

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday, July 21, 2022

Present: Michelle McKenzie (Chair), Dan Hamilton, Ramona Robins, Chris Czember, Darren Hirsch, Sourav Saha (CAO), Chelsy McArady (HR & Workflow Manager)

Regrets: Dwight Kilpatrick (Vice Chair)

1. Call to Order

The meeting was called to order by Michelle McKenzie at 9:17 am.

2. Approval of the Agenda

MOTION: Moved by Dan Hamilton to approve the agenda with amendments to withdraw policies P-41 Stat Holidays, and R-62 Use of Small Microwave. CARRIED

3. Approval of the Minutes

MOTION: Moved by Darren Hirsch to approve the minutes of the meeting of the Board of Directors held on June 16, 2022, as presented. CARRIED

4. Business Arising from the Minutes

Nothing to report

5. New Business

a) Telephone and Cable rate

MOTION: Moved by Chris Czember to increase the current telephone, and cable rate by \$2.00 per resident. CARRIED.

b) CARF Accreditation- Tabled to request further budgetary clarification

c) Proposed Organizational chart

MOTION: Moved by Darren Hirsch to approve the organizational chart as presented. CARRIED

d) Resident Club from donations account

MOTION: Moved by Ramona Robbins to donate \$500.00 to the Resident Club from Cypress view Foundations donations account. CARRIED

6. Committee Reports

a) Finance Committee

MOTION: Moved by Dan Hamilton to approve the minutes of the Finance Committee held on July 15, 2022. CARRIED

MOTION: Moved by Chris Czember to approve the April Financials and Bank Reconciliation. CARRIED

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

b) Policy and Board Development Committee

MOTION: Moved by Ramona Robbins to approve the minutes of the Policy and Board Development Committee held on July 18, 2022. CARRIED

Amendments to Policies:

- a. Policy F-2 Donations
MOTION: Moved by Darren Hirsch to approve the revised Policy F-2 Donations. CARRIED
- b. Policy F-3 Reserves
MOTION: Moved by Dan Hamilton to approve the revised Policy F-3 Reserves. CARRIED
- c. Policy F-4 Tendering
MOTION: Moved by Chris Czember to approve the revised Policy F-4 Tendering. CARRIED
- d. Policy F-7 Non-Sufficient Funds or Bank Fees
MOTION: Moved by Dan Hamilton to approve the revised Policy F-7 Non-Sufficient Funds or Bank Fees. CARRIED
- e. Policy F-10 Disposal of Assets
MOTION: Moved by Darren Hirsch to approve the revised Policy F-10 Disposal of Assets. CARRIED
- f. Policy F-11 Purchasing
MOTION: Moved by Chris Czember to approve the revised Policy F-11 Purchasing. CARRIED
- g. Policy F-13 (prior R-35) Security Deposits
MOTION: Moved by Dan Hamilton to approve the revised Policy F-13 Security Deposits. CARRIED
- h. Policy H-9 Workplace Violence
MOTION: Moved by Chris Czember to approve the revised Policy H-9 Workplace Violence. CARRIED
- i. Policy H-11 Disposal of Sharps
MOTION: Moved by Darren Hirsch to approve the revised Policy H-11 Disposal of Sharps. CARRIED
- j. Policy H-13 Modified Work
MOTION: Moved by Dan Hamilton to approve the revised Policy H-13 Modified Work as amended. CARRIED
- k. Policy H-14 Manual Materials Handling
MOTION: Moved by Chris Czember to approve the revised Policy H-14 Manual Materials Handling. CARRIED

- l. Policy H-40 Asbestos
MOTION: Moved by Darren Hirsch to approve the revised Policy H-40 Asbestos. CARRIED

- m. Policy H-98 (prior P-21) Rodent Insect Infestation
MOTION: Moved by Darren Hirsch to approve the revised Policy H-98 Rodent Insect Infestation as amended. CARRIED

- n. Policy P-13 Local Authority Pension Plan
MOTION: Moved by Chris Czember to approve the revised Policy P-13 Local Authority Pension Plan. CARRIED

- o. Policy P-22 Influenza Vaccination Policy
MOTION: Moved by Chris Czember to approve the revised Policy P-22 Influenza Vaccination Policy. CARRIED

- p. Policy P-23 Lost Property
MOTION: Moved by Dan Hamilton to approve the revised Policy P-23 Lost Property. CARRIED

- q. Policy P-41 Stat Holidays- withdrawn

- r. Policy R-14 Deceased Resident
MOTION: Moved by Dan Hamilton to approve the revised Policy R-14 Deceased Resident. CARRIED

New Policies:

- a. Policy F-12 Procurement
MOTION: Moved by Dan Hamilton to approve the new Policy F-12 Procurement. CARRIED

Policies for Discussion:

Policy/Project R-62 Use of Small Microwave – Policy withdrawn with further information needed for pilot project

7. Operational Reports

a) CAO Report

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

b) June Occupancy Reports

MOTION: Moved by Chris Czember to approve the June Occupancy Reports as presented. CARRIED

8. Next Meeting Date

The next Board meeting will tentatively be September 15th, 2022 @ 9:00 am.

9. In-Camera Session

MOTION: Moved by Ramona Robbins to go in-camera at 10:28 am. CARRIED

Chelsy left the meeting @ 10:25am

Sourav left the meeting @ 10:30am

MOTION: Moved by Chris Czember to return to regular session at 11:06 am. CARRIED

MOTION: Moved by Ramona Robbins that the CAO's pay will increase by the amount of the short-term disability premiums. CARRIED

10. Adjournment

The meeting was adjourned by the Board Chair at 11:10 am.

Minutes by Chelsy McArady, July 21, 2022

Signed: _____ Date: _____

Michelle McKenzie, Board Chair