



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

**REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 27, 2019 - 9:00 A.M.
RED WILLOW BOARD ROOM**

- MEMBERS PRESENT** Winston Lane, Mavis McKay, Pat Phelan, Liz Allchin, Cathie Clausen, Elizabeth Hurley, Harry Gaffney, Wayne McCutcheon, Toni Tesar
Absent with Regrets: Sharon Ryan, Marian Lang
- ADMINISTRATION** Jonna Grad
- CALL TO ORDER** President Winston Lane called the meeting to order at 9:00 a.m. and thanked committee chairs and members for all their ongoing work and especially thanked the Fund Development Committee for their initiatives.
- APPROVAL OF CONSENT AGENDA** **Wayne McCutcheon/Pat Phelan:** THAT the Consent Agenda be approved.
CARRIED UNANIMOUSLY
- APPROVAL OF AGENDA** **Cathie Clausen/Mavis McKay:** THAT the Agenda be approved with the addition of Wine Tasting Request, Board Meeting Attendance, Board Member Job Description, Governance Calendar.
CARRIED UNANIMOUSLY
- FINANCE REPORT** Jonna Grad noted that the remainder of the City Operating Grant and FCSS Grant have been received, and that the Run Wild cheque was delivered. The cash flow is currently at a reasonable operating level.
Mavis McKay/Elizabeth Hurley: THAT the financial report for the period ended October 31, 2019 be received for information.
CARRIED UNANIMOUSLY

2020 Budget

Jonna Grad thoroughly reviewed the 2020 budget document so the board could fully grasp the revised format.

Mavis McKay/Elizabeth Hurley: THAT the 2020 budget be approved. **CARRIED UNANIMOUSLY**

EXECUTIVE DIRECTOR REPORT

Jonna Grad highlighted key areas from her report and indicated that the last 2 months have been very busy with programs, services and special events. Jonna attended the Chamber of Commerce Community Spotlight and was able to cultivate several offers of partnering with community businesses. The St. Albert Community Foundation Grant will be much less than was requested, but no confirmation of amount to date. The Federal New Horizons for Seniors Grant is also expected in early 2020. A contract has been signed with a new IT service provider who will take over services in January.

BUSINESS ARISING FROM MINUTES

Strategic Planning – The Executive Committee feels they do not have the expertise to complete this process. Elizabeth Hurley will contact a person whom she recently met and ask her to attend and present information to the board on how to move forward with this project.

NEW BUSINESS

Wine Tasting Committee Request

Pat Phelan explained the wine tree raffle concept as a fundraising initiative and asked if each board member would contribute one or two bottles of wine (\$20 value) if they are able.

Board Skills Matrix – A copy of the document was emailed to each person. Please return them to Toni Tesar when completed by December 10 so the information can be compiled and presented to the December meeting.

Board Self Evaluation – A copy of the document was emailed to each person. Please return them to Toni Tesar when completed by December 18 so the information can be compiled and presented at the January meeting.

Board Member/Committee Application – A draft copy was circulated at the meeting and feedback is requested before the December meeting.

Governance Calendar – A copy was included in the agenda package for information.

December Meeting Date – Due to Christmas falling on our meeting date, the board will meet briefly on December 18 to conduct required business, followed by a social gathering.

Attendance at Board Meetings – Upon review of Policy BP7, Section 3(a), indicates absences during a calendar year and should state board year instead. Governance Committee will review and revise accordingly.

Both Marian Lang and Elizabeth Hurley have requested permission to miss a third meeting in their term.

Mavis McKay/Cathie Clausen: THAT the board excuse Marian Lang from the November meeting and Elizabeth Hurley from the February meeting. **CARRIED UNANIMOUSLY**

Sharon Ryan is unable to attend meetings until April 2020; however, the Board is unable to move meeting dates to accommodate other days or times since rooms are booked and committee meetings scheduled around the meeting date. Winston will inform Sharon and encourage her to continue chairing the 50th Anniversary Committee.

Staff Restructuring – Jonna Grad presented her plan to restructure some staff positions to streamline operations and provide opportunities for growth.

IN CAMERA

Wayne McCutcheon/Mavis McKay: That the board move In Camera at 12:00 p.m.

CARRIED UNANIMOUSLY

Mavis McKay/Elizabeth Hurley: That the board move Out of Camera at 12:25 p.m.

CARRIED UNANIMOUSLY

**NEXT MEETING:
ADJOURNMENT**

Wednesday, December 18, 2019 at 9:00 a.m.
Liz Allchin moved the meeting adjourned at 12:25 p.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 the 2020 budget be approved. | |
| THAT the board excuse Marian Lang from the November meeting and Elizabeth Hurley from the February meeting. | |
| | |