

**Mountain View Seniors' Housing  
Board Meeting Minutes  
Thursday January 29, 2015 – 6:30 pm to 9:00pm  
Administrative Offices Boardroom, Olds AB**

**APPROVED Minutes**

**Members:** Director Bruce Beattie, Director Meg Bigelow, Alternate Director Dean Allan, Director Judy Dahl, Director Terry Leslie, Director Kimberly Moore, Director Jeremy Sayer

**Regrets:** Director Lance Colby

**Administration:** Sarah Eichhorst, Sam Smalldon,

**Guests:** Anita Lobe, MVSH Volunteer Coordinator  
Cathy A. Hutchinson, RN, MVSH Director of Care  
Wayne Milaney, MVSH Project Manager

**1. CALL TO ORDER – Meeting called to order at 6:34pm.**

**2. Presentations**

- a) Anita Lobe, MVSH Volunteer Coordinator
- b) Cathy Hutchinson, RN Director of Care
- c) Wayne Milaney, Project Manager

**3. APPROVAL OF AGENDA**

15-001 Moved by Director Meg Bigelow to approve the agenda as presented. CARRIED.

15-002 Moved by Director Terry Leslie to hand authority to Alternate Director Dean Allan for the duration of this meeting. CARRIED.

**4. APPROVAL OF MINUTES**

- a) Regular Meeting November 27, 2014 (add Director Kim Moore to adjournment motion)

15-003 Moved by Director Judy Dahl to accept the minutes as amended. CARRIED.

**5. COMMITTEE REPORTS**

- a) Building Committee – last met December 3, 2014 – Report presented by Director Terry Leslie.

15-004 Moved by Director Terry Leslie to accept the Building Committee report as information. CARRIED.

- b) Finance Committee- last met January 15, 2015 – Report presented by Kim Moore.

15-005 – Moved by Director Kim Moore to accept the Finance Committee report as information. CARRIED.

- c) Personnel Committee- last met December 1, 2014 – Report presented by Terry Leslie.

15-006 – Moved by Director Terry Leslie to accept the Personnel Committee Report as information. CARRIED.

- d) Foundation (MVHF) Report – last met January 28, 2015 – Report presented by Terry Leslie.

15-007 Moved by Director Terry Leslie to accept the Foundation Report as information. CARRIED.

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

- a) MVSH - Sundre Project Update – Update covered in Wayne Milaney's presentation.
- b) Foundation Capital Campaign for Sundre Project – Information discussed during
- c) Board Reserve Policy (under development with Finance Committee) – Information presented by Sam Smalldon.
- d) Board meeting with Minister of Seniors – Defer to a later date.
- e) Governance Proposal – Unanimous Member Agreement (UMA) *(Developing Governance Bylaws and Terms of Reference for current Governance Model as a Housing Management Body under the Alberta Housing Act)* – Information presented by Sam Smalldon. Review at the next meeting.
- f) ASCHA Conference and Trade Show - April 15 - 17. 2015
- g) Next Board Retreat – one Saturday in March/April/May 2015 *(from 9:00 AM to 1:00 PM at MVC with all Board Directors and Alternates)*

## **7. NEW BUSINESS**

- a) MVSH 2014 **DRAFT Unaudited** Financial Statements and Notes – Information presented by Sam Smalldon. The audited statements will be presented to the Board on March 19<sup>th</sup> 2015.
- b) MVSH 2014 Annual Report – Information presented by Sam Smalldon. The draft first Annual Report will be presented to the Board on March 19<sup>th</sup> 2015. There will need to be a message from the board, as well as HR information, and the MVSH story.
- c) 2015 Budget Management – Information presented by Sam Smalldon.
- d) 2015 Staff Satisfaction Survey – Information presented by Sam Smalldon.

**8. CHAIRMAN'S REPORT** - Report presented by Bruce Beattie.

**9. CAO's REPORT** (written report on Share Point)

15-008 Moved by Director Terry Leslie to accept the CAO's Report as information. CARRIED.

## **10. POLICY REVIEW**

## **11. CORRESPONDENCE**

- a) The Health Quality Council of Alberta (HQCA) conducted resident and family experience surveys during 2013 – 2014 in 134 Supportive Living sites operating Levels 3 and 4 across the province. The surveys were designed to capture residents' and family members' observations and experiences with care and support services. A copy of the report has been put on the Share Point server under the Board Meeting folder for today.

## **12. PENDING**

- a) MVSH 2014 Resident and Family Satisfaction Surveys – Response from Management

## **13. IN-CAMERA**

- a) CAO Contract Review

15-009 Moved by Director Dean Allan to move the meeting to "In Camera" at 8:47pm.

15-0010 Moved by Director Kim Moore to rise and report from "In Camera" at 9:03pm.

15-011 Moved by Director Terry Leslie to approve the contract as presented. Due to Alternate Director Dean Allan's temporary seat at this meeting, it has been decided that he will abstain from the unanimous vote. CARRIED.

## **14. KEY MESSAGES**

HQCA Survey – Meg Bigelow

Press Release of CAO's 5 year appointment – Bruce Beattie

Volunteer Presentation – Judy Dahl

Outbreak and How it was dealt with – Meg Bigelow

Sundre Project Budget and Transparency – Terry Leslie

Commend Wayne Milaney – Judy Dahl

Foundation Fundraising – Terry Leslie

## **15. 2014-2015 BOARD MEETING SCHEDULE**

## **16. NEXT MEETING DATE:**

Thursday March 19, 2015

@ 6:30 PM-9:00 PM

Administration Offices, Olds AB

## **17. ADJOURNMENT**

15-012 Moved by Director Bruce Beattie to adjourn the meeting at 9:09pm.



Board Chairman, Bruce Beattie