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**REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 18, 2019 - 9:00 A.M.
RED WILLOW BOARD ROOM**

- MEMBERS PRESENT** Winston Lane, Mavis McKay, Pat Phelan, Marian Lang, Liz Allchin, Cathie Clausen, Elizabeth Hurley, Harry Gaffney, Wayne McCutcheon, Toni Tesar
Absent: 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** **Elizabeth Hurley/Marian Lang:** THAT the Consent Agenda be approved.
CARRIED UNANIMOUSLY
- APPROVAL OF AGENDA** **Wayne McCutcheon/Liz Allchin:** THAT the Agenda be approved.
CARRIED UNANIMOUSLY
- FINANCE REPORT** No available this month
- EXECUTIVE DIRECTOR REPORT** Jonna Grad explained the staff restructuring timelines and mentioned that it was rolled out at a staff meeting with positivity. Recruitment will be phased in as per the outline. Jonna met with the insurance broker to review bus insurance and to discuss the employee benefits package with plans to change it next year. The technology provider transfer will occur after mid-January and staff expect to do a trial run of online registration for classes. Online donations should be available by the end of December. The gift card tree raffle brought in a gross of \$1838 and the Christmas Light the Tree campaign has brought in \$1419 to date. A Christmas message will be sent out via email this year. Marian Lang pointed out that the Dinner Theatre brought in approximately \$5000 net. It was a good concept that could be tweaked for future use.

BUSINESS ARISING FROM MINUTES Strategic Planning – Jenna Grad and Elizabeth Hurley met with the potential 3rd party facilitator and provided the background material already gathered. She will analyze it before our January meeting and provide a quote for completion of the process.

Board Skills Matrix - Not all board members have provided the information to date. The members of the Governance sub committee on recruitment will use it to evaluate the type of members needed to fill upcoming vacancies on the Board.

Board Self Evaluation – Toni Tesar reminded everyone to complete this document so it can be summarized and used for discussion at a special meeting in January.

IN CAMERA

Wayne McCutcheon/Elizabeth Hurley: That the board move In Camera at 9:40 a.m.

CARRIED UNANIMOUSLY

Wayne McCutcheon/Elizabeth Hurley: That the board move Out of Camera at 10:20 a.m.

CARRIED UNANIMOUSLY

**NEXT MEETING:
ADJOURNMENT**

Wednesday, January 22, 2020 at 9:00 a.m.
Pat Phelan moved the meeting adjourned at 10:20 a.m.

Winston Lane, President

Toni Tesar, Secretary

Summary of Actions:

| Key Action | By Whom | By When |
|---------------------|---------|---------|
| Recruit a Historian | All | ongoing |
| | | |
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