

# CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

## Minutes of Board Meeting May 26, 2021

*Roll Call:* Present: Bert Kamphuis, Allan Brennan, Hilda VanVeen-Gritter, Mary Velthuisen, Margaret Verboon, Peter Jonkman, Darren Sinke, Laura Pothoven, Kelvin VanDasselaar, Anko Buwalda Regrets: none.

1. *Opening:* Kelvin welcomed everyone and opened with reading of Psalm 33 and prayer.
2. *Additions to the Agenda:* none
3. *Minutes of April 28, 2021, Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the April 28, 2021, meeting.
4. *Business Arising from Previous meetings/Unfinished Business:*
  - a) Finalize Board Sustainability Documents: The schedule discussion held at the Board's last meeting was a scenario of "the cart before the horse." Our sustainability plan needs to be put in place first before finalizing the schedule. The Board should review the process against the pillars and ensure the mechanisms are in place. When this is finalized, the future Board agenda can look quite differently. When the newly formed Board committees; planning, executive, and finance are functioning well, this schedule will result.  
The Board decided to maintain the scheduled meetings for now, while the chair and CEO can focus on the sustainability plan, they will start the new year working on that plan with the new Board members.  
Covid has caused the Board and Leadership team to drop the ball on this, and the Board will work with Brad going forward to really get the flow of the process. Both will work to define actions that come of the required outcomes, realizing that some of the outcomes are already being well done.  
  
The Board and Admin will work through the plan Identify and prioritize them and design a plan for the process going forward. It would be ideal for the executive committee to work with leadership admin on this to flesh everything out. Darren provided an update for the Board on where we are as leadership on the sustainability plan. Darren discussed a few items, as an example, and questioned how to articulate certain outcomes being achieved – how do we show that?  
  
The plan is for the Board to review this document and each pillar and discuss whether it is being met or completed, redesign them etc. The question was raised, does the Board feel equipped to address this plan going forward? The Board decided to re-focus with the new board members and understand thoroughly how this plan works going forward. Orientation with Brad will be forthcoming, as this transition is pivotal. It is important to keep the momentum and the understanding of the process going forward. Brad is willing to guide the Board in this.  
  
The new process for evaluating the CEO is in place, it is developed already and will be placed under the Strategic Committee duties. The next June Board meeting will be the initial intros and setting up the new Board members. The Board plans to meet with Brad in August for continuing with the Sustainability documents. There is also hope on the horizon to have a Board BBQ this year!
  - b) Formally accept resignation of Marjean Verseveldt. **Motion carried:** to accept the resignation of Marjean Verseveldt.
  - c) Date for AGM is set for Monday, May 31, 7:30 p.m. via Zoom: We have three nominations for three vacant Board positions. There are 2 proposals: The Society Name Change, and the Private

Loans proposal. The meeting will be recorded and available to view later. We need 50 society member attendees to achieve quorum. There will be a paper ballot this year instead of a show of hands.

**5. CEO Report:** Darren presented his report verbally with an update.

Sustainability Document: This will be made a priority in June.

Covid updates: An email was sent to residents and families to address the change in restrictions. That same day recreation hosted their monthly birthday celebration, and it was neat to see the residents socializing without their masks on and just beaming. We are not sure how many residents will be anxious about it, and we strive to be aware and conscious of those residents. Overall, it has been seen as positive, while acknowledging the risk. Vaccinations rates are high and proven to reduce risk significantly, so this is encouraging. The dining room has opened to full capacity, while still accommodating distancing requirements. Staff and visitors are still required to wear masks.

West End site: We are having discussions with two financial partners, CMHC/Broker vs. CCU/Servus, we should receive the letter of terms soon. This letter of terms shows us how much they are willing to lend us. It is a positive sign that both are excited to work with us. The two gentlemen from CCU worked with us previously on the NW project, and are familiar with our projects, so this should provide some continuity. The interesting part will be how the numbers will play out. The CCU's focus is more on the relationship vs. the cheap money from CMHC. The Construction side is progressing well, with the design phase at 85% - 90 % complete. The interior finishes are last on the list, this sets us up to go out to tender. Kellar/Graeme estimates the cost of building, with a budget of 34.7 million. This is a broad estimate and not tested or tendered out. Right now, there is lots of volatility in the construction industry, however we do trust Graeme's approach, but it is prudent to consider unexpected costs. The biggest variable will be supply issues, transport and shipping issues, and increased consumer purchases. The demand is high, and the supply is low and that is impacting these factors. It is difficult to project out some of the details, and that is why we have a general contractor to navigate this and trust his expertise. We plan to have a contingency fund worked in the budget to deal with this as it comes up.

The subdivision of land is close, Gene dub mentioned yesterday that EPCOR had a few things come up on their end, and that the lawyers are working on it as we speak, so things look promising. The city should let us know soon on the official word of subdivision. This looks good for an upcoming august ground-breaking. Some name suggestions have been submitted! It has been neat to see the suggestions and to have the conversations around this.

**6. Treasurer's Report:** Nothing to report.

**7. Strategic Growth and Development Committee:** No meeting held.

**8. New Business:** None.

**9. Correspondence:** None.

**10. Round Table:** Laura shared her recent acceptance to Trinity Western University for the Master's in Leadership program. This is online and can be done part-time, so a good fit for work and family life. Hopeful completion is in within 2-3 years. Laura thanked Darren and Kelvin in this, as they were willing to be recommenders for the in-depth application process.

Anko thanked Kelvin and Mary for their time and willingness, serving as Board members. Kelvin as Chair

and Mary active in the Health Care Committee. Mary and Kelvin both expressed appreciation and that they will miss connecting every month with the Board, Darren, and Laura.

Anko updated us with his wife, Trincy's cancer treatment. She has finished chemo on May 14<sup>th</sup> and will start radiation on Monday. Radiation (16 sessions) to be completed June 21. It has been a long haul with many side effects. So, by June 21<sup>st</sup>, it will make a happy house! The Board expressed concern and acknowledged Anko's resilience and care in his duties as husband to Trincy.

**11. *Closing:*** Mary Velthuisen closed in prayer and the meeting was adjourned.

**12. In Camera**

**NEXT MEETING: WEDNESDAY, June 30, 2021, AT 7:30 PM**

13.