

MINUTES
MARQUIS FOUNDATION BOARD MEETING
PETER DAWSON LODGE, VULCAN AB
November 4th, 2025

Present: Kelly Nelson (Chair) Gloria Wiebe (CAO), Judy Sanderson (Secretary), Laurie Lyckman, Kevyn Stevenson, Doug Headrick and Dick Ellis

Present by Microsoft Teams: Brad Koch

Absent with regrets: Doug Fraser

- 1) **Call to Order:** Kelly Nelson called the meeting to order at 6:03 p.m.
- 2) **Guest:** None.
- 3) **Additions to Agenda:** Under Old Business 16.1 Lodge Update; Under 17.5 Tenant Agreement for SCH and Vulcan House.
- 4) **Adoption of Agenda:** Dick Ellis moved the Agenda as Amended – None opposed. Carried.
- 5) **Approval of Previous Minutes:** Brad Koch approved the Minutes as presented. – None opposed. Carried.
- 6) **Business arising from Minutes:** None.
- 7) **Approval of Email Motion Minutes from October 16, 2025** – Laurie Lyckman made the motion to approve the Email minutes as presented. None opposed. Carried.
- 8) **Business arising from Email Motion Minutes:** None.
- 9) **Approval of SCH (Self Contained Housing) Minutes dated October 28, 2025** – Judy moved the SCH Minutes as presented. None opposed. Carried.
- 10) **Business arising from SCH Minutes** – None.
- 11) **Financial Reports:** Dick Ellis moved the financial reports as presented – None opposed. Carried.
- 12) **Correspondence:**
 - 12.1 – **Village of Arrowwood Letter** – letter shows lot size and value of \$25,000.
 - 12.2 – **Environmental Public Health** – Inspection was completed and we passed – no concerns noted during the inspection.Dick Ellis made a motion to accept the correspondence for information. None opposed. Carried

13) CAO Report October 2025: new resident on Nov 3rd and another one soon.

14) Director of Resident Care Report:

Laurie Lyckman made a motion to accept the CAO and Director of Resident Care Reports as info – None opposed. Carried.

15) Policies – None.

16) Old Business:

16.1 – Lodge Update – brought new councilors up to date with Modernization Program and AHPP.

17) New Business:

17.1 – Board/Resident/Staff Christmas Party – Thursday, December 11th, 2025 at 5:00 p.m.

17.2 – Staff Christmas Gifts – we discussed what was given for gifts last year and also noted that we have 3 service awards to be presented – 1 for 10 years and 2 for 5 years. Noted we would be \$975 short from the staff appreciation fund.

Doug Headrick made a motion to have Gloria move \$975 to the staff appreciation fund from the Chequing Account. None opposed. Carried.

17.3 – PDL Budget 2026 – after feedback from all on the Board, Dick Ellis made a motion to proceed with Draft 3. None opposed. Carried.

17.4 – PHS 4 Budget 2026 - After discussion Laurie Lyckman moved SCH – Phase 4 Budget 2026 be approved. None opposed. Carried.

17.5 – Resident Tenancy Agreements – It was noted that we have outdated rental agreements for all of the SCH and the Vulcan House. Rental agreement for the Peter Dawson Lodge but officially it should be Marquis Foundation. Kevyn Stevenson made a motion to have our lawyer complete new rental agreements for all of Marquis’s facilities. None opposed. Carried.

18) Closed Meeting: None for this meeting.

19) Motions Coming from a Closed Meeting: N/A.

20) Next Meeting: December 2nd, 2025 at 6:00 p.m., Peter Dawson Lodge and Microsoft Teams.

21) Adjournment: Kelly Nelson adjourned the meeting at 7:11 p.m.

CAO – Marquis Foundation

Chair – Marquis Foundation