

Mountain View Seniors' Housing
Board Meeting Minutes
Thursday May 16, 2013 – 6:30 pm – 9:00pm
Moun View Lodge,
Olds, AB

UNAPPROVED

Members: Sheldon Ball, Robert Orr, Debbie Bennett, Annette Clews, Lavar Adams, Bruce Beattie

Administration: Ralene McCulloch, Sam Smalldon

Guests: Susan Read, Site Administrator of Mount View Lodge and Cathy Hutchinson, RN, Director of Care

1. CALL TO ORDER

13-048 – Moved by Chair Sheldon Ball to call the May 16, 2013 Board Meeting to order at 6:04pm CARRIED.

2. APPROVAL OF AGENDA

13-049 – Moved by Director Lavar Adams to approve the May 16, 2013 Board Meeting Agenda as presented. CARRIED.

3. PRESENTATION-

Susan Read, Site Administrator of Mount View Lodge
Cathy Hutchinson, RN, Director of Care

4. APPROVAL OF MINUTES

a. Regular Meeting March 21, 2013

13-050 Moved by Director Debbie Bennett to approve the minutes of March 21, 2013 as presented. CARRIED

5. BUSINESS ARISING FROM MINUTES

a. Administrative Lease Space- information presented by CAO Sam Smalldon

13-051 Moved by Director Lavar Adams to accept the Administrative Lease Space as information. CARRIED

b. ASLI Grant Application – Sundre Project – information presented by CAO Sam Smalldon, they will announce during Seniors Week the beginning of June.

13-052 Moved by Director Annette Clews to accept the ASLI Grant Application Sundre Project report for information. CARRIED

c. MVCU Debt Re-Financing Package – information presented by CAO Sam Smalldon

13-053 Moved by Director Debbie Bennett to accept the MVCU Debt Re-Financing Package report as information. CARRIED

6. COMMITTEE REPORTS

a. Building Committee- last met April 18, 2013- presented by Chair Bruce Beattie

b. Finance Committee- last met May 16, 2013- presented by Chair Sheldon Ball

c. Personnel Committee- last met April 18, 2013 – presented by Chair Lavar Adams

d. MVHF- last met April 17, 2013 – presented by President Debbie Bennett

13-054 Moved by Director Robert Orr to accept Building Committee, Finance Committee, Personnel Committee and Mountain View Housing Foundation reports as information. CARRIED

7. CHAIRMAN'S REPORT- verbal report was given by Chair Sheldon Ball.

13-055 Moved by Director Bruce Beattie to accept the verbal Chairman's' Report as information. CARRIED

8. CAO'S REPORT (written report on SharePoint) – CAO Sam Smalldon gave a brief verbal report as well.

13-056 Moved by Director Debbie Bennett to accept the CAO's written and verbal CAO's Report as information. CARRIED

9. POLICY REVIEW-

a. Personnel Policies- PP001 – PP014 - presented by CAO Sam Smalldon.

13-057 Moved by Director Annette Clews to approve Personnel Policies PP001-PP014 as presented. CARRIED

b. Guest Rooms Policy- presented by CAO Sam Smalldon.

13-058 Moved by Director Lavar Adams to approve Guest Rooms Policy as presented. CARRIED

10. CORRESPONDENCE- N/A

5 minutes break at 7:59pm. Director Annette Clews and Ralene McCulloch left the room at 7:59pm and returned 8:02pm. Meeting called to order at 8:06pm.

11. NEW BUSINESS

a. Q1 2013 Budget Management- information presented by CAO Sam Smalldon.

13-059 Moved by Director Bruce Beattie to direct Admin to continue towards the \$800,000 target but to continue and not have a negative impact of resident care and service. CARRIED

13-060 Moved by Director Annette Clews to direct Admin to do a 3 year projection with the 3 assumptions of the Sundre Project, 25% full price lodge rent and requisition operating deficit recovery for Directors to take to their councils for Requisition decisions. CARRIED

b. Alberta Housing – Maintenance Grant Funding Allocations- information presented by CAO Sam Smalldon

13-061 Moved by Director Annette Clews to approve the Alberta Housing Maintenance Grant Funding Allocation report as presented. CARRIED

c. Alberta Housing – Market Based Rents- information presented by CAO Sam Smalldon

13-062 Moved by Director Debbie Bennett to direct Admin to strive to meet the Alberta Housing Market Based Rent policy but not to exceed the increase of \$50 per month per year until the correct amendment is achieved. CARRIED

d. Alberta Housing – DRS Program- capped- information presented by CAO Sam Smalldon

13-063 Moved by Director Bruce Beattie to accept the Alberta Housing DRS Program information as information. CARRIED

e. 2013 MVHF Golf Classic- information presented by CAO Sam Smalldon

13-064 Moved by Director Robert Orr that the Board will support the Foundation Annual Golf tournament and encourage all the Directors to attend. CARRIED

f. 2013 MVCU Golf Classic- information presented by CAO Sam Smalldon

13-065 Moved by Director Annette Clews to approve Sam and any Director that's able to attend the MVCU Golf Classic on July 4, 2013. CARRIED

g. Requisitions- information presented by CAO Sam Smalldon

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

13-066 Moved by Director Annette Clews that the next step to set a process for creating a Unanimous Member Agreement occur after the Septemehr meeting of the Board and the next 4 year business plan. CARRIED

12. PENDING- NA

Guest Cathy Hutchinson left the meeting at 9:21pm

13. IN-CAMERA-

13-067 Moved by Director Annette Clews to go into In-camera at 9:21pm. CARRIED

13-068 Moved by Director Bruce Beattie to move out of In- camera at 9:36pm. CARRIED

14. NEXT MEETING DATE:

Thursday July 18, 2013

@ 6:30pm at Chinook Winds Lodge, Carstairs AB

15. ADJOURNMENT

13-069 – Moved by Director Lavar Adams that the May 16, 2013 Board Meeting be adjourned at 9:37pm. CARRIED.

Chairman Sheldon Ball