

# CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

## Minutes of Board Meeting, November 3, 2021

*Roll Call:* Present: Andrew Yskes, Anko Buwalda, Bert Kamphuis, Peter Jonkman, Tony Vandermeer, Hilda VanVeen-Gritter, Coby Benoit, Allan Brennan, Darren Sinke, Henry Baker, Laura Pothoven. Regrets: Pan Zhang

1. *Opening:* Peter welcomed everyone. Coby opened the meeting with a reading about servant leadership and prayer.
2. Roll Call: Bert to join later in the meeting. Pan is unable to attend, absent with notice.
3. *Additions to the Agenda:* Strategic committee added documents for review.  
Christmas Gathering and next meeting dates, if able to gather.
4. *Minutes of October 6, 2021 Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the October 6, 2021, meeting.
5. *Business Arising from Previous meetings/Unfinished Business:* none.
6. *Chief Executive Officer's Report:* Darren presented his report. Report available in Board documents on the Portal.

Darren highlighted some aspects of the upcoming budget, specifically surrounding staffing, rent increase, cable increase, and the new healthcare contract. It was noted that the West End budget is presented within the upcoming budget.

The chaplaincy role is at a standstill for now, with the hopes that this will begin in 2022. Coby encouraged a year end fundraising campaign, which Laura will roll out this month.

The Board was brought up to speed on the West End project and the developing steps.

### 7. Standing Committee Reports:

#### a. *Executive Committee:*

- i) Letter of response sent to Cornerstone URC. Darren will reach out to see if they have received this.

#### b. Finance/Audit Committee:

- i) Minutes of Finance meeting held October 21, 2021, provided, and reviewed. The Board reviewed and discussed budget.

**Motion carried:** to approve the 2022 Budget as presented.

#### c. Strategic Development Committee:

- i) Minutes of Strategic meeting held October 27, 2021, provided, and reviewed.

The Board talked at length on the direction and the approach of strategic development. It was decided that a Board Retreat, with an external facilitator, would be the next best step. The committee was tasked by the Board to report back on next steps and options for the Board retreat.

The Board reviewed the proposed policy which will replace the existing policy.

**Motion Carried:** to approve the Strategic Planning Policy as detailed in the memo.

**8. *New Business:*** Next Board Meeting: January 5, 2022

Christmas: Christmas Dinner for Residents set for December 16<sup>th</sup> so far, Laura will reach out to the Board if volunteers are required, this will be dependent on the Covid environment.

The Board typically meets at someone's house for Christmas. Definite plans can be made closer to the date due to covid restrictions.

**10. *Correspondence:*** None.

**11. *Round Table:*** Peter mentioned the servant leadership is applicable to serving our clients and reinforces the aspect of reaching out to our stakeholders in the strategic planning process. Darren requested prayers for health for our maintenance manager that is going through some serious health concerns. Bert mentioned having difficulty following the meeting, and suggested the speakers be brought to the middle of the room. Tony unintentionally stayed home, thinking we all were, however found the sound ok. Coby requested some Board orientation and stated the value in having those documents and an overview of the Board duties and requested to have this orientation. Henry mentioned that the hopes is to have an efficient way to produce these documents through our new system called ADP, stay tuned for an update on this.

**12. *Closing:*** Allan Brennan closed in prayer and the meeting was adjourned.

**13. In Camera**

**NEXT MEETING: WEDNESDAY, January 5, 2022, AT 7:30 PM**