

**Mountain View Seniors' Housing
Board Meeting Minutes
Thursday January, 2016 – 6:30 pm to 9:00pm
Administrative Offices Boardroom, Olds AB**

APPROVED

Members: Director Bruce Beattie, Director Judy Dahl, Alternate Director Tim Hagen, Director Terry Leslie, Director Kimberly Moore, Alternate Director Sandi Roberts, Director Jeremy Sayer

Regrets: Director Meg Bigelow, Director Lance Colby

Administration: Ralene McCulloch, Sam Smalldon,

Guests: Wayne Milaney, MVSH Project Manager

1. **CALL TO ORDER** at 6:33pm by Chair Bruce Beattie.

2. **APPROVAL OF AGENDA**

16-001 Moved by Director Judy Dahl to approve January 28, 2016 Agenda as amended. Adding a 7f). Staff story by Director Judy Dahl and 7g). Grey Matters Conference under New Business. **CARRIED**

3. **PRESENTATIONS**

- a. **Joyce Wicks, Health Care Consultant**- Sam presented her report.
- b. **Wayne Milaney, Project Manager**- Wayne presented his report.

16-002 Moved by Director Kim Moore to accept the presentations as information. **CARRIED**

4. **APPROVAL OF MINUTES**

- a. **Regular Meeting November 19, 2015**

16-003 Moved by Director Judy Dahl to approve November 19, 2015 minutes as presented. **CARRIED**

5. **BUSINESS ARISING FROM MINUTES**

- a. **MVSH – Sundre Project and Transition Planning Update**- Sam presented the information.
- b. **Sundre Project Tour (March 17), Gala (April 23), Open House (June) and Grand Opening (Fall) Events**- Sam presented the dates.
- c. **Life Lease Model – information for Board**- 11 suites SOLD, Sam presented the information.

- d. **CMHC/Province of Alberta Grant of \$8.232 Million**- Sam presented we have received 77% of this money before Christmas.
- e. **Draft MVSH Governance Bylaws and Committee Terms of Reference** – Sam presented the information.
- f. **Summary and Follow-up for November 14, 2015 Board Planning Retreat**- Sam presented the information.
- g. **Board meeting with Minister of Seniors and MLAs**- Chair Bruce Beattie spoke to this.
- h. **Application for New Horizons for Seniors – Federal Program Grant**- Sam presented the information.
- i. **Application for CMHC Planning Grant – 2015 and 2016**- Sam presented the information.

6. COMMITTEE REPORTS

- a. **Building Committee – last met December 3, 2015**- this meeting was cancelled
- b. **Finance Committee – last met January 14, 2016**- Chair Jeremy Sayer presented his report.

16-004 Moved by Director Kim Moore to approve Finance Committee report as information. CARRIED

- c. **Personnel Committee- last met November 2, 2015**- Chair Terry Leslie presented his report.

16-005 Moved by Director Jeremy Sayer to accept Personnel Committee Report as information. CARRIED

- d. **Foundation Report – last met January 13, 2016**- Exec Dir. Ralene McCulloch presented the report.

16-006 Moved by Director Terry Leslie to cover the cost of the Foundation Director Insurance and to add the Foundation to our liability Insurance for no extra cost. CARRIED

16-007 Moved by Director Kim Moore to accept Foundation Report as information. CARRIED

7. NEW BUSINESS

- a. **Preliminary Draft 2015 MVSH Financial Statements and Notes**- Sam presented the information.

16-008 Moved by Alternate Director Tim Hagen to accept the Preliminary Draft 2015 MVSH Financial Statements and Notes as information. CARRIED

b. **Update on 2016 Budget Issues-** Sam presented the information.

16-009 Moved by Director Judy Dahl to accept the update on the 2016 Budget Issues as information. CARRIED

c. **Update on 2016 MVSH Requisitions-** Sam presented the information.

16-010 Moved by Director Jeremy Sayer to accept the update on 2016 MVSH Requisitions as information. CARRIED

d. **Capital Planning Activities-** Sam presented the information.

16-011 Moved by Director Jeremy Sayer to accept the Capital Planning Activities report as information.

e. **2015 Board Honorariums and Mileage Statement-** Sam presented the information.

16-012 Moved by Director Kim Moore to accept the 2015 Board Honorariums and Mileage Statement as information and to approve the release to our website and to add it to our annual report. CARRIED

f. **Staff Story at one of our Lodges-** Judy Dahl shared her story.

16-013 Moved by Alternate Director Sandi Roberts to receive the Staff Story by Judy Dahl as information. CARRIED

g. **2016 Grey Matters Conference-** Director Judy Dahl presented the information.

8. CHAIRMAN'S REPORT- Chair Bruce Beattie presented the information.

16-014 Moved by Director Terry Leslie to accept the Chairman's Report as information. CARRIED

9. CAO's REPORT- report on SharePoint. Let Sam know if you are able to attend ASCHA Conference April 25-27 as soon as you can.

16-015 Moved by Director Kim Moore to accept the CAO's Report as information. CARRIED

10. POLICY REVIEW

a. **Recommended Board Package Format Revisions-** information presented by Sam Smalldon.

b. **Draft Communications Policy-** information presented by Sam Smalldon.

c. **Board Policy Reviews-** information presented by Sam Smalldon.

16-016 Moved by Director Kim Moore to accept the recommended Board Package Format Revisions, Draft Communication Policy, Board Policy Reviews as information. CARRIED

11. CORRESPONDENCE

- a. **Outstanding Letters of MVSH Director Appointments by Municipalities-** information presented by Sam Smalldon. We are still waiting for Sundre and Olds letters.

12. PENDING

- a. **MVSH Resident and Family Satisfaction Surveys
Response from Management (in-progress)**
- b. **Governance Proposal – Unanimous Member Agreement (UMA) (on-hold)
(Developing Governance Bylaws and Terms of Reference for current Governance
Model as a Housing Management Body under the Alberta Housing Act)**

16-017 Moved by Director Kim Moore to remove Governance Proposal – Unanimous Member Agreement from Pending items. CARRIED

13. IN-CAMERA-N/A

14. KEY MESSAGES

1. Verified the Sprinklers Installation in the Carstairs Lodge.
2. Grant and Loan for Demand Studies
3. Foundation Gala info and Grand Opening and Open House dates
4. Recognition Program for Staff
5. Budget Short fall and steps are being taken to prevent this next year.
6. Sundre Project on item and on Budget and ownership on March 1.
7. Project Tour March 17 and invite stake holders for a tour
8. Receiving the CHMC Planning Grant
9. Capital Planning info
10. Honorarium and wages on website
11. Health Care Consultant

15. 2016 BOARD MEETING SCHEDULE

- a. **Next Meeting Date- March 17, 2016 and Project Tour**

16. ADJOURNMENT at 9:17pm by Chair Bruce Beattie

Chair Bruce Beattie