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**REGULAR MEETING MINUTES
WEDNESDAY, MAY 22, 2019 - 8:30 A.M.
RED WILLOW BOARD ROOM**

MEMBERS PRESENT Winston Lane, Toni Tesar, Marian Lang, Wayne McCutcheon, Mavis McKay, Harry Gaffney, Elizabeth Hurley, Pat Phelan, Liz Allchin, Cathie Clausen

ADMINISTRATION Absent with regrets

CALL TO ORDER President Winston Lane called the meeting to order at 8:30 a.m.

IN CAMERA **Mavis McKay/Wayne McCutcheon:** That the board move In Camera at 8:40 a.m.

CARRIED UNANIMOUSLY

Mavis McKay/Elizabeth Hurley: That the board move Out of Camera at 9:00 a.m.

CARRIED UNANIMOUSLY

BOARD APPOINTMENT **Mavis McKay/Elizabeth Hurley:** That due to exceptional circumstances that have arisen, we now appoint Sharon Ryan as a Director.

CARRIED UNANIMOUSLY

Sharon Ryan arrived for the meeting at 9:00 a.m. and Harry Gaffney excused himself from the meeting due to another commitment.

APPROVAL OF CONSENT AGENDA **Wayne McCutcheon/Pat Phelan:** THAT the Consent Agenda be approved with the deletion of item (iii) 50th Anniversary Committee Report

CARRIED UNANIMOUSLY

APPROVAL OF AGENDA

Elizabeth Hurley/Mavis McKay: THAT the Agenda be approved.

CARRIED UNANIMOUSLY

FINANCE REPORT

Mavis McKay reviewed the financial information for the periods from January-April 2019 and highlighted several areas discussed at the Finance Committee Meeting.

Mavis McKay/Wayne McCutcheon: THAT the financial reports be received for information.

CARRIED UNANIMOUSLY

Sharon Ryan excused herself from the meeting due to another commitment at 9:30 a.m.

EXECUTIVE DIRECTOR REPORT

Winston Lane reviewed the written report on behalf of Jonna Grad. The Board commended Jonna on her efforts to improve our Association's operations and recognizes the accolades she receives from other agencies.

BUSINESS ARISING FROM MINUTES Strategic Planning – all working documents and a summary of progress to date are provided in the newly created Board binders. Another day for strategic planning will occur soon.

NEW BUSINESS

Committee Appointments – the following Standing Committees were established and those who wish to serve on these committees are listed. A call out to the membership at large for volunteers to sit on these committees will go out in the next bulletin. Each committee is to choose a chair, establish a regular meeting date and review the Terms of Reference.

Toni Tesar/Marian Lang: That the draft Terms of Reference for the Fund Development Committee be reviewed by that committee.

CARRIED UNANIMOUSLY

Finance – Mavis McKay, Elizabeth Hurley, Marian Lang, Cathie Clausen, Pat Phelan, Gordon MacLaren (external)

Governance – Marian Lang, Toni Tesar, Elizabeth Hurley, Harry Gaffney, Cathie Clausen

Fund Development – Jonna Grad, Sharon Ryan, Pat Phelan, Marian Lang

Public Relations/Communications – Liz Allchin, Wayne McCutcheon, Pat Phelan

Compliance/Risk Management – Harry Gaffney, Mavis McKay

SIGNING AUTHORITY

Mavis McKay/Wayne McCutcheon: That Elizabeth Hurley be added as a signing authority and that Marian Lang be removed.

CARRIED UNANIMOUSLY

BOARD ORIENTATION

Orientation for the entire board will be Monday, May 27 from 1-4 p.m.

ACTION ITEMS

Action items attached to the minutes were reviewed and will be updated.

IN CAMERA

Wayne McCutcheon/Mavis McKay: That the board move In Camera at 10:55 a.m.

CARRIED UNANIMOUSLY

Wayne McCutcheon/Pat Phelan: That the board move Out of Camera at 11:35 a.m.

CARRIED UNANIMOUSLY

**NEXT MEETING:
ADJOURNMENT**

Wednesday, June 26, 2017 at 9:00 a.m.
Marian Lang moved the meeting adjourned at 11:40 a.m.

Winston Lane, President

Toni Tesar, Secretary

Summary of Actions:

Key Action	By Whom	By When
Job description to define the role of Historian Need new Historian	e-bulletin	June 2019
Committees: -Select chair for committee -Review Terms of Reference -Establish regular meeting dates	All Committees	June 2019
Strategic Planning – set date	Exec Committee/ J. Grad	June 2019
50 th Anniversary	Sharon Ryan, chair	ongoing
Cannabis Policy	J. Grad & H. Gaffney	2019
Space Allocation	J. Grad	2019

Summary of Motions:

Description	Follow Up
Mavis McKay/Elizabeth Hurley: THAT due to exceptional circumstances that have arisen, we now appoint Sharon Ryan as a Director.	
Toni Tesar/Marian Lang: That the draft Terms of Reference for the Fund Development Committee be reviewed by that committee.	
Mavis McKay/Wayne McCutcheon: That Elizabeth Hurley be added as a signing authority and that Marian Lang be removed.	set up appointment at Servus