

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday December 15th, 2022

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

Regrets: Dwight Kilpatrick

Call to Order

The meeting was called to order by Sourav Saha at 9:04am.

1. Approval of the Agenda

MOTION: Moved by Michelle McKenzie to approve the agenda with amendment to move up Board elections. CARRIED

2. Approval of the Minutes

MOTION: Moved by Dan Hamilton to approve the minutes of the meeting of the Board of Directors held on November 14th 2022, as presented. CARRIED

3. Business Arising from the Minutes

Nothing to report

Election of Officers

- Chair-Chris Czember was nominated for the position of Board Chair. No further nominations were received, and nominations were declared closed. Chris Czember was declared elected by acclamation as Board Chair.
- Vice-Chair-Ramona Robins was nominated for the position of Board Vice-Chair. No further nominations were received, and nominations were declared closed. Ramona Robins was declared elected by acclamation as Board Vice-Chair.
- **Committee Appointees**
- Motion: Moved by Dan Hamilton to keep the current Policy and Board Development committee members the same. Carried
- Motion: Moved by Michelle McKenzie to keep the current Finance committee members the same. Carried

4. New Business

- a) CMHA Project Highlight
- b) GoA Project Highlights
- c) Scope of Services Letter
Motion: Moved by Michelle McKenzie to take 20,000 from the reserve fund to fund the study also look into grant funding opportunities for the same. Carried
Motion: Moved by Ramona Robins to have the Board draft a letter to Alberta Premier Danielle Smith for funding for the same. Carried
- d) Apartment Tenancy Agreement
Motion: Moved by Michelle McKenzie for information. Carried
- e) Lodge/SRV Tenancy Agreement
Motion: Moved by Dan Hamilton for information. Carried

- f) Resident/Tenant Handbook
Motion: Moved by Ramona Robins for information. Carried
- g) New Signage
- h) Operational Workplan
Motion: Moved by Ramona Robins for information. Carried
- i) Financial Surplus
MOTION: Moved by Dan Hamilton to approve surplus to be moved to reserve fund with notification of transfer to the Finance committee and to come back to the Board after completion. CARRIED

5. Committee Reports

a) Finance Committee – nothing to report

b) Policy and Board Development Committee

MOTION: Moved by Ramona Robins to approve the minutes of the Policy and Board Development Committee held on December 5th, 2022. CARRIED

Amendments to Policies:

- a) A-14 Complaints Process for Out-of-Scope Employees
MOTION: Moved by Dan Hamilton to approve the revised A-14 Complaints Process for Out-of-Scope Employees. CARRIED
- b) H-3 Infection Control
MOTION: Moved by Michelle McKenzie to approve the revised H-3 Infection Control as amended. CARRIED
- c) P-1 Attendance
MOTION: Moved by Dan Hamilton to table the revised P-1 Attendance for correction back to the policy committee. CARRIED
- d) P-32 Dress Code
MOTION: Moved by Ramona Robins to approve the revised P-32 Dress Code as amended. CARRIED
- e) R-5 Tenancy, Resident Discharge Lodge
MOTION: Moved by Michelle McKenzie to approve the revised R-5 Tenancy, Resident Discharge Lodge as amended. CARRIED

New Policies:

- a) H-99 Anti-Bullying
MOTION: Moved by Dan Hamilton to approve the new H-99 Anti-Bullying. CARRIED

- b) T-1 Apartment Tenancy
MOTION: Moved by Michelle McKenzie to approve the new T-1 Apartment Tenancy as amended. CARRIED

- c) T-2 Tenancy, Resident Discharge Apartment
MOTION: Moved by Ramona Robins to approve the revised T-2 Tenancy, Resident Discharge Apartment as amended. CARRIED

6. Operational Reports

a) CAO Report

MOTION: Moved by Michelle McKenzie to approve the CAO Report as presented. CARRIED

b) November Occupancy Report

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

7. Next Meeting Date

The next Board meeting will be January 19th, 2023 @ 9:00 am.

8. In-Camera Session

MOTION: Moved by Ramona Robins to go in-camera at 10:24 am. CARRIED

MOTION: Moved by Michelle McKenzie to return to regular session at 10:42 am. CARRIED

9. Adjournment

The meeting was adjourned by the Board Chair at 10:43 am.

Minutes by Chelsy McArady, December 15th, 2022

Signed: _____ Date: _____