



**GRANDE SPIRIT FOUNDATION MANAGEMENT COMMITTEE
MINUTES
Pleasantview Lodge, 5230 44 Avenue, Spirit River
Friday April 26, 2019**

Present:	Judy Kokotilo-Bekkerus Denise Joudrey Elaine Garrow Denise Skoworodko Isak Skjaveland Roxie Rutt	Town of Beaverlodge Birch Hills County MD of Spirit River Town of Spirit River Town of Sexsmith MD of Greenview
Administration:	Steve Madden Kelsey Edginton Samantha Stuart	General Manager Executive Assistant Finance Manager
Absent:	Clyde Blackburn Alvin Hubert Corey Beck	City of Grande Prairie Saddle Hills County County of Grande Prairie

1. CALL TO ORDER

J. Kokotilo-Bekkerus called meeting to order at 10:04 am

2. CHANGES AND OR ADDITIONS TO AGENDA

3. APPROVAL OF AGENDA

RESOLUTION # 2536 – Moved by D. Skoworodko to accept the agenda as presented. CARRIED

4. APPROVAL OF MINUTES – Management Committee February 22, 2019

RESOLUTION # 2537 – Moved by E. Garrow to approve the minutes of February 22, 2019 meeting. CARRIED

5. PUBLIC INPUT/PRESENTATIONS

6. NEW BUSINESS

6.1. RFD – Reserves

At the Full Board Meeting in March when discussing the audit, there was a bit of discussion about creating more reserves. The auditor sent administration recommended reserves. There have been four additional reserves were recommended to be created for GSF including; a Building Reserve, which is to provide fund for non-routine or unforeseen costs related to buildings. The reserve may be used to fund building equipment purchases, repairs, renovations, upgrades or other similar initiatives; a Future Development Reserve is to provide funds for future expansions, new builds, new construction and new development projects including any studies or engineering; an Equipment Replacement Reserve provides funds for worn out equipment items such as trucks, mowers and snow equipment, tractors, bus's or emergent equipment items; and an Operating Reserve provides accumulation of general income for capital or operational purposes, provides funds for deficit coverage on times of high vacancy, replacement of worn out day to day items. GSF already had an emergency reserve, no motion needed. There will be caps on all of the reserves and a five-year capital replacement policy will need to be created to assist planning future funds needed.

RESOLUTION # 2538 – Moved I. Skjaveland to recommend the financial reserves creation be presented to the full board at the next full board meeting. CARRIED

6.2. RFD – Friends of the Foundation Memorandum of Agreement

At the March 2019 Friends of the Foundation meeting there was proposed changes to the MOA that was brought forward for membership clarification. The group requested updates to the agreement to provide clearer explanation of introducing new volunteer members to their committee and a process for the removal of volunteer committee members. This update only relates to the volunteer members and does not affect the Grande Spirit Foundation appointed board members or appointed staff members.

RESOLUTION # 2539 – Moved by E. Garrow to accept the updated Friends of the Foundation agreement as presented and approve the Grande Spirit Foundation Board Chair and General Manager to sign the agreement. CARRIED

7. UNFINISHED BUSINESS:

7.1 RFD – Needs Assessment

The board was previously emailed regarding the needs assessment for Grande Spirit Foundation. The needs assessment is to cover Grande Spirit Foundation as a regional area to build data for unknowns such as family housing needs. It is a required tool to assist communications with funding supports such as the province. The RFP was posted to Alberta Purchasing Connection and closed on April 12, 2019 with 4 bids. Bidders included Anderson Business Consulting with \$48,600, Gordon and Associates with \$73,900, Associated Engineering Ltd \$77,3336 and Manasec Issac Architects with \$112,755. A review committee of four members unanimously selected Gordon and Associates as the recommended proposal using and RFP rating system for selection process. The consultant is expected to start on the project as soon as the proposal and will work on the report throughout the summer with a first draft report in June 2019. The board had a discussion around creating a smaller committee for the needs assessment. There were nominations for the Board Chair, County of Grande Prairie, City of Grande Prairie and Birch Hills County to sit on the upcoming project guidance committee to work with the consultant as the project progresses.

RESOLUTION # 2540 – Moved by R. Rutt to approve a needs assessment committee of the board Chair, City of Grande Prairie, County of Grande Prairie and Birch Hills County. CARRIED

RESOLUTION # 2541 – Moved by D. Skoworodko to approve entering into contract with Gordon Associates, for the Grande Spirit Foundation Need Assessment, in the amount of \$73,900. CARRIED

8. CORRESPONDENCE:

8.1 GSP 2018 Carryover

The amount of \$167,300 is being carried over from the 2018 operating budget to 2019 and it may be used for the DeBolt project.

RESOLUTION # 2542 – Moved by D. Joudrey to accept correspondence as presented. CARRIED

9. REPORTS

9.1 General Manager Report

In March a representative from CPS came to the Manager Meeting in March. Grande Spirit Foundation purchased over \$1 million in groceries and goods with CPS. This amount is expected to go up with Lakeview at capacity. The Chef/Cook training out at Evergreen was a success with staff wanting more training like this in the future. Sexsmith Family Housing has one vacant unit, that will not be getting filled, and currently holding for title transfer to proceed with the sale of the property. The money from the sale of the Sexsmith Family houses will be put into reserves for the future new build at Sexsmith. Administration and Management have visited various sites around the province to see the lodges with different levels of care. This has been a benefit and has provided a wealth of information and has highlighted health coverage as a future discussion item. Administration has hired a Project Manager to assist with the DeBolt project. Administration continues to work on the Office365 transition to SharePoint.

9.2 Portfolio Report

Lakeview is very close to being at capacity. Rent Supplement program funding has been maxed and no new funding had been approved.

9.3 Finance Report

At the end of the first quarter everything should be around 25%. Lodge revenue is high, expenses are on track and maintenance is high as well. For provincial, revenue is high, utilities are over with food and operating on the low side and maintenance is a bit high as well but other than that everything looks good.

9.4 Maintenance Report

Heritage Lodge HVAC system install is days away from being complete. Waiting for proper fan motor to arrive before AC units can be activated. Maintenance is looking at entering a float in the City of Grande Prairie Canada Day parade, and looking at other municipalities as well. Swings have been ordered and waiting for delivery. A call with Landscaping Architect took place to kick start the next phase of Landscaping at Lakeview. A final inspection on the bulkheads is scheduled for Pioneer Lodge and Pleasantview Lodge, with heritage Lodge being anticipated to be complete by the end of April. Work has started at Wildrose Manor with some delays due to previous paint.

RESOLUTION # 2543 – Moved by D. Joudrey to accept all reports as presented. CARRIED

10. ROUND TABLE

D. Skoworodko – The Town of Spirit River is working with a company on a pilot project around the use of sunscreen. They are looking at applying for a grant to build shade structures for the outside pool.

E. Garrow – MD of Spirit River council has relocated a building to the Nardam park just outside of Rycroft. This has been made into a historical site and will be restored back to the original state.

D. Joudrey – There will be a spring scurry in Watino, on May 5 and will have a circus going for the kids. Had a really good time at ASHCA and found it very informative. There are barrier free rental pods that are available for seniors who are wanting to stay close to their families but need the extra help.

R. Rutt – Council and Administration headed to Grande Cache. There is a lot of work to be done in terms of drainage, roads and bridges.

I. Skjaveland – Received a letter from the Sunset homes Tenant Association regarding some concerns they have with railings along a portion of the sidewalk and decks being painted and maintained.

S. Madden – Attending ASCHA in April and came back with a lot of knowledge. Attended the Cannabis presentation and noted Grande Spirit Foundation is ahead of other housing management bodies with the creation of the Resident Cannabis Policy. Talked with many CAO's about their facilities that have multiple levels of care. There was a lot of discussion at ASCHA to include the family housing side of the industry, but they are worried the senior's portion would lose some content if consumed by too many areas.

J. Kokotilo-Bekkerus – Very glad to be back with ASCHA.

11. IN CAMERA

12. NEXT MEETING:

12.1 Management Committee Meeting – May 24, 2019 – Amisk Court

13. ADJOURNMENT: meeting adjourned at 11:42 am



Judy Kokotilo-Bekkerus, Board Chair



Date



Steve Madden, General Manager