

CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

Minutes of Board Meeting held February 26, 2020

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

1. *Opening:* Evert Vroon welcomed everyone, read from Luke 14, and a devotional called Falling Upward by Richard Rohr. He then opened with prayer to start the meeting.

2. *Additions to the Agenda:*

1. Confirm date for upcoming meeting with Brad Kotowich.

3. *Minutes of January 29, 2020 Board Meeting* were reviewed as circulated. **Motion seconded and carried: to accept the minutes of the January 29, 2020 meeting.**

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

a. *Policy Committee:* The Board met at 6:00 p.m. and reviewed the policies and finalized the report. The Policy Committee will edit policies 13, 14, and 17 at their next meeting. **Motion Seconded and Carried: to accept the policy document with the recommended edited policies 13,14 and 17.**

b. *Board Recruitment:* Two candidates have been found; Peter Jonkman, and Margaret Verboon/Pan Zhang. Coby Benoit, another candidate that was approached, indicated she would like a year off from work prior to joining the Board.

c. *Chaplaincy Proposal going to Classis:* The Board held a lengthy discussion on the approach of the chaplaincy program here at Emmanuel Home. It was decided that Emmanuel Home would be the sole employer of the Chaplain. The Chaplain would report his work to the Classis Alberta North. This would be based on the approval of the program. The Chaplaincy program would enhance the spiritual needs of the residents, with a Christ-centred focus on building relationships. The Board agreed that Darren should continue with the planned presentation at the next Classis. Darren will provide an update at next month's Board meeting.

d. *Possible Society Name change:* The Board decided it would discuss potential names for the Society at next month's meeting. The Board members will come up with a list of recommendations of name changes. The suggested names will then be presented at the next AGM, with the Society voting on them.

Potential names so far; The Emmanuel Home Society, The Christian Senior Homes Society of Alberta. It was also suggested to have the separate locations named different. Some suggestions were Emmanuel Home North/West/South. The Emmanuel Home Society; Emmanuel Home, Manoh Manor. It was noted that the donor suggested the West End site to have some biblical context in the name.

e. *Date for Grand Opening:* Tuesday, May 12, 2020 from 10:00 a.m. to 12:00 p.m.

Date for AGM: Thursday, May 21, 2020 at 7:30 p.m.

5. *Executive Director's Report:* Darren presented his monthly report.

a. In addition to the increase of suites from the North Wing, we are currently experiencing an increase in Suite turnover lately due to various reasons.

b. We are seeking to hire a part-time Receptionist for the evening timeframe, for 3 hours, which would be from 4 p.m. to 7 p.m. Nighttime Security has been hired and have started working this week. We will also be hiring a full-time Housekeeper for the North Wing starting April 1, 2020.

The staff have recently held group sessions with Brad Kotowich. This has been to create the Working Values document. Brad facilitated a 2-hour session with each Staff group; Admin, Kitchen/Housekeeping, and Healthcare. Each group chose 4 values and worked on creating sentences on how to work on those. The goal is to have the staff bought into the values that they helped create, it will encourage accountability, and be a clear guide to new staff.

c. Audit: The audit has been completed with Curt Friesen. It went well, and there are no issues. An audit update will be on the agenda for next meeting.

d. Open house: This upcoming Saturday, February 29, 2020 at 10:00 a.m we will be hosting an Open House. The North Wing suites will officially be done by April 1st, with residents set to move in. The main floor common area will be done shortly afterwards.

e. The AHS contract is set to expire end of July 2020. This is a heads up that those conversations are happening.

f. Shalom Manor: A Board member recently reached out to Darren from Shalom Manor, seeking information and questions on how Emmanuel Home is operated. Shalom Manor is in Calgary Alberta. It has 1 big building with residents participating in their life lease program, 1 building with subsidized housing, and 1 building with Supp living/AHS suites.

6. *Treasurer's Report*: none. Audit statement to be provided to Allan in the next week.

7. Strategic Growth and Development Committee: (Notes available on Portal)

a. Westend Update: A Town Hall meeting is scheduled for March 3, 2020 at 7:00 p.m. at West Edmonton CRC. The Board members are invited to attend.

b. Neerlandia Update: Darren is scheduled to meet with committee this week to encourage promotion of the site, and for committee to continue to seek private members' loans.

9. *Life Lease Committee Report*: Final Report to come before becoming an ad-hoc committee. No meeting held yet, stay tuned.

10. *New Business*: The Board scheduled a meeting with Brad Kotowich on April 18th at 9:00 a.m. Lunch will be provided.

11. *Correspondence*: none

12. *Round Table*: Kelvin's grandson has seen significant improvements from the medicine he has been taking recently. The family is extremely thankful, and encouraged with these results.

13. *Closing*: Hilda VanVeen-Gritter closed in prayer and the meeting was adjourned.

14. In Camera

NEXT MEETING: WEDNESDAY, March 25, 2020 AT 7:30 PM