

Mountain View Seniors' Housing
Board Meeting Minutes
Thursday January 16, 2014 – 6:30 pm to 9:00pm
MVSH Administration Offices, Olds AB

APPROVED

Members: Director Meg Bigelow, Director Lance Colby, Director Rudy Durieux, Vice Chair Terry Leslie, Director Kim Moore, Director Jeremy Sayer, Alternate Director Angela Aalbers

Regrets: Director Bruce Beattie

Administration: Ralene McCulloch, Sam Smalldon,

Guests: Cathy A. Hutchinson, RN, Director of Care
Wayne Milaney, Project Manager
Heather MacPherson, CFO MVSH

1. CALL TO ORDER at 6:43pm by Vice Chair Terry Leslie

2. Presentations

- a) Cathy A. Hutchinson, RN, Director of Care, presents recommendation for Pharmacy RFP
- b) Wayne Milaney, Project Manager, presented recommendation for the Architectural RFP for the Proposed Sundre Project.

Cathy Hutchinson left the meeting at 7:32pm.

3. APPROVAL OF AGENDA

14-01 Moved by Director Rudy Durieux to approve the January 16, 2014 Agenda as presented. CARRIED

4. APPROVAL OF MINUTES

- a) Regular Meeting September 19, 2013

14-02 Moved by Director Rudy Durieux to approve the September 19, 2013 minutes as presented. CARRIED

- b) Board Orientation Meeting November 25, 2013

14-03 Moved by Director Kim Moore to approve the November 25, 2013 minutes as amended. CARRIED

5. BUSINESS ARISING FROM MINUTES

- a) Governance Proposal – Unanimous Member Agreement (UMA) - Sam Smalldon presented the update. Move to pending until it comes up.

14-04 Moved by Director Kim Moore to accept Governance Proposal- Unanimous Member Agreement as information. CARRIED

6. NEW BUSINESS

- a) Board Planning Session- Sam Smalldon presented the information. Sam to send out a survey to pick a date.

- b) Communication Policy- Sam Smalldon presented the information.

14-05 Moved by Director Rudy Durieux to direct Sam to go out a get a Draft Communication Policy and bring back to the Board. CARRIED

- c) RFP – Pharmacy Services- recommendation given during presentations.

14-06 Moved by Director Meg Bigelow to approve the RFP recommendation for the Pharmacy Services to Remedy RX. CARRIED

- d) RFP – Architectural Design for Sundre Project

14-07 Moved by Director Rudy Durieux to hear the Building and Finance Committee Reports next followed by the RFP- Architectural Design for the Sundre Project. CARRIED

7. COMMITTEE REPORTS

- a) Building Committee – last met December 18, 2013 and January 15, 2014. Director Lance Colby presented the report.

- b) Finance Committee- last met January 16, 2014. Director Jeremy Sayer presented the report.

14-08 Moved by Director Jeremy Sayer to approved the RFP Architectural Design for Sundre Project to IBI Architect. CARRIED

14-09 Moved by Director Jeremy Sayer to direct Sam Smalldon to start negotiations with IBI and bring back a contract to the Board for approval. CARRIED.

14-10 Moved by Director Lance Colby to direct Sam Smalldon to negotiate an advance for the Sundre Project with the Credit Union to bring back to the Board for approval. CARRIED

At the time when we do the Sundre project that we segregate the funds for the Sundre project separate from the Operating account.

14-11 Moved by Director Jeremy Sayer to direct Sam Smalldon to spend the money on a risk assesment for the Sundre Project as a project cost. CARRIED

6. NEW BUSINESS

- c) Construction Management Model for Sundre Project – CAO Sam Smalldon presented the information.

14-12 Moved by Director Kim Moore to accept the Construction Management Model as presented for the Sundre Project. CARRIED

14-13 Moved Director Kim Moore to direct Sam Smalldon to run a RFP to obtain and bring back a recommendation for a Construction Management Partner for the Sundre Project. CARRIED

- d) Sundre Project Timelines- Sam Smalldon to revamp the timeline.

Board directs Sam Smalldon to bring back a new timeline.

7. COMMITTEE REPORTS

e) Personnel Committee- last met April 18, 2013- it will meet in February for the first time.

Wayne Milaney left the meeting at 8:42pm and returned at 8:43pm.

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

8. CHAIRMAN'S REPORT- No report to give.

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

14-14 Moved by Director Rudy Durieux to accept the CAO's report as information. CARRIED

10. POLICY REVIEW – Sam Smalldon presented the information.

- a) Board Policies
- b) Administration Policies
- c) Health Policies

14-15 Moved by Director Rudy Durieux to accept the Policy Review update as information. CARRIED

11. CORRESPONDENCE

- a) Letter from Sundre Seniors Housing and Care Committee

14-16 Moved by Director Lance Colby to accept the correspondence letter from Sundre Seniors Housing and Care Committee as information. CARRIED

12. PENDING- N/A

13. IN-CAMERA- N/A

14. NEXT MEETING DATE:

Thursday March 20, 2014
@ 6:30 PM-9:00 PM
Aspen Ridge Lodge, Didsbury AB

15. ADJOURNMENT

14-17 Moved by Director Rudy Durieux to adjourn January 16, 2014 MVSH Board meeting at 8:59pm.

Chairman Bruce Beattie