

MINUTES
MARQUIS FOUNDATION BOARD MEETING
PETER DAWSON LODGE, VULCAN AB
May 30th, 2023

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

Present by Microsoft Teams: Brad K., Matt C.

Absent with regrets: Jamie S., Nicholas K.

1) Call to Order:

The meeting was called to order at 6:05 p.m. by Laurie L.

2) Guest:

3) Additions to Agenda:

Laurie L. requested 12.6 – Holidays a and b.

4) Adoption of Agenda:

Judy S. motioned to accept the amended agenda. No opposition. Carried.

5) Approval of Previous Minutes April 25th, 2023:

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

6) Business arising from the Minutes:

7) Financial Reports:

Patrick W. and Matt C. entered the meeting at 6:08 p.m.

Gloria W. stated that on the Notice Amount for PDL, \$200,000.00 was transferred to the T-bill account as per March 6th, 2023, minutes. On the summary page, the capital reserve fund was increased by \$8,021.78 and the interest fund was decreased as per the March 28th, 2023, minutes. The capital reserve in the Phase 4 Notice Amount is now \$209,769.15 as per March 28th, 2023, minutes.

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

8) Correspondence:

8.1 Licensing and Compliance

8.2 Alberta Seniors – 2022 Carryover Approval

Patrick W. moved to accept the correspondence as presented as information. No opposition. Carried.

9) CAO Report April/May 2023:

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

10) Director of Resident Care Report April/May 2023:

Matt C. motioned to accept the reports as information. No opposition. Carried.

11) Policies:

12) New Business:

12.1 Business Plan 2024-2025

Laurie L. thanked Kelly N. and Judy S. for their help in working on the Business Plan. Brad K. motioned to accept the Business Plan as presented. No opposition. Carried.

12.2 Appreciation

A discussion was held about showing appreciation to the Residents and Staff. Brad K. made a motion that the Board would have a BBQ for the Residents and Gift Certificates would be given to the Staff. Budget for the Gift Certificates is \$1,200.00. No opposition. Carried. Date to be determined.

12.3 Boiler Quote from Berc Mechanical

A discussion was held about the difference between Berc Mechanical and Reive Plumbing. Gloria W. will contact both companies to discuss a warranty and Patrick W. will check out the specifications on the two different boiler systems.

12.4 Health Inspection

Judy S. motioned to accept the reports as information. No opposition. Carried.

12.5 Capital Project Update

Laurie L. stated that Kelly N. Judy S. and Laurie L. toured a few Lodges to observe their new buildings. The tours were very helpful.

12.6(a) – Staff Holiday

Brad K. motioned to give Gloria W. three weeks of holidays in July. No opposition. Carried.

12.6(b) – Board break in summer

Matt C. motioned that the Board take a break for the month of July. No opposition. Carried.

13) Closed Meeting:

Moved by Kym N. for the Board to go into a Closed Meeting at 6:57 p.m. to discuss a Resident, a new applicant, and a Tenant pursuant to the FOIP Section 17(1). Also, to be discussed is a Letter of Financial Support. No opposition. Carried.

Moved by Judy S. for the Board to come out of a Closed Meeting at 7:13 p.m. No opposition. Carried.

14) Motions Coming from a Closed Meeting:

Kelly N. motioned to accept the Resident discussion as information. No opposition. Carried.

Moved by Brad K. to allow a Resident to make the necessary renovations at his own cost with the approval of the Chief Administrative Officer. No opposition. Carried.

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

Moved by Judy S. to send a letter of financial support from the Marquis Foundation for the Marquis Foundation Project in the amount of \$1.25 million to come out of reserves. No opposition. Carried.

15) Next Meeting:

The next meeting is scheduled for Tuesday June 27th, 2023, 6 p.m., Peter Dawson Lodge and Microsoft Teams.

16) Adjournment:

The meeting was adjourned at 7:18 p.m. by Laurie L. No opposition. Carried.

CAO – Marquis Foundation

Chair – Marquis Foundation

APPROVED