

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Monday, November 14th, 2022

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

Regrets:

Call to Order

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

1. Approval of the Agenda

MOTION: Moved by Ramona Robins to approve the agenda. CARRIED

2. Approval of the Minutes

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

3. Business Arising from the Minutes

Nothing to report

4. New Business

- a. MNP Financial Audit- March 16th, 2023 Board Meeting
- b. Apartment maximum rate review
- c. Process review for apartment- yearly contract instead of month to month
- d. Policy for rent review based on yearly income in reference to notice of assessment

MOTION: Moved by Dwight Kilpatrick to develop a policy that encompasses maximum rate for apartments, yearly lease contracts, and rent review based on notice of assessments. CARRIED

5. Committee Reports

a) Finance Committee

MOTION: Moved by Dan Hamilton to approve the minutes of the Finance Committee held on November 4th, 2022 as amended. CARRIED

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

b) Policy and Board Development Committee

MOTION: Moved by Chris Czember to approve the minutes of the Policy and Board Development Committee held on November 2nd, 2022. CARRIED

Amendments to Policies:

a) B-1 Board Honoraria

MOTION: Moved by Dwight Kilpatrick to approve the revised B-1 Board Honoraria as amended. CARRIED

b) B-4 Decision Making

MOTION: Moved by Chris Czember to approve the revised B-4 Decision Making. CARRIED

c) F-1 Budget Preparation Guidelines

MOTION: Moved by Darren Hirsch to approve the revised F-1 Budget Preparation Guidelines. CARRIED

d) F-5 Investments

MOTION: Moved by Dwight Kilpatrick to approve the revised F-5 Investments as amended. CARRIED

e) H-83 Use of WHMIS

MOTION: Moved by Chris Czember to approve the revised H-83 WHMIS. CARRIED

f) R-7 Smoking

MOTION: Moved by Ramona Robins to approve the revised R-7 Smoking. CARRIED

6. Operational Reports

a) CAO Report

MOTION: Moved by Ramona Robins to approve the CAO Report as presented. CARRIED

b) October Occupancy Report

MOTION: Moved by Chris Czember to approve the October Occupancy Report as presented. CARRIED

7. Next Meeting Date

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

8. In-Camera Session

9. Adjournment

The meeting was adjourned by the Board Chair at 1158 am.

Minutes by Chelsy McArady, November 14th, 2022

Signed: _____ Date: _____

Chris Czember, Board Chair