



Red Willow Place
7 Tache Street
St. Albert, Alberta
T8N 2S3
780-459-0433
info@stalbertseniors.ca
www.stalbertseniors.ca

**REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 25, 2019 - 9:00 A.M.
RED WILLOW BOARD ROOM**

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

ADMINISTRATION Jonna Grad

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

APPROVAL OF CONSENT AGENDA **Marian Lang/Wayne McCutcheon:** THAT the Consent Agenda be approved with the deletion of item (v) Compliance/Risk Management in order that Committee Chair may discuss.
CARRIED UNANIMOUSLY

APPROVAL OF AGENDA **Wayne McCutcheon/Marian Lang:** THAT the Agenda be approved.
CARRIED UNANIMOUSLY

FINANCE REPORT Jonna Grad reviewed the financial information for the period ending August 31, 2019 and highlighted several areas, noting that new coding has been reflected in the areas of activity fees and program registrations. Membership revenue is well over budget considering the increase in membership numbers. The kitchen is also doing very well, as is income from 50/50 ticket sales.
Marian Lang/Cathie Clausen: THAT the financial report be received for information.
CARRIED UNANIMOUSLY

EXECUTIVE DIRECTOR REPORT Jonna Grad addressed several areas of her monthly report by pointing out that Meals on Wheels will be changing to the frozen meals and offering a lite meal option in order to provide clients

more choices. Staff are dealing with issues around clients with declining abilities who may need support. There have been several staffing changes this month, however vacancies have been filled or covered off in a timely manner. Jonna attended a meeting of the Community Services Advisory Board to speak to our grant applications. Both the 50th Anniversary kick off and the membership appreciation event were very successful.

BUSINESS ARISING FROM MINUTES Strategic Planning – Jonna Grad has a skeleton document that needs to be grouped and structured with timelines, responsibilities, etc. so more work needs to be done.

NEW BUSINESS

Compliance/Risk Management – Harry Gaffney informed the Board that the committee is working on Terms of Reference (BP8.6), the Privacy Policy and the Cannabis Policy.

Fund Development – Pat Phelan provided the date for the fundraising workshop to be held November 4 from 10-12.

Governance Policy BF8 Donations & Grants

Cathie Clausen/Wayne McCutcheon: THAT revised Policy BF8 be approved.

CARRIED UNANIMOUSLY

Age Friendly City – Pat Phelan will bring back further information from the Seniors Advisory Committee regarding accessibility in the City of St. Albert.

Board Development Workshop – 5 board members attended a workshop on June 15, and all felt it was a valuable experience. Jonna Grad will circulate the handouts to the entire board. Pat Phelan complimented the board of all the work that has gone into developing policies.

Leadership Workshop – Winston Lane circulated copies of a notice that there will be a board leadership workshop on April 4, 2020 and encourages everyone to think about attending. SASA will arrange and pay registrations.

Town Hall Information Forum – To be held Friday, October 11, 2019 at 1:00 to share information and an update on activities at SASA and provide an opportunity for Q&A.

Striving for Organizational Excellence – A lively discussion was held to review (1) how we operate in a professional manner, (2) using a progressive/forward looking approach (3) maintaining transparency. Further opportunity for this type of discussion will be provided at future meetings. All felt this was an informative and useful discussion.

ACTION ITEMS

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

IN CAMERA

Marian Lang/Liz Allchin: That the board move In Camera at 11:25 a.m.

CARRIED UNANIMOUSLY

Wayne McCutcheon/Cathie Clausen: That the board move Out of Camera at 12:10 a.m.

CARRIED UNANIMOUSLY

Marian Lang/Cathie Clausen: That the board approve the Executive Director Performance Review as amended.

CARRIED UNANIMOUSLY

Harry Gaffney/Wayne McCutcheon: That the board being well satisfied with the Executive Director Performance Review approve an increase of \$5000 on current base salary retroactive to June 11, 2019.

CARRIED UNANIMOUSLY

Strategic Plan Document – The Executive Committee will continue with work already done by the Executive Director and Assistant on the Strategic Plan document and bring it forward at a future meeting.

**NEXT MEETING:
ADJOURNMENT**

Wednesday, October 23, 2019 at 9:00 a.m.

Harry Gaffney moved the meeting adjourned at 12:30 p.m.

Winston Lane, President

Toni Tesar, Secretary

Summary of Actions:

Key Action	By Whom	By When
Historian Position still vacant – need to continue looking for someone	All	April 2020
Committees: -Review Terms of Reference –	All Committees	October 2019
Cannabis Policy	J. Grad & H. Gaffney	2019
Seniorizing in Alberta	J. Grad	2019-20

Summary of Motions:

Description	Follow Up
Cathie Clausen/Wayne McCutcheon: THAT revised Policy BF8 be approved.	
Marian Lang/Cathie Clausen: That the board approve the Executive Director Performance Review as amended.	
Harry Gaffney/Wayne McCutcheon: That the board being well satisfied with the Executive Director Performance Review approve a pay increase of \$5000 per annum retroactive to June 11, 2019.	