



**GRANDE SPIRIT FOUNDATION FULL BOARD MINUTES**  
**Amisk Court, 1026 4 Ave, Beaverlodge AB**  
**Friday June 22, 2018**

Present: Judy Kokotilo-Bekkerus Town of Beaverlodge  
Denise Joudrey Birch Hills County  
Elaine Garrow MD of Spirit River  
Roxie Rutt MD of Greenview  
Clyde Blackburn City of Grande Prairie  
Alvin Hubert Saddle Hills County  
Joanne Chelick Village of Rycroft  
Denise Skoworodko Town of Spirit River  
Corey Beck County of Grande Prairie

Administration: Steve Madden General Manager  
Kelsey Edginton Executive Assistant  
Nana Debrah Finance Manager

Absent: Claude Lagace Town of Sexsmith  
Cory Gundersen Town of Wembley  
Brian Peterson Village of Hythe

1. CALL TO ORDER

J. Kokotilo-Bekkerus called meeting to order at 10:05 am

2. CHANGES AND OR ADDITIONS TO AGENDA

*Add 6.3 Signing Authority for General Manager and 6.4 Flag Protocol*

3. APPROVAL OF AGENDA

**RESOLUTION # 1141 – Moved by J. Chelick to accept the agenda with additions. CARRIED**

4. APPROVAL OF MINUTES – Full Board Meeting March 15, 2018

**RESOLUTION # 1142 – Moved by D. Joudrey to approve the minutes of March 15, 2018 meeting. CARRIED**

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1. RFD – Signing Authority

*There has been a change to the Payroll/HR position, which has resulted in a change of signing authority. The temporary Finance Manager is also leaving, effective July 6, 2018, so that signing authority needs to change as well.*

**RESOLUTION # 1143 – Moved by A. Hubert to approve removing Raylene Lacroix, effective immediately, and Nana Debrah, effective July 6, 2018 from signing authority. CARRIED**

**RESOLUTION # 1144 – Moved by D. Skoworodko to approve adding Terril Olson, effective immediately, to signing authority. CARRIED**

6.2. RFD - Lakeview Elevator Contract

*The five elevators in Lakeview were installed by and have been monitored by Otis over the past year. A contract term us required to secure Otis's continued service. Otis has provided a cost of \$2,750 per month to continue this service.*

**RESOLUTION # 1145 – Moved by J. Chelick to approve the five-year agreement, ending December 31, 2023, with Otis to provide elevator servicing for Lakeview. CARRIED**

6.3. Signing Authority for General Manager

*The board would like to see General Manager Madden with signing authority when it comes to matters on probate, when someone has the Grande Spirit Foundation in their will.*

**RESOLUTION # 1146 - Moved by C. Blackburn to approve General Manager Steve Madden to have signing authority. CARRIED**

6.4. Flag Protocol

*There has been some concern from residents regarding the flags throughout the Grande Spirit Foundation. Some research was done to determine that the flag poles do not need to be different heights. This information will be shared with the residents of Lakeview and more research will be done so consistency throughout the facilities can happen.*

**RESOLUTION # 1147 – Moved by C. Beck to approve administration to research more flag protocol for consistency within the Grande Spirit Foundation. CARRIED**

7. UNFINISHED BUSINESS:

7.1 RFD – 2019-2021 Business Plan

*The draft business plan was presented to the Management Committee at their regular meeting on May 25, 2018. The Major Capital Projects submission was also presented to the board for approval. The Major Capital Projects includes Amisk Court Expansion, Sexmsith Houses and the new seniors facility in Spirit River.*

**RESOLUTION # 1148 – Moved by R. Rutt to accept the 2019-2021 Business Plan as presented.**

**CARRIED**

**RESOLUTION # 1149 – Moved by D. Skoworodko to accept the Major Capital Projects submission as presented. CARRIED**

7.2 RFD – 2019 Budget

*The 2019 budget was reviewed by the Management Committee at their May 25, 2018 meeting at which they approved recommendation for a 5% increase in municipal requisition to the operations budget and a \$10 rental increase for lodge units effective July 1, 2019 and residents will be notified in advance of this increase.*

**RESOLUTION # 1150 – Moved by J. Chelick to approve the 2019 Lodge Budget as presented, that includes a 5% Municipal Increase, a \$10 rental increase for lodge units effective July 1, 2019 and to transfer \$25, 117 from accumulated surplus to reserve transfers. CARRIED**

**RESOLUTION # 1151 – Moved by J. Chelick to approve the 2019 Provincial Budget as presented.**

**CARRIED**

**RESOLUTION # 1152 – Moved by D. Joudrey to approve the 2019 Rate Sheet and Administration Rate Sheet as presented. CARRIED**

**RESOLUTION # 1153 – Moved by J. Chelick to approve the 2019 Seniors Apartment Rent Ceilings as presented. CARRIED**

**RESOLUTION # 1154 – Moved by R. Rutt to approve \$317,427 to be transferred from reserve account to operating account for lakeview 2019 operating deficit. CARRIED**

8. CORRESPONDENCE:

8.1 Seniors Income April 2018

*At the Management Committee Meeting on May 25, 2018 there were a few questions regarding the breakdown of seniors' income. The attachment from the provincial website shows the breakdown of what they are paid each month.*

8.2 Donation Letter

*A Thank you letter to the Rotary Club of Grande Prairie for the donation they gave to Wild Rose Manor.*

8.3 Affordable Housing Energy Savings Plan

*This is a program to help reduce energy consumption which GSF is currently looking into for James Manor, Pioneer Lodge and Poplar Ridge Apartments for window and door replacements.*

**RESOLUTION # 1155 – Moved by D. Joudrey to accept all correspondence as presented. CARRIED**

9. REPORTS

9.1 General Manager Report

*Landscaping at Lakeview is almost complete with a few things left. Lakeview has had 39 move-ins so far in 2018. Telus has been working at Wild Rose Manor and Lakeview and will be starting at Heritage in mid-July. Lakeview is expected to be completed in August 2018.*

9.2 Portfolio Report

*Report provided in package prior to meeting, includes turnover statistics and current resident statistics.*

9.3 Finance Report

*Report provided in package prior to meeting. Everything is on budget for the end of May 2018.*

9.4 Maintenance Report

*The Fire Sprinkler System is almost complete, except for the bulkheads. Nurse Call system is being reviewed and a tender package is being created. Pleasantview Bathtub is being installed this week.*

**RESOLUTION # 1156 – Moved by D. Skoworodko to accept all reports as presented. CARRIED**

Recessed at 11:03 am

Returned at 11:30 am

10. ROUND TABLE

*Friends of the Foundation Golf Tournament raised \$6,600 and the annual garage sale raised over \$9,000. The annual Harvest Dinner will be held on October 20, 2018. The Hospital Foundation is wanting to coordinate with GSF for stockings for seniors at the Festival of Trees. This information will be passed along to the Friends of the Foundation Coordinator Wendy.*

11. IN CAMERA – no items

12. NEXT MEETING:

12.1 Management Committee Meeting – August 24, 2018 – Pleasantview Lodge

13. ADJOURNMENT:

  
\_\_\_\_\_  
FOR Claude Lagace, Board Chair

*February 28/19*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Steve Madden, General Manager