

MINUTES
MARQUIS FOUNDATION BOARD MEETING
PETER DAWSON LODGE, VULCAN AB
January 30th, 2024

Present: Kelly N., Judy S., Patrick W., Kym N., Gloria W.

Present by Microsoft Teams: Laurie L., Brad K.

Absent with regrets: Matt C., Jamie S.

1) Call to Order:

The meeting was called to order at 6:17 p.m. by Judy S.

2) Guest:

3) Additions to Agenda:

4) Adoption of Agenda:

Kelly N. motioned to accept the agenda as presented. No opposition. Carried.

5) Approval of Previous Minutes November 28th, 2023:

Kym N. motioned to accept the minutes as presented. No opposition. Carried.

6) Business arising from the Minutes:

Judy S. stated that three Board members and Gloria W. have registered for the ASCHA convention being held in March.

7) Approval of Previous Email Minutes December 28th, 2023:

Patrick W. motioned to accept the minutes as presented. No opposition. Carried.

8) Business arising from Minutes:

9) Financial Reports:

Gloria W. stated that in November, \$200,000 was transferred from the NDA account to the Capital T-Bill account as per minutes from August 29th, 2023.

In December as per Special Email meeting on December 28th, 2023, the following funds were transferred in the NDA account from operating cash: \$25,000.00 to Operating Reserve; \$10,000.00 to Emergency Reserve; and \$75,000.00 to Capital Reserve. \$15,675.00 was transferred from Capital Reserves to Operating Cash in the NDA as per August 29th, 2023, minutes, for the purchase of new dining room chairs.

Brad K. motioned to accept the financial reports as presented by Gloria W. as information. No opposition. Carried.

10) Correspondence:

10.1 Alberta Seniors, Community and Social Services

10.2 MNP Engagement Letter

10.3 WCB Rate Statement

10.4 Alberta Seniors, Community and Social Services

Laurie L. made a motion to accept the correspondence as information. No opposition. Carried.

11) CAO Report December 2023/January 2024:

Kelly N. inquired about the heating issues on the North end of the Lodge if that was due to the boilers.

Gloria W. stated that this was a normal thing that happens when the temperatures turn frigid. Gloria W. will check into getting another inspection on the boilers.

Brad K. motioned to accept the report as information. No opposition. Carried.

12) Director of Resident Care Report December 2023/January 2024:

Kym N. motioned to accept the reports as information. No opposition. Carried.

13) Policies:

13.1 Menu Planning CH 02 SEC 03 SUB 75

Kym N. motioned to accept the Menu Planning Policy as presented. No opposition. Carried.

13.2 Head Housekeeper CH 02 SEC 03 SUB 79

Kelly N. motioned to accept the Head Housekeeper Policy as presented. No opposition. Carried.

13.3 Housekeeper CH 02 SEC 03 SUB 80

Patrick W. motioned to accept the Housekeeper Policy as presented. No opposition. Carried.

13.4 Utilities CH 03 SEC 03 SUB 50

Brad K. motioned to accept the Utilities Policy as presented. No opposition. Carried.

13.5 Minimum Personal Income CH 02 SEC 03 SUB 40

Laurie L. motioned to accept the amended Minimum Personal Income Policy as presented. No opposition. Carried.

14) New Business:

14.1 SCH Rent Increase

Brad K. made a motion to increase the rental price of the Self-Contained Apartments by five percent (5%). No opposition. Carried.

14.2 Project Update

Kelly N. stated that once the Foundation is approved for the AHPP Grant, \$100,000.00 will be donated to the building project.

Laurie L. stated that the disclosure of the recipients of the AHPP Grant has been delayed. If the Foundation is granted the money, an application will be made to CMHC and on approval from CMHC, ten percent (10%) of the AHPP money will be released.

Patrick W. made a motion to accept the update as information. No opposition. Carried.

15) Closed Meeting:

15.1 Moved by Kelly N. for the Board to go into a closed meeting at 7:04 p.m. to discuss a Personnel issue pursuant to the FOIP Section 24(1)(d). No opposition. Carried.

Moved by Laurie L. for the Board to come out of a closed meeting at 7:05 p.m.

16) Motions Coming from a Closed Meeting:

17) Next Meeting:

The next meeting is scheduled for Tuesday February 27th, 2024, 6 p.m., Peter Dawson Lodge and Microsoft Teams.

18) Adjournment:

The meeting was adjourned at 7:06 p.m. by Kym N. No opposition. Carried.

CAO – Marquis Foundation

Chair – Marquis Foundation