closed in prayer and the meeting was adjourned.

12. In Camera

NEXT MEETING: WEDNESDAY, September 30, 2020 AT 7:30 PM