

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday December 19th, 2024

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

Regrets:

Call to Order

The meeting was called to order by Sourav Saha @ 9:15 am.

1. Approval of the Agenda

MOTION: Moved by Michelle McKenzie to approve the agenda as presented.

CARRIED

Election of Officers

- Chair- Ramona Robins was nominated for the position of Board Chair. No further nominations were received, and nominations were declared closed. Ramona Robins was declared elected by acclamation as Board Chair.
- Vice-Chair- Michelle McKenzie was nominated for the position of Board Vice-Chair. No further nominations were received, and nominations were declared closed. Michelle McKenzie was declared elected by acclamation as Board Vice-Chair.
- **Committee Appointees**
- Motion: Moved by Dan Hamilton to keep the finance committee and policy committee appointees the same. 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 September 19th, 2024. CARRIED

3. Business Arising from the Minutes

4. New Business

a) Strategic Priorities and Outcomes

MOTION: Moved by Ramona Robins to approve Strategic Priorities and Outcomes with amendments as discussed. CARRIED

- b) COR Audit
COR Audit received for information.
- c) Casual staffing
Casual staffing received for information with suggestion of cross training.

5. Committee Reports

a) Finance Committee

MOTION: Moved by Dwight Kilpatrick to approve the minutes of the Finance Committee held on October 9th, 2024 as presented. CARRIED

MOTION: Moved by Dan Hamilton to approve the minutes of the Finance Committee held on December 13th, 2024 as presented. CARRIED

MOTION: Moved by Michelle McKenzie to approve the September, October 2024 Financials and Bank Reconciliation. CARRIED

Additional-

b) Policy and Board Development Committee

MOTION: Moved by Linnsie Clark to approve the minutes of the Policy and Board Development Committee held on October 7th, 2024. CARRIED

MOTION: Moved by Chris Czember to approve the minutes of the Policy and Board Development Committee held on December 2nd, 2024. CARRIED

Amendments to Policies:

- a) A-1 Records Management Program
Motion: Moved by Michelle McKenzie to approve A-1 Records Management Program as presented. CARRIED
- b) A-3 Release of Information
Motion: Moved by Chris Czember to approve the revised A-3 Release of Information. CARRIED
- c) A-7 Keys
Motion: Moved by Linnsie Clark to approve the revised A-7 keys as amended. CARRIED

- d) P-7 Confidentiality**
Motion: Moved by Linnsie Clark to approve
P-7 Confidentiality as presented. CARRIED
- e) P-9 Timesheets**
Motion: Moved by Dan Hamilton to send the revised
P-9 Timesheets back to policy committee. CARRIED
- f) P-16 Time Clock**
Motion: Moved by Michelle McKenzie to send the new
P-16 Time Clock back to policy committee. CARRIED
- g) P-18 Employee Code of Conduct**
Motion: Moved by Linnsie Clark to approve
P-18 Employee Code of Conduct as presented. CARRIED
- h) P-19 Probationary Period**
Motion: Moved by Dan Hamilton to approve
P-18 Employee Code of Conduct as presented. CARRIED
- i) P-22 Influenza Vaccination**
Motion: Moved by Chris Czember to approve the revised
P-19 Probationary Period. CARRIED
- j) P-23 Lost Property**
Motion: Moved by Michelle McKenzie to approve the revised
P-23 Lost Property. CARRIED
- k) P-25 Computer Internet Usage**
Motion: Moved by Dwight Kilpatrick to approve
P-25 Computer Internet Usage as presented. CARRIED
- l) P-27 Smoking**
Motion: Moved by Chris Czember to approve the revised
P-27 Smoking. CARRIED
- m) P-33 Employee Vaccinations**
Motion: Moved by Michelle McKenzie to approve the revised
P-33 Employee Vaccinations. CARRIED
- n) P-34 Scheduled Breaks**
Motion: Moved by Linnsie Clark to approve the revised
P-34 Scheduled Breaks. CARRIED

o) P-37 Cell Phones

Motion: Moved by Michelle McKenzie to approve the revised P-37 Cell Phones as amended. CARRIED

p) P-42 Staff Social Fund

Motion: Moved by Michelle McKenzie to approve the revised P-42 Staff Social Fund as amended. CARRIED

6. Operational Reports

a) CAO Report

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

b) October Occupancy Report

MOTION: Moved by Dan Hamilton approve the October Occupancy Report as presented. CARRIED

c) Activity Calendar

Motion: Moved by Michelle Mckenzie to receive the December Activity Calendar for information.

7. Next Meeting Date

The next Board meeting will be January 16th, 2025 @ 9:00 am.

8. Adjournment

The meeting was adjourned at 11:17 am.

Minutes by Chelsy McArady on December 19th, 2024

Signed: _____ Date: _____