

MINUTES

Board Members	Connie Huelsman, Board Chair Red Deer County	Teresa Cunningham, Alternate Town of Penhold	Jul Bissell (regrets) Village of Elnora
	Don Harrison 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 10:10 am by Chair Connie Huelsman.	
2.	Review of Agenda PF 23-10-01 MOVED by D. Harrison to Approve the October 5, 2023 Agenda with the addition 6c) Vacant Land – Title. CARRIED	
3.	Approval of Minutes PF 23-10-02 MOVED by S. Gamble to Approve June 29, 2023 Regular meeting minutes as presented. CARRIED	
4.	Correspondence	
	a.	Seniors Income Amounts July-September 2023
	b.	Faith and Aging Conference
	PF 23-10-03 MOVED by T. Wilson to accept the correspondence as information. CARRIED	
5.	Reports	
	a.	Financial Reports Introduction of the new Finance and Payroll Officer, Vernon Waitas Review of the financial statements and explanatory notes for the 8 months ending August 31, 2023. Lodge: Rental revenue and investment income strong. Expenses show lower utilities

		<p>due to seasonal fluctuation. Food and cleaning supplies cost higher due to higher occupancy and inflationary increases.</p> <p>Housing: Rental revenue lower with 11 units awaiting renovations.</p> <p>PF 23-10-04 MOVED by S. Gamble to accept the August 31, 2023 financial reports as presented. CARRIED</p>
	b.	<p>Occupancy Report – to August 31, 2023</p> <p>Lodge is full.</p> <p>In SSC, highest vacancy in Bowden, with no applicants on the waitlist. Delburne is full as of October 1. Working on relationships in Bowden. Lots of positives on the relationship building that has happened in the Delburne area. 11 units remain offline, with the work going on Alberta Purchasing. Scope adjusted to include walk in showers at Bowden.</p> <p>PF 23-10-05 MOVED by D. Harrison to accept the occupancy report as presented. CARRIED</p>
	c.	<p>CAO Report</p> <p>Capital projects, the GoA has funded the emergency replacement of a pressure relief valve for \$8990. Snow removal RFP has gone out to nine providers. Open house event August 29. Reporting requirements have been reviewed with board member opportunity to attend tenant meetings if they wish and including all major themes and commitments in future CAO reports. Advocacy update and ASCHA regional meeting October 4.</p> <p>PF 23-10-06 MOVED by T. Cunningham to accept the CAO report for information. CARRIED</p>
6.	New Business	
	a.	<p>Signing Authorities Update</p> <p>Reviewed the signing authorities and the need to update with the new Finance and Payroll Officer.</p> <p>PF 23-10-07 MOVED by T. Wilson to approve the signing authorities for Parkland Foundation as follows:</p> <p><u>Signing Authority for operating accounts</u> to be Parkland Foundation Board Chair and Board Vice Chair, Chief Executive Officer, Director Housing and Lodges, and Payroll and Finance Officer:</p> <ul style="list-style-type: none"> • Chief Executive Officer – Carla Beck • Director of Housing and Lodges – Shannon Holtz • Payroll and Finance Officer – Vernon Woitas • Board Chairperson – Connie Huelsman • Board Vice Chairperson – Sandy Gamble

		<p>Alberta Treasury Branch also requires that an <u>Administrator</u> be named for operating accounts to process Electronic Funds transfers, download bank statements, etc.- Administrator to be the Chief Executive Officer with Primary position to be Payroll and Finance Officer, and secondary position to be Director, Housing and Lodges. These positions may delegate to other staff as approved by the Chief Executive Officer in writing:</p> <ul style="list-style-type: none"> • Payroll and Finance Officer – Vernon Woitas • Director, Housing and Lodges – Shannon Holtz <p><u>Canada Revenue Agency</u> - CRA requires a "Super User" to be named. Primary position is to be the Chief Executive Officer, with delegation to the Payroll and Finance Officer:</p> <ul style="list-style-type: none"> • Payroll and Finance Officer – Vernon Woitas <p>CARRIED</p>
	b.	<p>Dodd's Lake Garage</p> <p>Discussed inquiry from the local Legion and Innisfail Man Shed. Administration will reach out the Legion to discuss.</p>
	c.	<p>Land Title/Vacant Land</p> <p>Discussed status of land title, might be a good time to approach government. Administration will reach out to Alberta Health to obtain current needs projections and will review the Town of Innisfail Housing Needs Assessment.</p>
7.	<p>Next Meeting</p> <p>Organizational and Regular meeting Thursday December 7, 2023 at 10:00 am, Autumn Grove</p>	
8.	<p>Adjournment</p> <p>PF 23-10-08 MOVED by S. Gamble to adjourn the October 5, 2023 meeting at 11:15 am.</p> <p style="text-align: right;">CARRIED</p>	


Connie Huelsman
Parkland Foundation


Carla Beck or Shannon Holtz
The Bethany Group

Dec 7, 2023
Date

Dec 7, 2023
Date