

# CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

## Minutes of Board Meeting held February 27, 2019

*Roll Call:* Present: Henry Baker, Kelvin VanDasselaar, Anko Buwalda, Evert Vroon, Ebeline Zee-Hawtin, Darren Sinke, Laura Pothoven. Regrets: Bert Kamphius, Allan Brennan, Mary Velthuisen

1. *Opening:* Kelvin VanDasselaar welcomed everyone, read from Our Daily bread devotional and opened in prayer.
2. *Additions to the Agenda:*
  - a. Coby Benoit
  - b. Meeting Minutes
  - c. Correspondence from Fred and Helen Lenten
  - d. **Motion:** The board accepts Harry Vriend's verbal resignation made during the In-camera session held January 30<sup>th</sup>, 2019 board meeting – **Motion carried**
  - e. Policy approval
  - f. Mission statement
3. *Minutes of January 30, 2019 Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the January 30, 2019 meeting.
4. *Unfinished Business:*
  - a. Kelvin emailed Allan Brennan to finalize the numbering for updating the policies.
  - b. *Meeting with Tini Oort:* delayed until March Board meeting.
  - c. Information on Direct Energy Deposit requirement.
  - d. Statistics requested regarding turnover of suites.
5. *Executive Director's Report:* Darren presented his monthly report verbally.
  - a. Financial Audit with Curt Friesen occurred, went well.
  - b. Annual Surveys sent out to residents, the amount of feedback and survey response is healthy.
  - c. Suite 242 is vacant. This is the first time in 6 years we have had the rare issue of delays in filling a suite. This is a result of the construction happening right outside of the suite, and the generosity of the rules surrounding the new building and waitlist.
  - d. OH&S Committee has been established.
  - e. Security Update. Austin Security started installing Monday, January 25, 2019 and will be here for two weeks. There were concerns raised last meeting about Clause 8 in the proposal, which refers to Austin's Right to Subcontract Special Services and liability responsibilities. This was completely removed from Contract and is therefore no longer an issue.
  - f. Direct Energy is onboard as our new provider, this was brought on by recommendations of our Utilities Broker.
6. *Treasurer's Report:* No report.
7. *Health Committee Report:* No report.
8. *Steering Committee Report:* No report. We are anticipating discussion and meetings for possible West end site around Lewis Estates area and/or Parkland Immanuel Christian School.

9. *Building Committee Report:* Due to the cold weather the scheduled concrete pour for the 2<sup>nd</sup> floor has been postponed, but work has continued in the parkade and they are making good progress. It is too soon to determine if this delay has affected the timeline.  
Parking has been an ongoing concern, the extended cold weather has been increasing frustrations. Spring is needed!

10. *Life Lease Committee Report:* No report. Waiting on CCU response.

11. *Neerlandia Seniors Home Report:* Darren presented to roughly 60-70 people from the CRC congregation. The presentation was on the work done so far and requested actual confirmation to move forward. The Admin Council sought a minimum of 75% approval from the congregation. This approval requested the granting of authority from congregation to Admin Council to pursue building on existing land. The congregation did not meet the 75% approval requirement. Darren has a meeting scheduled with the committee on February 28 to discuss next steps, which could include any of the following:

- a. Do Nothing.
- b. Possible land available from the URC Church. They have no sentimental attachment to the land and it could be a good fit, but communication on a different planning approach is required.
- c. Private Donor needs to purchase land.

12. *New Business:*

- a. Coby Benoit, Director of Development Update: Focus has been on administration work surrounding Society membership push, ECHO Newsletter, Volunteer Program, OH&S Committee, History of Chaplaincy, Website updating and enhancing. The website is helping with membership, events, policy updating, and it is cleaner and more efficient. Coby has been a great asset in helping to train Laura Pothoven on current duties.
- b. Meeting Minutes Storage: All financial documents are stored on the server as well as approved Board Meeting Minutes. Finance takes home USB everyday.
- c. Policy Approval Process: Board Chairman to report at the Annual General Meeting
- d. Mission Statement: Revision to Mission Statement strengthened and to be reported to Society at the Annual General Meeting.

13. *Correspondence:* Audit Information letter received from Curt Friesen. No action required.

Letter to the Board from Fred and Helen Lenten. Board recommends Darren to follow up with personal discussion, and inform Mr. and Mrs. Lenten that it is not a board issue. Formal complaint process is intact and available for the resident's use.

14. *Round Table:*

- a. This Friday is Word Day of Prayer, Ebeline is involved in organizing her church's event surrounding this day.
- b. The non-profit that Kelvin is involved with was involved in a fundraiser for Cystic Fibrosis, they raised \$115,000!

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

**NEXT MEETING: WEDNESDAY, March 27, 2019 AT 7:30 PM**