

CHRISTIAN SENIOR CITIZENS HOMES SOCIETY OF NORTHERN ALBERTA

Minutes of Board Meeting September 8, 2021

Roll Call: Present: Andrew Yskes, Peter Jonkman, Tony Vandermeer, Hilda VanVeen-Gritter, Margaret Verboon, Coby Benoit, Brad Kotowich, Allan Brennan, Bert Kamphuis, Henry Baker, Laura Pothoven.
Regrets: Anko Buwalda

1. *Opening:* Peter welcomed everyone, Darren introduced Brad Kotowich to the Board, and then Pan Zhang read from a devotional called "A life worthy of the Gospel." and opened in prayer.

2. Roll Call

3. *Additions to the Agenda:*

- a. AV North Wing
- b. Renovations for West Wing
- c. Christian Credit Union (CCU) Proposal

4. *Minutes of June 30, 2021 Board Meeting* were reviewed as circulated. **Motion carried:** to accept the minutes of the June 30, 2021 meeting.

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

- a. Board Sustainability Documents – Brad Kotowich: Brad went over in depth, the role of Board and their leadership in Governance. The Board discussed at length the steps to achieve this and clarified questions that they had.

6. *Chief Executive Officer's Report:* Darren presented his report. Report available in Board documents on the Portal.

a. Covid: Covid atmosphere continues to be unknown with the increased cases in the community. The Open House and further external entertainers have been cancelled. There has already been a recent case of a resident returning home from hospital with Covid. This is a head check for us all to ensure we are remaining diligent and that the situation is fragile.

b. Chaplaincy: The posting is open, and one application has been received so far. The start date is open and flexible, with the goal of hiring before the end of the year. It has been advertised to website, fb, and staff. The Board expressed that the Bulletins be considered to spread the news, this was received and will be submitted this week.

c. The Board discussed the topic of mandated vaccines. No decision has been made to pursue mandated vaccinations at this time. The Board was made aware that this may come up soon if our partnerships require it.

d. Darren updated the Board to the finalization of the letter to Sonja that was worked on and completed with our lawyers. The lawyers have said that Sonja has verbally accepted the letter and are drafting the final for signature. This should be forthcoming.

The Board discussed the letter of correspondence received from Sonja Zuchotzki and Susan Bontkes during this time. Darren communicated that the community optics and follow up is ongoing.

After some discussion the Board decided that the Executive Committee can manage this and provide a PR letter or visit should they so chose. It was mentioned that according to the

Governance document, it directs the Board to assess the risk level only and no actual details should be discussed in the meetings. It is up to the Executive committee to go over this and to provide the update to the Board. The Board's job is to mitigate risk, which they can see has been done, as an external source, the lawyers, have looked at all the supporting documents and have advised the course of action.

Concerns were raised as to how the staff culture can be measured. Darren responded that practically there is nothing to show, but there is a lot of good going on and that needs to be brought up louder.

Peter closed the discussion and delegated actions to the Executive committee.

7. Treasurer's Report: Allan requested that Henry provide the Treasurer report to the Board. Henry reported and highlighted a few key components:

- a.) Covid has impacted the budget. The vacancies are reducing, but staffing costs are higher, however we are starting to see some reductions. The end of the year operating loss will be around \$400,000-450,000. When the west end land deal is finalized, the donation money of \$750,000 becomes revenue. The operating statement will be the area to focus on to see the slow decrease on the amount of losses month to month.
- b.) Vacancy: Slow progression is being made to no vacancy. It was noted that our rents put Emmanuel Home in the affordable housing category which opens up grant accessibility. Appraisals show that we are \$1000 below competitive market rates.
- c.) Cash position: The cash position continues to be very healthy. Having the \$600,000-700,000 in excess cash helps to support these losses. The goal is to get the budget in shape for January.

Peter encouraged the finance committee to be revitalized, as these committees can save a lot of time.

8. Strategic Growth and Development Committee: Peter will send an email to the Board to ask for volunteers for the strategic, and the finance committee.

9. New Business:

- a. *AV North Wing:* **Motion Carried:** That the Board approves spending up to a maximum of \$40,000 (plus gst) on the A/V system installation in the North Wing Meeting Room, with funds to come from the contingency fund.
- b. *Renovations for West Wing:* **Motion Carried:** That the Board approves spending up to a maximum of \$75,000 (plus gst) on the renovation of the studio suites in the West Wing, with funds to come from the contingency fund.
- c. *CCU Proposal:* The letter of terms is given to the Board ahead of time for information. Eventually, a motion will be needed from the board. Peter recommended that this be dived into by the finance committee and a report be given to the Board next meeting.

10. Correspondence:

- a. Letter from Susan Bontkes: reviewed and dealt with during the CEO report.
- b. Letter from Sonja Zuchotzki: reviewed and dealt with during the CEO report.

- 11. Round Table:** Alan gave an update on his cancer treatment schedule, which will begin September 10th.
Laura had her first day of school for the master's in business leadership program that she is taking.
Pan has begun teaching again in class and while it is great to be back, she is finding mask wearing for 8 hours a challenge.
Hilda plans to travel to Holland soon.
Peter's sister continues to decline, but he is looking forward to watching his son complete a marathon in Amsterdam.

Peter suggested, and the Board agreed, to have next board meetings on October 6 and November 3rd. The transition to less meetings will come eventually when the committees are functioning well.

- 12. Closing:** Andrew Yskes closed in prayer and the meeting was adjourned.

- 13. In Camera**

NEXT MEETING: WEDNESDAY, October 6, 2021, AT 7:30 PM