

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday, June 20th, 2024

Present: Chris Czember (Chair), Ramona Robins (Vice-Chair), Dwight Kilpatrick, Linnsie Clark, Michelle McKenzie(Zoom), Sourav Saha (CAO), Chelsy McArady (HR & Workflow Manager)

Regrets: Dan Hamilton

Call to Order

The meeting was called to order by Chris Czember @ 9:04 am.

1. Approval of the Agenda

MOTION: Moved by Ramona Robins 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 May 16th, 2024, as amended. CARRIED

3. Business Arising from the Minutes

4. New Business

a) 2025 Business Plan

MOTION: Moved by Linnsie Clark to receive the 2025 Business Plan for information. CARRIED

b) CCHSS Standard 13.0

MOTION: Moved by Linnsie Clark to receive CCHSS Standard 13.0 for information. CARRIED

c) Signing Authority

MOTION: Moved by Ramona Robins to remove Kevin Schaaf from signing authority for Servus bank and to add Jeremy Petryshyn. CARRIED

d) Quote Summary- Exterior Door Lock System

MOTION: Moved by Linnsie Clark to approve the use of reserves to move forward with ProComm for exterior doors system upgrade. CARRIED

e) Annual Report

MOTION: Moved by Dwight Kilpatrick to receive the 2023 Annual Report for information. CARRIED

f) Consent Agenda

MOTION: Moved by Dwight Kilpatrick to try a consent agenda for 6 months. CARRIED

g) AR Statement

MOTION: Moved by Ramona Robins to write off the outstanding balance of the AR statement brought forward. CARRIED

5. Committee Reports

a) Finance Committee

MOTION: Moved by Dwight Kilpatrick to approve the minutes of the Finance Committee held on June 7th, 2024 as presented. CARRIED

MOTION: Moved by Ramona Robins to approve the April 2024 Financials and Bank Reconciliation. CARRIED

b) Policy and Board Development Committee

MOTION: Moved by Linnsie Clark to approve the minutes of the Policy and Board Development Committee held on June 3rd, 2024 as presented. CARRIED

Amendments to Polices:

a) F-10 Disposal of Assets

Motion: Moved by Linnsie Clark to approve F-10 Disposal of Assets as presented. CARRIED

b) F-11 Purchasing

Motion: Moved by Linnsie Clark to approve the revised F-11 Purchasing as amended. CARRIED

c) F-12 Procurement

Motion: Moved by Linnsie Clark to approve the revised F-12 Procurement as amended. CARRIED

d) F-13 Security Deposits

Motion: Moved by Linnsie Clark to approve F-13 Security Deposits presented. CARRIED

e) M-1 Food Safety

Motion: Moved by Linnsie Clark to approve M-1 Food Safety as presented. CARRIED

f) M-11 Meal Service Review

Motion: Moved by Linnsie Clark to approve the revised M-11 Meal Service Review as amended. CARRIED

6. Operational Reports

a) CAO Report

MOTION: Moved by Michelle McKenzie to approve the May 2024 CAO Report as presented. CARRIED

b) May Occupancy Report

MOTION: Moved by Ramona Robins to approve the May 2024 Occupancy Report as presented. CARRIED

c) Activity Calander

Motion: Moved by Linnsie Clark to receive the June Activity Calander for information. CARRIED

7. Next Meeting Date

The next Board meeting will be on September 19th, 2024 @ 9:00 am.

8. Adjournment

The meeting was adjourned by Chris Czember at 10:20 am.

Minutes by Chelsy McArady on June 20, 2024

Signed: _____ Date: _____