

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Wednesday March 15, 2023

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

Guests: Tracy Noullett, (CPA, CA), Christine Fisher (CPA), Cindy Rattai (Finance Manager)

Regrets: Dwight Kilpatrick, Ramona Robins

Call to Order

The meeting was called to order by Chris Czember @ 11:55 am.

1. Approval of the Agenda

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

2. Approval of the Minutes

MOTION: Moved by Michelle McKenzie to approve the minutes of the meeting of the Board of Directors held on February 16, 2023 as presented. CARRIED

3. Business Arising from the Minutes

Nothing to report.

4. New Business

a) MNP Year End Audit Presentation by Tracy Noullett, CPA, CA

MOTION: Moved by Darren Hirsch to approve the 2022 Year End Financial Audit Report as presented. CARRIED

b) Reserves

MOTION: Moved by Dan Hamilton to approve the allocation of \$ 681,54.00 (Six hundred and eighty-one thousand, fifty-four dollars) to the restricted capital reserve, and to top up the restricted capital equipment reserve to \$250,000.00 (Two hundred and fifty thousand dollars). CARRIED

Cindy Rattai, Tracy Noullett, Christine Fisher left the meeting at 1:50 pm.

5. Committee Reports

a) Finance Committee

MOTION: Moved by Darren Hirsch to approve the minutes of the Finance Committee held on March 10th, 2023 as presented. CARRIED

MOTION: Moved by Darren Hirsch to approve the January 2023 Financials and Bank Reconciliation. CARRIED

b) Policy and Board Development Committee

MOTION: Moved by Michelle McKenzie to approve the minutes of the Policy and Board Development Committee held on March 6th, 2023. CARRIED

Amendments to Policies:

a) F-1 Budget Preparation Guidelines

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

b) R-4 Appeals

MOTION: Moved by Darren Hirsch to approve the revised R-4 Appeals. CARRIED

c) R-45 Powered Wheelchairs

MOTION: Moved by Michelle McKenzie to approve the revised R-45 Powered Wheelchairs. CARRIED

d) R-53 Wellness Checks Inspections

MOTION: Moved by Michelle McKenzie to approve the revised R-53 Wellness Checks Inspections. CARRIED

e) R-55 Restraints

MOTION: Moved by Michelle McKenzie to approve the revised R-55 Restraints. CARRIED

f) R-59 Quality Improvements

MOTION: Moved by Michelle McKenzie to approve the revised R-59 Quality Improvements . CARRIED

g) R-60 Reportable Incidents

MOTION: Moved by Michelle McKenzie to approve the revised R-60 Reportable Incidents. CARRIED

h) R-61 Assistive Equipment Technology and or Medical Surgical Supplies

MOTION: Moved by Michelle McKenzie to approve the revised R-61 Assistive Equipment Technology and or Medical Surgical Supplies. CARRIED

6. Operational Reports

a) CAO Report

MOTION: Moved by Darren Hirsch to approve the CAO Report as presented.

CARRIED

b) February Occupancy Report

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

7. Next Meeting Date

The next Board meeting will be April 20th, 2023 @ 9:00 am.

8. Adjournment

The meeting was adjourned by Chris Czember at 2:00 pm.

Minutes by Chelsy McArady, March 15, 2023

Signed: _____ Date: _____