

# EMMANUEL SENIORS LIVING SOCIETY

## Minutes of Board Meeting, January 5, 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. Allan opened the meeting with a reading about God granting us hope, and prayer.
2. Roll Call: Bert joined the meeting late.
3. *Additions to the Agenda:*
  - a.) Approval of private loans program.
  - b.) Peter would like to switch points a and b in point 5.) Business arising from previous meetings/unfinished business.

**Motion carried:** to adjust agenda as suggested.

Henry gave the Board an update on the progress of the new ADP program. The Board orientation documents will be made available on there eventually.

4. *Minutes of November 3, 2021, Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the November 3, 2021, meeting.

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

- a) CEO Evaluation: In the past this evaluation was done informally. As the Board continues to work through the new competencies it was decided to invite Coby to join the Executive committee in evaluating the CEO due to her HR background. They invited Brad to assist them in the formal process. It was noted that the completion of the Sustainability and Strategic planning documents were not done. Brad recommended that only part c of the evaluation be completed with Darren for now, and then the Board should finalize the sustainability and strategic plan documents and apply them to the evaluation in 6 months. Coby brought up that the documents captured what the strategic committee was thinking for their mission and mandate, so it questioned the need of the Board retreat intended for this work. Brad recommended that the Board retreat should focus on the Board development instead. Darren will meet with Brad this week to discuss these next steps.
- b) Set date for Board Retreat: Darren will touch base with Brad on Friday and then will connect with the Strategic Committee for an update. Update for Board retreat date and focus forthcoming.

6. *Chief Executive Officer's Report:* Darren presented his report. Report available in Board documents on the Portal.

Darren informed the Board that the evergreening exercise is on going and more focused work to be done in the next couple of months.

The chaplaincy role is at a standstill for now, this is a priority, and will be pursued at the right time.

The Board was brought up to speed on the West End project and the developing steps. Darren provided the Board with a presentation on the upcoming risks and the work involved with the community engagement with the Indigenous groups.

Peter Jonkman expressed that his son (Peter Jonkman) recently was hired by Keller Construction as COO. Keller has been scouting his skills for a long time now and this is not new. Peter wanted the Board to know this firsthand and that he has no personal gain from his son working there.

**7. Standing Committee Reports:**

*a. Executive Committee:*

i) An email meeting was held to approve Coby to join the Board members involved in evaluating the CEO for the annual performance review.

*b. Finance/Audit Committee:*

i) Private Loans Program: Henry spoke to the Board on the private loans program, updating them on the progress so far. It was decided that board members, the CEO, and the Director of Finance should not participate in the program. The Board recommends that our lawyer review the program.

**Motion carried:** to accept the loan program as presented and that Board members, Director of Finance and CEO are not allowed to participate.

*c. Strategic Development Committee:*

i) The direction and focus of the committee is changing, and more detailed developments will be forth coming once the meeting with Brad Kotowich can occur. Darren will meet with Brad and then meet with the Strategic committee in the next 7-10 days to discuss the direction.

**8. New Business:** none

**9. Correspondence:** None.

**10. Round Table:** Anko requested clarification for the next Board meeting, it was decided that January 26 should be penciled in to meet. It was noted that this may or may not include the Board Retreat. Darren requested the Board to start thinking on names for Board nominees. Outgoing members are Anko, Bert and those that are at their 3<sup>rd</sup> year, should they not wish to consider extending. Tony requested to look at the blueprints for the new building, Darren stated he would send them to him in an email. Peter was thankful for the opportunity to serve at the resident Christmas dinner, he enjoyed serving wine to the residents.

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

**12. In Camera**

**NEXT MEETING: WEDNESDAY, January 26, 2022, AT 7:30 PM**