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**REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 23, 2019 - 9:00 A.M.
RED WILLOW BOARD ROOM**

MEMBERS PRESENT Winston Lane, Mavis McKay, Marian Lang, Pat Phelan, Liz Allchin, Cathie Clausen, Toni Tesar

Absent with Regrets: Elizabeth Hurley, Sharon Ryan, Harry Gaffney, Wayne McCutcheon,

ADMINISTRATION Jonna Grad

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

APPROVAL OF CONSENT AGENDA **Cathie Clausen/Mavis McKay:** THAT the Consent Agenda be approved with the addition of item (viii) Dinner Theatre Committee Report.

CARRIED UNANIMOUSLY

APPROVAL OF AGENDA **Liz Allchin/Marian Lang:** THAT the Agenda be approved.

CARRIED UNANIMOUSLY

FINANCE REPORT Jonna Grad indicated that variances and expenses are as expected. She completed a cash flow projection and noted that the remainder of the City Operating Grant will soon be received, and that the Run Wild cheque is expected as well. The budget will be presented at the November meeting.

Mavis McKay/Marian Lang: THAT the financial report be received for information.

CARRIED UNANIMOUSLY

EXECUTIVE DIRECTOR REPORT Jonna Grad reported a very busy month and noted there have been 37,935 check ins to date. Someone has been contracted to produce the next edition of the Program Guide so it can be ready

for the printers. A meeting with the IT provider was held to inform him that his contract will not be renewed. The official stamped copy of the bylaws has been received and placed in the files.

BUSINESS ARISING FROM MINUTES Strategic Planning – The Executive Committee and Jonna Grad will meet to hand over completion of the project.

NEW BUSINESS

Governance Policies BP8 and BP8.1-BP8.8

Cathie Clausen/Toni Tesar: THAT revised Policies BP8 and BP8.1-BP8.8 be approved.

CARRIED UNANIMOUSLY

Town Hall – This will be on November 1 from 12:30-1:30. Winston Lane will provide an update on the Association and answer questions from the floor.

Staff Appreciation – November 19 will be staff appreciation day. The board will host a pancake breakfast at 9:00 and the general membership will be provided with opportunities to thank the staff through a guest book. Marian Lang will pick up flowers for the office.

Board Christmas Social – Toni Tesar will circulate a memo to get a mutually agreeable date and let everyone know details.

Fundraising/Earned Revenue – A lively discussion was held to find out why and how we do the things we do and where we should be spending time and resources in order to maximize revenues.

Mavis McKay/Cathie Clausen: THAT the Executive Director be given approval to go ahead with devoting more time to developing the Earned Revenue stream (30% of income) and spending less time on the SASA (12%) portion of the budget.

CARRIED UNANIMOUSLY

ACTION ITEMS

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

IN CAMERA

Mavis McKay/Pat Phelan: That the board move In Camera at 11:40 a.m.

CARRIED UNANIMOUSLY

Mavis McKay/Marian Lang: That the board move Out of Camera at 11:50 a.m.

CARRIED UNANIMOUSLY

**NEXT MEETING:
ADJOURNMENT**

Wednesday, November 27, 2019 at 9:00 a.m.
Cathie Clausen moved the meeting adjourned at 11:50 a.m.

Winston Lane, President

Toni Tesar, Secretary

Summary of Actions:

Key Action	By Whom	By When
Recruit a Historian	All	ongoing

Summary of Motions:

Description	Follow Up
THAT revised Policies BP8 and BP8.1-BP8.8 be approved.	
THAT the Executive Director be given approval to go ahead with devoting more time to developing the Earned Revenue stream (30% of income) and spending less time on the SASA (12%) portion of the budget.	