

# CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

## Minutes of Board Meeting held October 24, 2018

Board Members: Kelvin VanDasselaar, President; Ebeline Zee-Hawtin, Vice President; Henry Baker, Treasurer; Anko Buwalda, Secretary; Bert Kamphius; Mary Velthuisen; Allan Brennen; Harry Vriend; Evert Vroon. Executive Director: Darren Sinke.

*Roll Call:* Present: Henry Baker, Anko Buwalda, Allan Brennen, Bert Kamphius, Mary Velthuisen, Kelvin VanDasselaar, Evert Vroon, Ebeline Zee-Hawtin, Darren Sinke. Regrets: Harry Vriend.

1. **Opening:** Kelvin welcomed everyone, and opened with reading a devotional entitled “*Asking For Help*”, and a few verses from Matthew 10. He then opened in prayer.

2. **Additions to the Agenda:** None.

3. **Minutes of September 26, 2018 Board Meeting** were reviewed as circulated. **Motion carried:** to accept the minutes of the September 26, 2018 meeting.

4. **Unfinished Business:**

- a. **Date for Policy Meeting:** Kelvin reported that the Board should have a package available to them by the November meeting. This package will contain all our present policies and they should be discussed in early January.
- b. **Facilitator for Policy Meeting:** Ebeline reported, on behalf of Darren and Kelvin, that they met with both Brad Kotowich of Focused Leadership Group and Peter Huizinga of Computronix. They recommended that the Board hire Brad Kotowich as our facilitator. **Motion carried:** to hire Brad Kotowich as our facilitator. He will be paid \$11,500 and will work with us for a year.
- c. **Wage Review for Darren:** This item was tabled for in-camera.

5. **Executive Director's Report:** Darren presented his monthly report (full report on the EH portal).

- a. Darren reported that he had a Residents Meeting and it went well. Main concerns expressed were about parking.
- b. The December 08 Craft Sale will be held in the EH parkade.
- c. Darren reported that he is actively working on a job description for an Operations Manager and this position will be included in the 2019 budget proposal.

6. **Treasurer's Report:** Henry presented his Treasurer's report (full report and financial statements are on the EH portal).

Henry reported that good performance in all areas has us showing revenues just about exactly where we expected them to be, but expenses were about \$130,000 less than expected. There is good reason to feel very satisfied by the financial performance of Emmanuel Home so far this year.

7. **Health Committee Report:**

No report.

8. **Steering Committee Report:**

Bert reported that he along with Darren and Ivor Lammerink met with the Zoning Department of the City regarding the property the Board is looking at. It looks like there is a possibility that this venture could be pursued further. The committee will keep in touch.

**9. Building Committee Report:**

There is no written report but Darren reported that the next big pour is scheduled for November 02 and that they hope to back fill before the winter freezing sets in.

**10. Life Lease Committee Report:**

Allan reported that Henry has completed a mathematical model that allows us to calculate the impact on rents with variable capital amounts at various interest rates. Allan also reported that Evert has developed a draft Life Lease Agreement to be used as an appendix to Emmanuel Home's standard lease. Committee is further exploring:

- a Line of Credit for the repayment of life leases at termination;
- what to do with life lease money - full capital and payments must still be made and what is its impact on cash flow;
- establishing a life lease interest rate; and
- establishing a retention amount at end of life lease, if any.

**11. Neerlandia Seniors Home Report:**

No report.

**12. New Business:** none.

**13. Correspondence:** none.

**14. Round Table:**

Question was asked when the Board will sit down with Tini Oort. Darren said he will try to arrange for something in January.

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

**16. In Camera:**

**Motion carried:** that Darren's Sinke salary will be increased to \$100,000 for 2019.

**NEXT MEETING: WEDNESDAY, NOVEMBER 28, 2018 AT 7:30 PM**