

Emmanuel Seniors Living Society

Minutes of Board Meeting, January 26, 2022

Roll Call: Present: Andrew Yskes, Anko Buwalda, Bert Kamphuis, Pan Zhang, Peter Jonkman, Tony Vandermeer, Hilda VanVeen-Gritter, Coby Benoit, Allan Brennan, Darren Sinke, Henry Baker, Laura Pothoven. Regrets: none.

1. *Opening:* Peter welcomed everyone. Anko opened the meeting with a reading from Matthew 7: 24-27, meditation called Wise builders, and prayer.

2. Roll Call: all present.

3. *Additions to the Agenda:*

a.) Board recruitment, retreat, orientation, meeting date.

b.) Audit documents

4. *Minutes of January 5, 2022, Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the January 5, 2022, meeting.

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

CEO Evaluation: The CEO Performance Review Committee, consisting of Peter Jonkman and Coby Benoit, received comments from Executive board members and Emmanuel Home leadership staff for this performance review. We met with Darren last Friday (January 21, 2022) and discussed the contents of the review with him. We are happy to report that Darren has met our expectations on all the core competencies that were reviewed.

Darren has demonstrated that he is fulfilling all the requirements of CEO for our Society. As a summary of this performance review, we submit the following:

With the recent completion of his MBA, his church leadership and the completion of the North Wing project, Darren has shown continuous improvement and personal skills development. He provides strong leadership and is respected by residents, staff, families, society members and others. Darren is a strategic thinker and makes good decisions by consulting when necessary. He is a great team player and an excellent communicator, who consistently models the values of the organization. As a board, we are very proud of Darren's accomplishments and congratulate him on an excellent performance review.

6. *Chief Executive Officer's Report:* Darren provided a verbal update on the Covid environment at the home and the recent outbreak. The Board was then provided a detailed overview of the west end building renderings.

7. Standing Committee Reports:

a. *Executive Committee:*

i) Board Recruitment: Considering the ongoing Board work involved with the sustainability and strategic plan, and the development of the west end project, Peter presented the option of requesting Bert and Anko to stay on for an additional year, and Hilda to stay on

additional 3-year term to retain continuity as the Board works through these tasks. These extended nominations will be presented at the next society meeting.

Motion carried: To approve the recommendation of allowing 3 Board Members to be nominated in extension of terms.

ii) Board Retreat: Work is required to complete the Sustainability plan and the Strategic priorities. Nothing so far has been formally adopted, so the Board will have a retreat to finalize this. The Board Retreat is set to March 9th, 2022.

iii) Board Orientation: Documents surrounding Board orientation will be worked on and completed by Coby, with the assistance of Laura to post to website portal.

iiii) Board meeting date: The next Board meeting will be held on March 30th, with no Board meeting in February due to the retreat.

b. Finance/Audit Committee:

i) Audit documents: Allan provided an update on the overall picture of the finances. With expected deficit of \$670,000, which was present for good reasons, the budget for the upcoming year will be under scrutiny. It was noted that although the past year was a hard hit, the overall picture is solid. It was noted that the building value is now at 4 million, so the increase value of assets is encouraging.

Motion Carried: to accept the methodology used in the audit report as presented.

c. Strategic Development Committee:

i) No meeting held as discussions with Brad were ongoing regarding the direction and focus. An update on these discussions will be presented to the committee soon.

8. New Business: none

9. Correspondence: None.

10. Round Table:

Tony is feeling much better after a bout of Covid, and healthy prayers were sent to the rest of the family.

Allan is finished with his treatments and is only under surveillance for the next year or so.

Peter's sister who lives in BC, struggling with Parkinson's continues to be challenged, this time with swallowing difficulties. Peter hopes to visit her soon.

Laura is busy with school and family, the course she is taking is quite heavy with content and reading, however it is going well. She is also volunteering as Board member for the Christian School presently.

11. Closing: Anko Buwalda closed in prayer and the meeting was adjourned.

12. In Camera

NEXT MEETING: WEDNESDAY, March 30th, 2022, AT 7:30 PM