

## CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday, October 20<sup>th</sup>, 2022

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

Regrets: Ramona Robins

### **Call to Order**

The meeting was called to order by Michelle McKenzie (Chair) at 9:02 am.

### **1. Approval of the Agenda**

MOTION: Moved by Dan Hamilton to approve the agenda. CARRIED

### **2. Approval of the Minutes**

MOTION: Moved by Darren Hirsch to approve the minutes of the meeting of the Board of Directors held on September 15<sup>th</sup> 2022, as presented. CARRIED

### **3. Business Arising from the Minutes**

Nothing to report

### **4. New Business**

a. Meet the team – The Board was introduced to the following team members, Kevin Schaaf (Maintenance Manager), Cindy Rattai (Finance Manager), Hilary Hamilton (Activities and Accommodations manager), Cora-Lee Gray (Scheduling Coordinator), Kim Redpath (Payroll and Accounts Payable), Dhaneesh Gopi (Food Services Manager), Chelsy McArady (HR & Workflow Manager), Heather Armstrong (Care Manager), Jamie Sawatzky (Community Relations Coordinator)

b. 2023 Budget

MOTION: Moved by Darren Hirsch to accept the 2023 Budget as amended.  
CARRIED

c. Myrna- all in agreeance to provide Myrna Cooper with a gift of appreciation on October 31, 2022 @ 10:30 am.

### **5. Committee Reports**

#### **a) Finance Committee**

MOTION: Moved by Dwight Kilpatrick to approve the minutes of the Finance Committee held on October 7<sup>th</sup>, 2022. CARRIED

MOTION: Moved by Darren Hirsch to approve the July and August 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 October 3<sup>rd</sup>, 2022 as amended. CARRIED

**Amendments to Policies:**

a) F-6 Signing Authority

MOTION: Moved by Dwight Kilpatrick to approve the revised F-6 Signing Authority as amended. CARRIED

b) P-5 Benefits

MOTION: Moved by Dan Hamilton to approve the revised P-5 Benefits. CARRIED

c) P-14 Safe Driving

MOTION: Moved by Darren Hirsch to approve the revised P-14 Safe Driving. CARRIED

d) P-24 Workplace Accommodation

MOTION: Moved by Dwight Kilpatrick to approve the revised P-24 Workplace Accommodation. CARRIED

e) R-46 Use of Alcohol Substances

MOTION: Moved by Dan Hamilton to approve the revised R-46 Use of Alcohol Substances. CARRIED

**6. Operational Reports**

**a) CAO Report**

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

**b) September Occupancy Report**

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

**7. Next Meeting Date**

The next Board meeting will be November 14<sup>th</sup>, 2022 @ 10:30 am.

**8. In-Camera Session**

**9. Adjournment**

The meeting was adjourned by the Board Chair at 11:30 am.

Minutes by Chelsy McArady, October 20<sup>th</sup>, 2022

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Michelle McKenzie, Board Chair