



Mountain View Seniors' Housing
New Board Organizational Meeting
Thursday November 30, 2017 – 6:30pm to 7:00pm
MVSH Administration Offices, Olds AB

Members: Director Bruce Beattie, Director Heather Ryan, Director Lance Colby, Director Dorothy Moore, Director Duncan Milne, Director Sonia Temple, Director Richard Warnock

Regrets: Director Lance Colby

Administration: Sam Smalldon, Kristi Gingrich, Wayne Milaney, Shauna Urbanowski, Al Smart, Debra Steiger, Chayla Zelasek (Secretary)

Guests:

APPROVED MINUTES

1. CALL TO ORDER: 6:34PM by Director Bruce Beattie

2. ELECTION OF NEW CHAIRMAN AND VICE CHAIRMAN

a. Board Chairman: Nominations to be called for the position of Board Chairman.

a. Alternate Director Marty Nominated Director Bruce Beattie.

Nominations declared closed with no other nominations. Bruce Beattie accepted. Acclaimed.

b. Vice Chairman: Nominations to be called for the position of Board Vice Chairman.

a. Director Heather Ryan nominated Director Duncan Milne, who respectfully declined. Director Richard Warnock nominated Director Sonia Temple. Nomination accepted, and member acclaimed.

3. ELECTION OF COMMITTEE CHAIRS AND COMMITTEE MEMEBERS

a. Finance:

i. Nominations to be called for Finance Committee Members.

a. Director Duncan Milne nominated Directors Lance Colby and Dorothy Moore. Director Dorothy Moore nominated



Director Richard Warnock. Nominations accepted, and members acclaimed.

- ii. Nominations to be called for the position of Finance Committee Chairman. – No nominations, Committee Chairman to be elected during first committee meeting.

b. Human Resources:

- i. Nominations to be called for Human Resources Committee Members.
 - a. **Director Bruce Beattie nominated Directors Duncan Milne and Richard Warnock. Director Duncan Milne nominated Director Sonia Temple. Director Duncan Milne respectfully withdraws from the HR Committee and nominates Director Heather Ryan. Nominations accepted, and members acclaimed.**
- ii. Nominations to be called for the position of Human Resources Committee Chairman. No nominations, Committee Chairman to be elected during first committee meeting.

c. Building:

- i. Nominations to be called for Building Committee Members.
 - a. **Director Bruce Beattie nominated Directors Lance Colby and Heather Ryan. Director Richard nominated Director Duncan Milne. Director Duncan Milne nominated Director Dorothy Moore.**
 - ii. Nominations to be called for the position of Building Committee Chairman. No nominations, Committee Chairman to be elected during first committee meeting.
- d. Foundation:** Currently the Chairman is an Ex-Officio member of the Foundation.

4. SIGNING AUTHORITY



Mountain View Seniors' Housing
Initial Regular Board Meeting

Thursday November 30, 2017 – 7:00pm to 9:00pm
MVSH Administration Offices, Olds AB

Members: Director Bruce Beattie, Director Heather Ryan, Director Lance Colby, Director Dorothy Moore, Director Duncan Milne, Director Sonia Temple, Director Richard Warnock

Regrets:

Administration: Sam Smalldon, Kristi Gingrich, Wayne Milaney, Shauna Urbanowski, Al Smart, Debra Steiger, Chayla Zelasek (Secretary)

Guests:

APPROVED MINUTES

Agenda 1 – CALL TO ORDER: 7:49 by Chair Bruce Beattie

Agenda 2 - APPROVAL OF AGENDA

17-080 Moved by Alternate Director Marty to approve the agenda as presented.

CARRIED

Agenda 3 – PRESENTATIONS

- a) Shauna Urbanowski, Director of Care (written report on Share Point) – Shauna provided a verbal review of written report.
- b) Wayne Milaney, Capital Development and Project Manager – Wayne presented a verbal report. Reviewed attached forensic audit of all facilities and their current conditions. Breakdowns of each facility available at the MVSH Administrative Office.
- c) Al Smart, Director of Facilities and Infrastructure (written report on Share Point) – Al provided a verbal review of written report.
- d) Kristi Gingrich, Chief Operating Officer (written report on Share Point) – Kristi provided a verbal review of written report.
- e) Debra Steiger, Chief Financial Officer (written report on Share Point) – Debra provided a verbal review of the written report.

17-081 Moved by Director Duncan Milne to accept the Presentations as information.

CARRIED

Agenda 4 – APPROVAL OF MINUTES

- a) Regular Meeting September 21, 2017

17-081 Moved by Director Duncan Milne to approve the minutes from the regular meeting September 21, 2017 as presented. CARRIED



- a. To give signing financial and bank signing authority to three Board Directors and three Management, with one signature each required for payments.

Richard Nominates Duncan, Heather and Bruce for 2017-2018 signing authority.

5. INTRODUCTION TO MVSH

- a. CAO will present information about Mountain View Seniors' Housing and lead orientation.

a. Sam Smalldon presented verbal information. Orientation has been arranged to take place on April 7, 2018 at our Spring Retreat. Summarization of Orientation Binder material verbally provided.

6. ADJOURNMENT OF ORANIZATIONAL MEETING 7:48pm



Agenda 5 - BUSINESS ARISING FROM MINUTES

- a) MVSH and Olds and District Hospice Society Collaboration – Update – Sam presented the information.
- b) Provincial Legislative and Regulatory Reviews – Update – Sam presented the information.
- c) Draft Strategic Plan (Care, HR, Facilities, Finance) – Update – Sam presented the information.
- d) Capital Development and Planning – Request for Interest (RFI) for Architect and Construction Partners – Wayne provided a brief verbal review of intent and purpose. Legal review is currently in process.
- e) 2018-2022 Budget, Forecast and Business Plan Assumptions – Sam presented a verbal report on the two attached reports, which can be found on SharePoint.

17-082 Moved by Director Sonia Temple to approve continuation of business into 2018 based on 2017 approved budget and business plan with the final 2018 budget and business plan to be reviewed for approval at the next regular meeting on January 25, 2018. CARRIED

17-083 Moved by Director Bruce Beattie to approve 2018 Municipal Requisition Request the amount of \$1,278,462 and to approve 2018 Resident Fees and Prices to be effective January 1, 2018.

- f) Sundre Senior's Supportive Living Facility – Union Update – Sam presented the information. Discussions regarding Union impact and process.
- g) 2018 Board Calendar – Sam presented the information.

17-084 Moved by Director Marty to accept the business arising from minutes as information. CARRIED

Agenda 6 - REPORTS

- a) Building Committee – last met June 8, 2017
- b) Finance Committee- last met September 7, 2017
- c) Human Resources Committee- last met September 18, 2017
- d) Foundation Report – last met October 11, 2017
- e) Foothills Lodge Repurpose Committee Report – last met June 6, 2017
- f) ASCHA Report – Bruce provided a brief verbal report.
- g) 2017 Q3 Draft Financial Statements – Debra presented the information.
- h) 2017 Q3 Capital Report – Debra presented the information.

17-085 Moved by Director Richard Warnock to accept the reports as information. CARRIED



Agenda 7 - NEW BUSINESS

- a) Board Director Orientation/Committee Manuals – Available on Sharepoint.
- b) Board Retreat April 7, 2018 – Noted for calendars.

Agenda 8 - CHAIRMAN'S REPORT - no report presented at this time.

Agenda 9 - CAO's REPORT (written report on Share Point)

17-086 Moved by Director Heather Ryan to accept the CAO's report as information. CARRIED

Agenda 10 - POLICY REVIEW – no policy presented for review at this time.

Agenda 11 – CORRESPONDENCE

- a) Village of Cremona – Letter of Board Appointment
- b) Town of Carstairs – Letter of Board Appointment
- c) Town of Olds – Letter of Board Appointment
- d) Town of Didsbury – Letter of Board Appointment
- e) Mountain View County – Letter of Board Appointment
- f) Town of Sundre – Letter of Board Appointment
- g) To/From Minister – Community Housing
- h) To/From Minister – Foothills Lodge Repurposing
- i) To/From Village of Cremona

17-087 Moved by Director Sonia Temple to accept the business arising from minutes as information. CARRIED

Agenda 12 – PENDING

- a) Resident and Family Satisfaction Survey
- b) Communications Policy – NEW – In development
- c) Policy on Non-Disclosure for Paid Information

17-088 Moved by Director Heather Ryan to accept the pending items as information. CARRIED

Agenda 13 - IN-CAMERA – not at this time.

Agenda 14 - KEY MESSAGES

- a) The Board met with the MVSH Executive Management Team members at this meeting and received updates on several noteworthy matters.



- b) Acknowledgement by the new Board of the size, scope, complexity and the issues in moving MVSH forward. Also, acknowledgement of significant progress in developing MVSH by previous Boards.
- c) The Board commended MVSH as an organization for setting high care and service standards and having a resident focused philosophy when managing in the best interest of residents for delivery and risk management.
- d) The Board was provided each of the Committee prior meeting agenda and draft minutes in preparation for their first Committee meetings in the new year.
- e) The Board deferred final review of the 2018 Budget and 2018-2022 Business Plan for the next regular Board meeting on January 25, 2017 to permit them time to review and get acquainted with the budget developed under the previous Board guidelines.
- f) The Board did approve authority to continue operations in 2018 based on the 2017 approved budget with specific approval of the 2018 Municipal Requisition Request of \$1,278,462 and 2018 Resident Fees and Prices to be effective January 1, 2018.
- g) The Board requested our key messages highlight to Municipalities and Stakeholders the costs and impacts to MVSH of recent legislative changes by the current government. There are increased costs for vacation time for casual staff (\$208,000 annually) and for carbon tax which is not recoverable (\$100,000 annually in 2018). The impacts to MVSH are fewer resources for care and services to residents to maintain a balanced budget as there is no funding of these added costs.
- h) The Board was presented with the Q3 Financial Statements and the third quarter budget management reports for review with improvements noted for 2017 budget management strategies having positive impact as each quarter is booked.
- i) The Board was with the Q3 Capital Report showing the status of 2017 approved capital projects.
- j) The Board reviewed each of the major correspondence matters, including letters between the Board and the Minister related to Community Housing and the Repurposing of the Foothills Lodge. The Board requested the CAO follow up on each matter for outstanding decisions to be made by the Minister as soon as possible.



- k) Acknowledgement of the good work and response by MVSH to the Carstairs Chinook Winds Lodge evacuation which occurred this past summer between June 19-September 26, 2017.
- l) The Board was presented with the results of an independent life cycle assessment ranking for all assets owned or managed by MVSH. The organization was acknowledged for its forward-thinking approach to planning and prioritizing assets for replacement or major renovations.
- m) The Board was provided some insights into the long list of deferred maintenance projects completed and the long list of deferred maintenance yet to be done which has been included in the 5-year business and capital plans submitted to the Minister earlier this fall.

Agenda 15 – NEXT MEETING & 2018 BOARD MEETING SCHEDULE

- a) Next meeting date Thursday January 25, 2018 @ 6:30 PM-9:00 PM
At MVSH Administration Offices, Olds AB.

Agenda 16 – ADJOURNMENT at 9:30 PM by Chair Bruce Beattie.

A handwritten signature in blue ink, appearing to read 'Bruce Beattie', is written over a horizontal line.

Chair Bruce Beattie