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**REGULAR MEETING MINUTES
WEDNESDAY, JULY 24, 2019 - 9:00 A.M.
RED WILLOW BOARD ROOM**

MEMBERS PRESENT Winston Lane, Mavis McKay, Harry Gaffney, Elizabeth Hurley, Pat Phelan, Liz Allchin, Cathie Clausen, Sharon Ryan, Wayne McCutcheon, Toni Tesar
Absent with Regrets: Marian Lang
Guest: Merv Graham

ADMINISTRATION Jonna Grad

CALL TO ORDER President Winston Lane called the meeting to order at 9:00 a.m. and welcomed Merv Graham.

APPROVAL OF CONSENT AGENDA **Elizabeth Hurley/Mavis McKay:** THAT the Consent Agenda be approved.

CARRIED UNANIMOUSLY

APPROVAL OF AGENDA **Wayne McCutcheon/Mavis McKay:** THAT the Agenda be approved, and that Item 1 from New Business be brought forward to be heard first.

CARRIED UNANIMOUSLY

COMPLIANCE/RISK MANAGEMENT Merv Graham gave a detailed review of the Risk Identification Management Checklist which he prepared following an intensive survey of the building. It did not deal with the areas of Finance and Governance, which will need to be addressed by the current committee. Harry Gaffney then asked for the completed Organizational Risk Hazard Assessment document previously sent to board members to be turned in for the committee to work with. Liz Allchin, Cathie Clausen and Mavis McKay will sit on the committee.

FINANCE REPORT

Mavis McKay reviewed the financial information for the period ending June 30, 2019 and highlighted several areas.

Mavis McKay/Elizabeth Hurley: THAT the financial report be received for information.

CARRIED UNANIMOUSLY

EXECUTIVE DIRECTOR REPORT

Jonna Grad pointed out several highlights from her written report, indicating there are still many issues and activities requiring her time and attention. The biggest news was achievement of the best rating possible for the bus audit. Roll out of the PayPal system for class registrations will not be ready for August however it will be tested and ready for later in the fall.

BUSINESS ARISING FROM MINUTES

Strategic Planning – the draft strategic plan document will be circulated for input from board members, then returned to Jonna Grad for completion and use at the all-day retreat for board and staff on August 21 from 9:30-3:30

NEW BUSINESS

Fund Development – the donor partnership package is being developed and refined and will be ready for board approval by the August meeting. We have received our first two donations of \$1000 each for the purchase of A/V equipment.

Communications/Public Relations Committee – Note from this committee meeting were circulated for information. Pat Phelan, Wayne McCutcheon and Liz Allchin are working on creating a consistent message for all communications.

ACTION ITEMS

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

IN CAMERA

Mavis McKay/Elizabeth Hurley: That the board move In Camera at 11:10 a.m.

CARRIED UNANIMOUSLY

Mavis McKay/Harry Gaffney: That the board move Out of Camera at 11:55 a.m.

CARRIED UNANIMOUSLY

NEXT MEETING:

Wednesday, August 28, 2019 at 9:00 a.m. Moving the meeting date will be placed on the agenda for discussion.

ADJOURNMENT

Pat Phelan moved the meeting adjourned at 11:55 a.m.

Winston Lane, President

Toni Tesar, Secretary

Summary of Actions:

Key Action	By Whom	By When
Job description for historian to be simplified and the request for a volunteer will go into the bulletin	Jonna Grad/Jessica	September 2019
Committees: -Review Terms of Reference	Governance	August 2019
Cannabis Policy	Risk Management	2019

Summary of Motions:

Description	Follow Up