

## CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday, September 19<sup>th</sup>, 2024

Present: Chris Czember (Chair), Dan Hamilton, Dwight Kilpatrick, Linnsie Clark, Michelle McKenzie(Zoom), Sourav Saha (CAO)

Regrets: Ramona Robins, Chelsy McArady (HR & Workflow Manager)

### **Call to Order**

The meeting was called to order by Chris Czember @ 9:05 am.

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

MOTION: Moved by Michelle Mckenzie to approve the agenda as amended.  
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 June 20<sup>th</sup>, 2024, as presented. CARRIED

#### **3. Business Arising from the Minutes- None**

#### **4. New Business**

##### **a) Proposed Fees and Services**

MOTION: Moved by Dwight Kilpatrick to approve the Proposed Fees and Services with Board's suggested changes. Lodge increase by \$150 and Apartments to increase to \$1125 from November 2025. CARRIED

##### **b) Health Spending Account**

MOTION: Moved by Linnsie Clark to hold a vote for a Health Spending Account for management. Voted 4 no/ 1 yes.

##### **c) Group Health Rate Comparison**

MOTION: Moved by Linnsie Clark to receive Group Health Rate Comparison for information. CARRIED

##### **d) Organizational Chart**

MOTION: Moved by Michelle Mckenzie to approve the 2024 Organizational Chart. CARRIED

- e) Staff and Resident Survey  
MOTION: Moved by Linnsie Clark to receive the 2024 Staff and Resident Survey for information. CARRIED
- f) 2025 Budget and 2025 Capital Budget  
MOTION: Moved by Dwight Kilpatrick to approve the 2025 Budget and 2025 Capital Budget. CARRIED
- g) 2025-2029 Capital Forecast Plan  
MOTION: Moved by Dan Hamilton to receive the 2025-2029 Capital Forecast Plan for information. CARRIED
- h) 2025 ASCHA Convention  
MOTION: Moved by Michelle Mckenzie to receive the 2025 ASCHA Convention for information. Michelle Mckenzie, Chris Czember, and Dan Hamilton to attend. CARRIED
- i) Board/Management Disc Training  
MOTION: Moved by Dwight Kilpatrick to receive the Board/Management Disc Training on October 24<sup>th</sup>, 2024 for information. CARRIED
- j) Criminal Record Check Request Letter  
MOTION: Moved by Dan Hamilton to receive the Criminal Record Check Request for information. CARRIED
- k) Statutory Declaration Signing Authority  
MOTION: Moved by Michelle Mckenzie to grant the CAO of Cypress View Foundation statutory declaration signing authority. CARRIED

## **5. Committee Reports**

### **a) Finance Committee**

MOTION: Moved by Dwight Kilpatrick to approve the minutes of the Finance Committee held on September 13<sup>th</sup>, 2024, as presented. CARRIED

MOTION: Moved by Dan Hamilton to approve the May, June, July 2024 Financials and Bank Reconciliation as amended. 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 September 9<sup>th</sup>, 2024, as presented. CARRIED

## **Amendments to Polices:**

- a) P-2 Progressive Discipline**  
Motion: Moved by Michelle Mckenzie to approve P-2 Progressive Discipline as presented. CARRIED
- b) P-5 Benefits**  
Motion: Moved by Michelle Mckenzie to approve the revised P-5 Benefits as amended. CARRIED
- c) P-6 Service Awards**  
Motion: Moved by Michelle Mckenzie to approve the revised P-6 Service Awards as amended. CARRIED
- d) P-8 Maintenance on Call**  
Motion: Moved by Michelle Mckenzie to approve P-8 Maintenance on Call as amended. CARRIED
- e) P-11 Expense Claim**  
Motion: Moved by Michelle Mckenzie to approve P-11 Expense Claim as amended. CARRIED
- f) P-13 LAPP**  
Motion: Moved by Michelle Mckenzie to approve the revised P-13 LAPP as amended. CARRIED

## **6. Operational Reports**

- a) CAO Report**  
MOTION: Moved by Dan Hamilton to approve the June-August 2024 CAO Report as presented. CARRIED
- b) May Occupancy Report**  
MOTION: Moved by Linnsie Clark to approve the August 2024 Occupancy Report as presented. CARRIED
- c) Activity Calander**  
Motion: Moved by Michelle Mckenzie to receive the September Activity Calendar for information. CARRIED

## **7. In Camera**

MOTION: Moved by Linnsie Clark to go in-camera @ 10:48 am. CARRIED  
MOTION: Moved by Michelle Mckenzie to return to regular session @ 11:07 am. CARRIED

**8. Next Meeting Date**

Board Training Session will be on Oct 24, 2024 @ 8:00 am.

**9. Adjournment**

The meeting was adjourned by Chris Czember at 11:08 am.

Minutes by Sourav Saha on September 19<sup>th</sup>, 2024

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