

Mountain View Seniors' Housing  
Board Meeting Minutes  
**Thursday March 20, 2014 – 6:30 pm to 9:00pm**  
**MVSH Administration Offices, Olds AB**

**APPROVED**

**Members:** Chair Bruce Beattie(via teleconference), Director Lance Colby, Director Rudy Durieux, Vice Chair Terry Leslie, Director Kimberly Moore, Director Jeremy Sayer, Alternate Director Debbie Bennett, Alternate Director Gail Nowlan, Alternate Tim Hagen (via teleconference)

**Regrets:** Director Meg Bigelow

**Administration:** Ralene McCulloch, Sam Smalldon,

**Guests:** Colleen Sharp, Auditor (Collins Barrow Red Deer LLP) (via teleconference)

Cathy A. Hutchinson, RN, Director of Care  
Wayne Milaney, Project Manager

**1. CALL TO ORDER at 6:36pm by Chair Bruce Beattie**

**2. APPROVAL OF AGENDA**

**14-018 Moved by Director Lance Colby to approve the March 20, 2014 Agenda as presented. CARRIED**

**3. APPROVAL OF MINUTES**

a) Regular Meeting January 16, 2014

**14-019 Moved by Director Jeremy Sayer to approve the January 16, 2013 minutes as presented. CARRIED**

**4. PRESENTATIONS**

a) Colleen Sharp, Auditor (Collins Barrow Red Deer LLP) - presented Agenda items #7B Annual Audit Report and Recommendations from 2013 and Agenda Item #7C, Independent Audit Review on Project Feasibility and Operating Risk.

**14-020 Moved by Chair Bruce Beattie to go in camera at 7:01pm. CARRIED**

*Sam, Cathy, Wayne and Ralene left at 7:01pm*

**14-021 Moved by Director Terry Leslie to come out of in camera at 7:02pm. CARRIED**

*Sam, Cathy, Wayne and Ralene came back to the meeting at 7:03pm*

*Colleen Sharp exits the meeting at 7:10 pm*

**14-022 Moved by Director Jeremy Sayer to accept the Annual Audit Report and Recommendation from 2013 and Independent Audit Review on Project Feasibility and Operating Risk as a information. CARRIED**

**Agenda Item #7a.** Auditor Appointment for 2014

**14-023 Moved by Director Jeremy Sayer to appoint Collins Barrow Red Deer LLP as our Auditor for 2014. CARRIED**

a) Cathy Hutchinson, RN, Director of Care- presented her report.

**14-024 Moved by Alternate Director Debbie Bennett to accept the Director of Care Report as information. CARRIED**

b) Wayne Milaney, Project Manager- presented Agenda Item #6F RFP- Construction Management Recommendation for Sundre Project.

**14-025 Moved by Director Lance Colby to accept the recommendation of Shunda as our Construction Management for the Sundre Project. CARRIED**

**14-026 Moved by Director Terry Leslie to direct CAO Sam Smalldon to negotiate a contract with Shunda as Project Manger for the Sundre Project. CARRIED**

*Cathy left the meeting at 7:39 pm.*

## **5. COMMITTEE REPORTS**

a) Building Committee – last met February 20, 2014 and March 15, 2014. Director Lance Colby presented the report.

**14-027 Moved by Director Lance Colby to accept the Building Committee Report as information. CARRIED**

*Wayne left the meeting at 7:48 pm*

b) Finance Committee- last met March 3, 2014 and March 20, 2014. Director Jeremy Sayer presented the report.

**14-028 Moved by Director Jeremy Sayer to accept the Finance Committee Report as information. CARRIED**

- c) Personnel Committee- last met February 20, 2014. CAO Sam Smalldon presented the report.

**14-029 Moved by Chair Bruce Beattie to accept Personnel Committee Report as information. CARRIED**

- d) MVHF Report – last met January 15, 2014. CAO Sam Smalldon presented the report.

**14-030 Moved by Director Kimberly Moore to accept the MVHF report as information. CARRIED**

## **6. BUSINESS ARISING FROM MINUTES**

- a) Governance Proposal- Unanimous Member Agreement (UMA) - information presented by CAO Sam Smalldon.

**14-031 Terry moves to accept the Governance Proposal- Unanimous Member Agreement (UMA) report as information. CARRIED**

- b) RFP – Contract for Pharmacy Services- information presented by CAO Sam Smalldon.

**14-032 Moved by Lance Colby to direct CAO Sam Smalldon to sign the Contract for Pharmacy Services so it can commence April 1, 2014. CARRIED**

- c) MVCU Sundre Project Financing- information presented by CAO Sam Smalldon.

**14-033 Moved by Director Kimberly Moore to accept the MVCU Sundre Project Financing report as information. CARRIED**

- d) AHS Master Service Agreement – Sundre Project- information presented by CAO Sam Smalldon.

**14-034 Moved by Director Rudy Durieux to accept AHS Master Service Agreement report as information. CARRIED**

- e) RFP – Contract for Architectural Design for Sundre Project- information presented by CAO Sam Smalldon.

**14-035 Moved by Director Terry Leslie to direct CAO Sam Smalldon to proceed to sign the Contract after legal review for Architectural Design for the Sundre Project subject to the approval of the project financing from MVCU. CARRIED**

- f) RFP – Construction Management Recommendation for Sundre Project – discussed at the beginning of meeting.
- g) Sundre Project Timelines- information presented by CAO Sam Smalldon.

**14-036 Moved by Director Rudy Durieux to accept Sundre Project Timeline as information. CARRIED**

## **7. NEW BUSINESS**

- a) Auditor Appointment for 2014 – discussed at the beginning of the meeting.
- b) Annual Audit Report and Recommendations fro 2013 - discussed at the beginning of the meeting.
- c) Independent Audit Review on Project Feasibility and Operating Risk - discussed at the beginning of the meeting.
- d) Board Retreat Session Followup- presented by CAO Sam Smalldon.

**14-037 Moved by Director Lance Colby to have a followup Board Retreat session. Date t obe determined. CARRIED**

- e) Review of 2014 Council and Board Meeting Schedules- presented by CAO Sam Smalldon. It was asked that all milestones that happen between meetings be circulated to the Board.

**14-038 Moved by Director Jeremy Sayer to accept the Review of 2014 Council and Board Meeting Schedule as information. CARRIED**

- f) Staff, Resident and Family Satisfaction Surveys- information presented by CAO Sam Smalldon.

**14-039 Moved by Director Rudy Durieux to proceed with Resident and Family Satisfaction Surveys for 2014. CARRIED**

- g) CAO Performance and Contract Review- Chair Bruce Beattie presented the information.

**8. CHAIRMAN'S REPORT- Chair Bruce Beattie presented his verbal report.**

**14-040 Moved by Director Lance Colby to accept the Chairman's Report as information. CARRIED**

**9. CAO's REPORT** (written report on Share Point) - Sam Smalldon presented his report.

**14-041 Moved by Director Jeremy Sayer to accept the CAO's Report as information. CARRIED**

**10. POLICY REVIEW** – Sam Smalldon presented the information.

- a. Board Policies- Communication Policy development

**14-042 Moved by Director Jeremy Sayer to recommend to continue with the Communication Policy Development. CARRIED**

- b. Administration Policies – Service Dog Policy development

**14-043 Moved by Director Rudy Durieux to adopt the same policy as Bethany Care Policy as amended to not include Family Pets as discussed. CARRIED**

- c. Health Policies – Pandemic Plan and Pharmacy Policy development

**11. CORRESPONDENCE-** presented by CAO Sam Smalldon.

- a. Letter from Sundre Seniors Housing and Care Committee
- b. Appeal Letter on Behalf of Leah Ulry – Damage Deposit and Missed Meals

**14-044 Moved by Director Rudy Durieux to refund the damage deposit charge for repainting only to Leah Ulry. CARRIED**

**14-045 Moved by Director Jeremy Sayer to bring back to the Board a proposed policy about residents being away from the Lodge for longer periods of time. CARRIED**

- c. Letter to Residents for ASB Funding
- d. Letter to Residents for Pharmacy
- e. Letter to Local Pharmacies

**14-046 Moved by Director Kimberly Moore to accept the Letter to Residents for ASB Funding, Letter to Residents for Pharmacy, Letter to local Pharmacies as information. CARRIED**

**12. PENDING- N/A**

**13. IN-CAMERA- N/A**

**14. KEY MESSAGES**

- Auditor report clean.

- Individual is as important as the organization and dealt with in the best way possible.
- Happy to come from where we've been to where we are.
- Happy for the Learning Experience
- Moving towards a Balanced Budget
- Communication for the ASB funding at ARL
- Moving forward with the Sundre Project and each step we've taken.
- Status of Sundre Project and where we are at.
- Pharmacy Agreement
- Family and Resident Satisfaction Survey
- Board Retreat
- Policy on Service Dog

**15. NEXT MEETING DATE:**

Thursday May 15, 2014  
@ 6:30 PM-9:00 PM  
Mount View Lodge, Olds AB

**16. ADJOURNMENT**

**14-17 Moved by Chair Bruce Beattie to adjourn March 20, 2014 MVSH Board meeting at 9:08pm.**

---

**Chairman Bruce Beattie**