

MINUTES

Board Members	Connie Huelsman, Board Chair Red Deer County	Ken Denson Town of Penhold	Jul Bissell Village of Elnora
	Don Harrison (alternate) Town of Innisfail	Sandy Gamble Town of Bowden	Tim Wilson Village of Delburne
The Bethany Group	Carla Beck CEO, The Bethany Group	Shannon Holtz Director of Housing & Lodges	Melodie Stol Stakeholder Relations
	Vernon Woitas Payroll and Finance Officer		

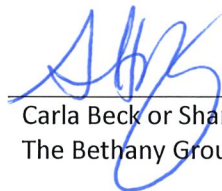
1.	Call to Order The meeting was called to order at 10:19am by Chair Connie Huelsman.	
2.	Review of Agenda PF 23-12-01 MOVED by K. Denson to Approve the December 7, 2023 Agenda as presented. CARRIED	
3.	Approval of Minutes PF 23-12-02 MOVED by S. Gamble to Approve the October 5, 2023 Regular meeting minutes as presented. CARRIED	
4.	Correspondence	
	a.	Seniors Income Amounts July-September 2023
	b.	DORF Reserve Funding
	PF 23-12-03 MOVED by J. Bissell to accept the correspondence as information. CARRIED	
5.	Reports	
	a.	Financial Reports Review of the financial statements and explanatory notes for the 10 months ending October 31, 2023. Lodge: Rental revenue better than budget. Utilities lower with a mild fall. Inflationary pressures in food and operating expenses. Timing of invoices and journal entries

		<p>Housing: Rental revenue down with units offline for renovations. On track to meet budget and expend the full funding by year end.</p> <p>PF 23-12-04 MOVED by K. Denson to accept the October 31, 2023 financial reports as presented. CARRIED</p>
	b.	<p>Occupancy Report – to November 30, 2023</p> <p>11 units off line for renovations. Some delays over the summer with some GoA changes. RFP is now on Alberta Purchasing Connection.</p> <p>Lodge is full with waitlist.</p> <p>Discussion on relationships/community building within each building.</p> <p>PF 23-12-05 MOVED by K. Denson to accept the occupancy report as presented. CARRIED</p>
	c.	<p>CAO Report</p> <p>Capital project update, Snow removal contract now in place. Lease agreements updated to address RV parking issues.</p> <p>Lodge Christmas event, thanks to Tim for volunteering on behalf of the board at the event.</p> <p>Fall resident meetings focused on feedback on menus and activities. Current QI project is Move-in Experience.</p> <p>Advocacy update. Some board members were able to chat with Minister Nixon</p> <p>Discussion on future plans for the site. Admin will review and update the advocacy points and strategy.</p> <p>ASCHA regional meeting. Sandy and Jul are interested in the ASCHA convention Ken offered to be an alternate to attend.</p> <p>PF 23-12-06 MOVED by S. Gamble to accept the CAO report for information. CARRIED</p>
6.	New Business	
	a.	<p>Budget 2024</p> <p>Lodges:</p> <p>Revenues based on 98% occupancy, no covid funding and no changes to the LAP grant.</p> <p>Rents are based on RGI and service package, with only 6 residents still transitioning to from the flat rate method. These should be complete in 2024.</p> <p>Expenses reflect same staffing levels, inflationary increases in food, operating, general admin and maintenance. Utilities usage rates the same, with increases to transmission & distribution fees and carbon taxes.</p> <p>No increase to the management fee.</p>

	<p>Discussion on ensuring adequate funds available to address staff compensation and to develop a business case expansion on the site. Requisition has been unchanged for over 8 years. The board agreed that a raise in requisition would be needed to meet the growing need.</p> <p>Housing: Budget based on similar occupancy as 2023 and expenses with the inflationary adjustments. The deficit of \$66,120 is the same as 2023 and is fully covered by GoA funding. This portfolio is not funded with requisition dollars.</p> <p>Rate Sheet: An increase of \$15 per resident per month effective July 1, 2024 has been factored into the budget.</p> <p>PF 23-12-07 MOVED by J. Bissell to approve the 2024 Lodge Budget as amended with municipal requisition at \$ 250,000 CARRIED</p> <p>PF 23-12-08 MOVED by K. Denson to approve the 2024 Social Housing Budget as presented. CARRIED</p> <p>PF 23-12-09 MOVED by J. Bissell to approve the 2024 Lodge Rate sheet, with an increase to the Lodge service fee of \$15 per month per resident (New rate \$900 for single \$1415 for couple) effective July 1, 2024. CARRIED</p>
7.	<p>Next Meeting</p> <p>Regular meeting Thursday February 1, 2023 at 10:00 am, via Zoom</p>
8.	<p>Adjournment</p> <p>PF 23-12-10 MOVED by S. Gamble to adjourn the December 7, 2023 meeting at 12:15pm. CARRIED</p>



Connie Huelsman
Parkland Foundation



Carla Beck or Shannon Holtz
The Bethany Group

Feb 1, 2024

Date

Feb 1, 2024

Date