

# CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

## Minutes of Board Meeting held September 25, 2019

*Roll Call:* Present: Allan Brennan, Mary Velthuisen, Hilda VanVeen-Gritter, Kelvin VanDasselaar, Evert Vroon, Henry Baker, Darren Sinke, Marjean Verseveldt and Laura Pothoven. Regrets: Anko Buwalda, Bert Kamphuis

1. *Opening:* Kelvin Van Dasselaar welcomed everyone, read a few verses from 1 John 2 and opened in prayer.
2. *Additions to the Agenda:* IT Upgrade request, see Executive Director's report.
3. *Minutes of August 28, 2019 Board Meeting* were reviewed as circulated. **Motion seconded and carried to accept the minutes of the August 28, 2019 meeting.**
4. *Unfinished Business:*
  - a) *Steering Development/Expansion Committee:* Kelvin VanDasselaar, Allan Brennan, Mary Velthuisen, expressed interest to form the committee. The committee should be at minimum, 3 members and board appointed. Bert Kamphuis who is currently not present at the meeting, may also be interested in joining the committee, and will be provided the opportunity.

***Motion:*** That the Board appoints Kelvin VanDasselaar, Allan Brennan, Mary Velthuisen, and Bert Kamphuis (if so desired) to form the Steering/Expansion Committee. ***Motion Seconded and Carried.***

b) *Christmas Social Update:* Dessert Christmas Social planned for December 12<sup>th</sup> at Evert's home, 16012-78 street, Edmonton, Alberta.

c.) *Evergreening:* Inquiry made regarding whether Emmanuel Home currently practises evergreening. Evergreening is a projected, planned approach to foresee upcoming fiscal projects. Currently, it is not officially practised. Generous grants provided from the government typically assists in higher expensed items, as well as reliance on the contingency fund to accommodate unexpected expenses. The Board would like to see evergreening approach utilized if possible. Allan Brennan to provide a 'template' and assistance to get started.

5. *Executive Director's Report:* Darren Sinke's full report is on the EH portal. Darren highlighted a few items and discussions ensued.
  - 1.) Staff Update: Negotiating with potential Director of Finance candidate at this time, prayers are coveted.
  - 2.) Estimate 760 – Largest maintenance project needed to be done. Currently the fixing of the rotting pipes has increased in frequency, as well as the risk for CO leakage.

Estimate 761 – We have been dealing with some unknown smells in the East part of the building over a number of years. After much investigation it was discovered that the units, that provide air conditioning, located in the East building Hallways, have a drain pan that over the winter dries out. Without pea traps in place, it is sending a foul smell throughout the building.

**Motion:** That the Board approve the allocation of \$15, 940.60 + GST from the contingency fund for necessary mechanical work, as quoted in Estimates 760 & 761 from Oil City. **Motion Seconded and Carried.**

- 3.) Budget: Work being done is ongoing, Pat did a lot of work prior to leaving. Henry and Darren will manage the finalization.
- 4.) Chaplaincy update: By March 2020, we will know if funding is available. Anko Buwalda has responded to Pastor Rich on behalf of the Board, thanking him for his insight.
- 5.) Dining Room Floor is getting currently being updated with vinyl plank flooring.
- 6.) IT Project: This has been an ongoing issue for a few years, and is being requested to have addressed. Our current IT provider has worked for many years, at a very cost-effective rate. Emmanuel Home's IT needs appear to have outgrown his experience and so are looking to update and streamline our operations. The preliminary Audit was done, and as described on the email that was sent to the Board, it clearly outlines where our current system is at. Darren recommended the nuclear approach, being the cleanest approach, and noted that our current Server needs updating regardless. Back up at this point is quite poor, and it's looking forward to the point of achieving a reliable, stable, system. Cyber Security is also included, as well as maintaining @ease, Security System, Sage, etc. and improving User profiles. Budget forthcoming will reflect the new monthly fee. The Monthly fees and/or Contract can be re-evaluated in a year.

**Motion:** That the Board approves the allocation of funds from the contingency fund, not to exceed \$37,000 plus GST, towards the IT and network upgrades. **Motion Seconded and Carried.**

6. *Treasurer's Report:* No report.
7. *Health Committee Report:* Board to restructure mandate in upcoming meetings.
8. *Steering Committee Report:* Westend Update: Bert and Darren met with Realtor Cody Nelson from CBRE to assess the site. Currently, it is listed for 9.3 million, but that is much too high. Bert and Darren will decide what first offer will be. No meetings will be scheduled until the land secured. From a Public Relations standpoint, we are waiting on the land securement to officially pursue the interest and viability of a West end site. Coby Benoit, Director of Development is working in the background on fundraising & feasibility studies that need to be conducted, to be ready once everything lands in place.
9. *Building Committee Report:* Refining of the café space on the main floor is ongoing, the workers are drywalling the 3<sup>rd</sup> floor, and the stucco colour is scheduled to be done prior to cold of winter. Parking lot regrading and paving is in the works. Goal for parking lot completion is set for within 2 weeks, weather permitting. If the weather cooperates, completion will open up much desired parking space, as well as underground parking in East Parkade. Elevators are currently being installed, and will not be operational until January. Tour to be planned for board members.
10. *Life Lease Committee Report:* Committee has not met. Darren met with our lawyer and the document should come next week.

11. *Neerlandia Seniors Home Report*: The Church meeting provided the approval of moving forward with the project, with a strong majority. There will be 2 town hall meetings upcoming, one on Oct 26 and the next one on Nov 8, 2019. Work is being done on a 6-page document, that will provide info, members of the neerlandia committee, preliminary suite and building designs, etc. Darren will email the board with the above dates and info when they become available.
12. *New Business*: see Executive Director's Report.
13. *Correspondence*: none.
14. *Round Table*: Policy committee to meet tomorrow and review the January package.
15. *Closing*: Marjean Verseveldt closed in prayer and the meeting was adjourned.

NEXT MEETING: WEDNESDAY, October 30, 2019 AT 7:30 PM