

CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

Minutes of Board Meeting held January 30, 2019

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

1. *Opening:* Kelvin VanDasselaar welcomed everyone, read from a devotional and opened in prayer.
2. *Additions to the Agenda:*
 - a) Motion for security proposal approval, see Executive Director report.
 - b) Motion for approval of Brad Kotowich's recommendations.
3. *Minutes of November 28, 2018 Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the November 28, 2018 meeting.
4. *Unfinished Business:*
 - a. *More Policy Updates:* Kelvin reported that the rest of the policies are yet to be finalized. Updates will be emailed and approved at a later date; this should be discussed early this year.

b. *Meeting with Tini Oort:* Tini currently has a significant family concern and could not make it. She hopes to visit the board in February.
5. *Executive Director's Report:* Darren presented his monthly report (full report on the EH portal).
 - a) The waitlist in good shape, some people have been on since 2012. Interest and inquiry on life lease is increasing and positive discussions are occurring.
 - b) Discussion on proposed security system, company, location of cameras, fob system.
 - I. Darren hopes to access some of the Centre Wing Reserve to offset the costs, but that has not yet been pursued.
 - II. Darren to inquire and report back to the Board regarding Austin's Right to Subcontract Special Services. Concerns were raised regarding liability responsibilities.
 - III. Darren will look into any potential savings in insurance premiums.**Motion carried:** the Board approves \$41,302.80 from the contingency fund to install full security and fob access system in Emmanuel Home from Austin Security.
6. *Treasurer's Report:* Henry presented his Financial report (full report on EH portal)
Solid year, appreciation from Board should be made to admin team on job well done.
7. *Health Committee Report:* No report.
8. *Steering Committee Report:* No report. Anticipating upcoming discussion and meeting for possible West end site around Lewis Estates area and/or Parkland Immanuel Christian School.
9. *Building Committee Report:*
 - a) Building progress is on track but not without possible delay concerns. Potential pressure points for timeline will be relieved once the roof is on, then the timeline can be more accurate. Darren communicated the importance of the January 1st deadline to Cormode.
 - b) The project is currently ahead of budget.
 - c) Site tour with Graeme Vriend from Cormode to be planned for April or May.

10. *Life Lease Committee Report:*

Darren and Henry met with John Veldkamp and Joanne Drotar from the CCU on Dec 13. Good discussion was held, and the CCU will get back to us by the end of February with an update. It is important for us to know if they see the program being viable sooner than later. There will be more to report at the next board meeting.

11. *Neerlandia Seniors Home Report:* No report.

12. *New Business:*

- a) Board member recruitment needed for upcoming vacancies.
 - I. Ebeline Zee-Hawtin has served for two 3-year terms. Appreciation and thanks given to Ebeline for service and commitment over the past 6 years. We assured that a tour of new building will be given prior to departure.
 - II. Anko Buwalda has served for one 3-year term and would be pleased to serve another 3 year term if re-elected again. Thanks given for current service and appreciation for possible continued commitment.
 - III. Harry Vriend has served for one 3-year term and declined to serve another 3 year term. Thanks and appreciation given to Harry for service and commitment over the past 3 years and expressed blessings for continued improvements to health.

- b) Two board vacancies were noted. Bylaws state that we may have up to 9 members, and that should be a desired goal due to growth and expansion. Communication for request for nominees to be published by March through the EH newsletter the ECHO. Qualified nominees should be in consideration for a focus on expansion projects, strategic development and growth. Other considerations are church representation, gender, age, location of residency, and work experience background (ie; healthcare).

- c) Annual General Meeting date confirmed for May 14th. Laura Pothoven to book Trinity Church for same.

- d) Discussion on Brad Kotowich's report. Executive limitation policy work to be done in conjunction with Brad's expertise.

Motion Carried: That the Board approves the dollars originally earmarked for Board development and Strategic Planning be re-directed to support the development of the Executive Director into a more strategic leader and help him develop a leadership team structure that can both manage Emmanuel Home well and ensure the ability of the Society to expand.

Action: Anko/Kelvin will respond to Brad accordingly and engage with Brad regarding executive limitations policy.

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

14. *Round Table:* Mary expressed that good news came from husband's recent medical test. Harry is joyful in the fact that he is to be walking again, and Darren is anticipating the upcoming arrival of baby any time now.

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

NEXT MEETING: WEDNESDAY, February 27, 2019 AT 7:30 PM

