

**Shoreham Village Senior Citizens Association
Board of Directors Meeting Notes
November 21, 2018
4:10 pm**

Present: Sue Neilson, Patsy Brown, Alice Leverman, Liz Finney, John Frizzle, Joseph Green and Janet Simm
Regrets: Nancy Timbrell-Muckle
Phone: Reinhard Jerabek
Guests: MJ Hampton

1. Approval of Agenda

Motion to approve agenda. Liz Finney/Patsy Brown. Motion Carried.

2. Approval of Minutes

2.1 September 19, 2018

There were a couple edits to the minutes. Under Section 2 – Bullets 2 and 3 – Should be “next steps plan” instead of “business plan”.

Under Section 6.1 – First Bullet – Should be “the Board was invited to the education portion of the Northwood Strategic Planning session”.

Motion was made to approve the September 19, 2018 minutes as amended. Patsy Brown/Alice Leverman. Motion Carried.

2.2 October 17, 2018 (email vote)

Joseph Green should be added as a participant.

The final sentence should read “The electronic voting was approved”

2.3 November 11-13 2018 (email vote)

Executive Expectation Monitoring and the Governance/Self-Monitoring GP-2 and GP-3.

Motion was made to approve the November 11-13, 2018 email vote. Liz Finney/Alice Leverman. Motion Carried.

The Chair thanked everyone for participating on the email vote on the consent agenda.

3. Business Arising

- Will proceed with the Building Renewal Planning as per the planning just completed with the support of Mary Jane Hampton.
- John Frizzle offered a number of comments and feedback from families and staff:
 - Disruption on D Wing – What we are doing is not working. The only positive thing was to move resident in question into a private room which helped some. The CEO agreed to send an email clarifying the steps that are being taken in advance of the January meeting.
 - Door closures between the wings – This limits the residents in wheel chairs from travelling throughout the building. Staff making deliveries also have a challenge getting the doors open. Not sure that there has been substantial improvements with the sound issue. The doors themselves are causing noise when opening and closing.
 - Staff Dress Code – Concerns over why we don't have a dress code for maintenance workers – Other staff look professional and wear nametags. The CEO will follow up with Gaye.
 - How many ceiling lifts we were approved for?
 - The question regarding the reserve funds (8.2 of the September 19, 2018 minutes). The CEO will ask Reinhard to send an email to clarify.

4. Chairs Report

- Board Policies – The agenda should have included these policies as stand-alone Board Policies. Board Policies cannot be approved on a consent agenda.

EE-4 – Financial Condition – Upon review of the meeting minutes, there was no evidence that a change in this policy is required.

Motion to approve current version of EE-4 Financial Condition. Alice Leverman/John Frizzle. Motion Carried.

EE-5 – Asset Protection – Upon review of the meeting minutes, there was no evidence that a change in this policy is required.

Motion to approve current version of EE-5 Asset Protection. Patsy Brown/John Frizzle. Motion Carried.

- The Board Chair and CEO had a meeting with the Foundation directors, Janet Creaser and Sandra Matthews to discuss the proposed mail out. It was discussed that the mail out is a great idea; however, there is an issue with timing. They were fine with the discussion and agreed to hold off.
- During the discussion it was noted that there is nothing in their bylaws that requires communication with the Board of Directors regarding fundraising activities. The Board Chair will discuss a bylaw change in the future. A future discussion will include the relationship between those who raise the money and the recipient organization.
- Meeting with the Board Chair and the Co-Chair with representatives of the Apartment Board (Fred Buckland and Rick Casavand). They are in the process of turning the Resource Centre into four bachelor apartments. They have a plan and are looking at financing. They have a waiting list for housing.

5. Finance Report

5.1 Financial Statements to October 31, 2018 (Attachment)

Financial Statements were pre-circulated.

Motion to receive October Statements. Liz Finney/Alice Leverman. Motion Carried.

6. CEO Report

– Questions regarding the pre-circulated report:

- The proposed main entrance project and the door configuration.
- CCA course question – We hope the funding will be available winter of 2019. This will give us additional time to recruit candidates.
- Monthly attendance draws – Wonder if that is the best evidenced based. Would like clarification regarding the types of incentives being offered.
- C Wing issues

Motion to accept the CEO report moved by John Frizzle and seconded by Joseph Green. Motion Carried.

6.1 Shoreham Village Logo

Logo selected from 5 options. Requested that the tag line: “Be at Home” be made more prominent and an adjustment to make the waves more prominent and perhaps put them off center.

7. Board Planning Cycle 2018-2019 (Attachment)

Board Planning Cycle was approved for 2018-2019.

8. Next Meeting: January 16, 2019

Policy GP-2.5 will be added as an agenda item. Issue of concern is the timing of the pre-circulated board package.

9. Adjournment