

CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

Minutes of Board Meeting October 28, 2020

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

1. *Opening:* Kelvin read from 1 Corinthians 13, welcomed everyone, and opened with prayer.

2. *Additions to the Agenda:*

a. None

3. *Minutes of September 30, 2020 Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the September 30, 2020 meeting.

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

a. Board Retreat with Brad Kotowich: Meeting scheduled for October 30th from 5 p.m. to 9 p.m.

b. Evaluation of CEO, Darren Sinke: Written report to be provided to Darren and more will be discussed at tonight's Board meeting In Camera portion. There were 3 items discussed with Darren specifically, they were: Covid, Capacity around the Senior management team, and Future of Strategic Growth and Development Committee. The Board noted Darren's handling of Covid has been commendable as this has impacted the organization. The Board acknowledged the Senior Leadership team and were confident in Henry and Laura roles. The Board thanked Laura for her work which was strongly recommended by Darren in discussions about the Senior Leadership Team. The Board is very satisfied with Darren's response to growth and the direction the organization is taking. The process for evaluations for the CEO will be set out this Friday at our Board Retreat.

5. *Executive Director's Report:* Darren presented his report. Report available in Board documents on the Portal.

- a. Covid: Outbreaks are increasing significantly with in the Edmonton area. Dr. Hinshaw sent a letter to continuing care facilities recommending everyone review their safe visiting policy. The ongoing feeling of fragility is present as we continue forward through this Pandemic. Our Staffing levels are good, but easily fragile if knocked around by Covid complications. We have stocked PPE very well, and if not used for this timeframe we will be well stocked for many months to come. The Common area is certainly a blessing. The North East side of Edmonton has been a red watch zone since the beginning, and we have had some staff stay home impacted by this. The true test will show whether / if we get Covid outbreak in the building.
- b. Video of suites is in the works, and we are excited for this to be available to view on our website. Typically, we have not had much information online as our waitlists were long and it was not necessary.
- c. November 17th is the date set for city council to meet and hopefully approve the rezoning. Once that is approved, we can move forward with the proposal and deliver information on the cost of project, registration, and titles, and purchase the land. Cormode and Dickson will facilitate the next steps in this process, Bert Kamphuis and John Oort will assist per roles on the committee. We currently have 41 on the North Wing waitlist right now.
- d. Darren and Henry met with the Christian Credit Union to wrap up the construction mortgage for the North Wing. The timeframe and communications surrounding this was handled poorly. They have been our partner since day one, but the concern is present whether the next project will be too large for them. The Board discussed the capacity of the Christian Credit

Union to facilitate the next project and were made aware that we will be shopping around for other banking partners.

6. Treasurer's Report: Proposed Budget reviewed.

The Board spent some time discussing the proposed Budget. The following comments and questions were noted and discussed.

- a. It includes the operating expenses of the North Wing.
- b. There are current vacancies, and these are considered.
- c. There will be no rent increase this year.
- d. The property tax dismissal is a real bonus to our operating budget. Even if it is re-instated, we have a considerable cash flow and there is a noticeable cushion there.
- e. The entire staff will receive a 1.25% COLA, this is higher than the average Albertan will receive this year. With a few performance based increases for some staff.
- f. Staffing Levels are higher than we have seen in past years and this should work itself out once the Pandemic is over.
- g. The incoming Covid Revenue is funding the extra staff levels.
- h. A Chaplaincy wage of \$100,000 is factored in.
- i. The East Wing Mortgage has been consolidated with the North Wing mortgage. The Centre Wing Mortgage is with CMHC (Canada Mortgage and Housing Corporation) and sits at a 1.03% interest rate.
- j. The Life Lease Rent Reduction Program will be beneficial with the shifts of lower Revenue and the need for increased borrowing.
- k. The interest was lower for the mortgage this year due to the down payment.
- l. Typically, we have a campaign very other year that brings in \$40,000. This year we are unable due to covid and those efforts will be increased when the opportunity is available.
- m. All healthcare expenses match the funding given. This is a 'wash' as presented because this program has not been determined.
- n. Eventually with another site, the budget will be adjusted to reflect the Society, vs the two homes. With both sites contributing to the head office.
- o. Payroll Expenses reflect the increases of senior management and a chaplain.
- p. Strategic Planning Scenario Analysis is something to be considered as we grow, and to prepare for the unknown.
- q. The Board discussed and decided to budget \$20,000 to continue with Brad Kotowich's consultations - Focused Leadership.
- r. It was mentioned that the Meal Plan shows a deficit of \$100,000. This means that residents who do not use the program subsidize those that do. This is known and continues to be the case because the value is seen in the following: it offers flexibility to the resident (they are not forced to pay into something they do not use.), it is a Key part of our aging in place mindset, it 'frees' the kitchen to support Recreation with special programming. It was noted that the Revenue only shows ticket sales.
- s. The Board noted that a Finance Committee is a great idea moving forward with the growth, to really flesh out these details.
- t. The debt ratio is at 0.8%.

Motion carried: to allocate \$20,000 based on proposal for continuing with the consultation services of Brad Kotowich, Focused leadership.

Motion carried: To accept the proposed Budget as presented, with the amendment of \$20,000 allocated for consultation fees.

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

a. Westend Update: No report.

8. New Business: None.

9. Correspondence: None.

10. Round Table: Peter Jonkman is healing from a major eye surgery which impacted his distance vision. He also mentioned he will be headed out to Florida following our Board Retreat on Friday and will not make the November meeting.

Anko's wife, Trincy is on her second type of chemo pill as the first one did not go well. It looks promising that this one will be handled better, as the last week and a half have been relatively good.

Darren expects that Meagan will have the baby soon and he will be taking 2-3 weeks off for this. He will work a bit from home and will be available for Board meetings.

Reminder given for Friday's Board Retreat meeting that it will be focused on strategic growth.

11. Closing: Peter Jonkman closed in prayer and the meeting was adjourned.

12. In Camera

NEXT MEETING: WEDNESDAY, November 25, 2020 AT 7:30 PM