

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday, February 17, 2022

Present: Michelle McKenzie (Chair by Zoom), Ramona Robins, Chris Czember, Dan Hamilton (by Zoom), Darren Hirsch (by Zoom), Sourav Saha (Acting CAO), Chelsy McArady (HR & Workflow Manager), Myrna Cooper (Advisor to the Board)

Regrets: Dwight Kilpatrick (Vice Chair)

1. Call to Order

The meeting was called to order by Michelle McKenzie (Chair) at 10:35 am.

2. Approval of the Agenda

MOTION: Moved by Dan Hamilton to approve the agenda with the addition of item 4 iii) General Organization Controls 2021. CARRIED

3. Approval of the Minutes

MOTION: Moved by Chris Czember to approve the minutes of the meeting of the Board of Directors held on January 20, 2022, as presented. CARRIED

4. Business Arising from the Minutes

a) A-13 Out-of-Scope Compensation and Benefits

MOTION: Moved by Chris Czember to request the Policy Committee to review and discuss the Out-of-Scope Compensation policy further and to separate the policy into two policies for Group A and Group B. CARRIED

5. New Business

a) Ratify Motion of Appointment of CAO

MOTION: Moved by Darren Hirsch to ratify the motion that was approved by emails on January 24, 2022, that we offer Sourav Saha the position of Chief Administrative Officer (CAO) of Cypress View Foundation on the terms and conditions set out in the CAO contract attached to that same email. CARRIED

b) Organization Chart

MOTION: Moved by Chris Czember to approve the revised organization chart as presented. CARRIED

c) General Organizational Controls 2021

Presented for information only,

6. Committee Reports

a) Finance Committee

MOTION: Moved by Dan Hamilton to approve the minutes of the Finance Committee meeting of January 28, 2022. CARRIED

MOTION: Moved by Darren Hirsch to approve the December Financials and Bank Reconciliation. CARRIED

b) Policy and Board Development Committee

MOTION: Moved by Ramona Robins to approve the minutes of the Policy and Board Development Committee held on February 14, 2022. CARRIED

Amendments to Policies:

- a. Policy B-2 Communication
MOTION: Moved by Chris Czember to approve the revised Policy B-2 Communication. CARRIED
- b. Policy B-3 Policy Reviews
MOTION: Moved by Ramona Robins to approve the revised Policy B-3 Policy Reviews. CARRIED
- c. Policy P-11 Expense Claims
MOTION: Moved by Chris Czember to approve the revised Policy P-11 Expense Claims. CARRIED
- d. Policy P-12 Code of Ethics
MOTION: Moved by Ramona Robins to approve the revised Policy P-12 Code of Ethics. CARRIED
- e. Policy R-17 Meal Program
MOTION: Moved by Chris Czember to approve the revised Policy R-17 Meals. CARRIED
- f. Policy R-18 Group Use of Games Room
MOTION: Moved by Ramona Robins to approve the revised Policy R-18 Sunrise Vista Ground Floor Common Room. CARRIED

7. Operational Reports

a) Acting CAO Report

MOTION: Moved by Dan Hamilton to approve the CAO Report as presented.
CARRIED

In addition to the CAO report, Sourav included a document "Teamwork Definition and Fostering Collaboration at Work."

b) January Occupancy Reports

MOTION: Moved by Ramona Robins to approve the January Occupancy Reports as presented. CARRIED

8. Next Meeting Date

The next Board meeting will be March 17, 2022 @ 9:00 am.

9. In-Camera Session

Not required

10. Adjournment

The meeting was adjourned by the Board Chair at 11:32 am.

Minutes by Chelsy McArady, February 17, 2022

Signed: _____ Date: _____
Michelle McKenzie, Board Chair