

Parkland Foundation Board Meeting  
Autumn Grove  
December 7, 2023 @ 10:00 am

## ORGANIZATIONAL MEETING MINUTES

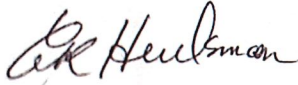
Board Members	Connie Huelsman Red Deer County	Ken Denson, Town of Penhold	Jul Bissell Village of Elnora
	Don Harrison (alternate) Town of Innisfail	Sandy Gamble Town of Bowden	Tim Wilson Village of Delburne
The Bethany Group	Carla Beck CEO, The Bethany Group	Shannon Holtz Director of Housing & Lodges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

1.	Call to Order  The meeting was called to order at 10:10 am, and introductions were made. <i>Don Harrison is now the alternate for Innisfail. The new member is Dale Dunham.</i>
2.	Election of Officers
a.	Election of Board Chair  Melodie Stol assumed the role of Chair and called for nominations for the position of Chairperson. Sandy Gamble nominated Connie Huelsman who accepted the nomination. A second and third call was made and no further nominations were received.  Connie Huelsman was declared Chairperson of Parkland Foundation. The Chair was relinquished to Connie Huelsman.
b.	Election of Vice Chair  Connie Huelsman called for nominations for the position of Vice Chair. Sandy Gamble nominated Tim Wilson who declined the nomination. Tim Wilson nominated Sandy Gamble who accepted the nomination. A second and third call was made and no further nominations were received.  Sandy Gamble was declared Vice Chair of Parkland Foundation.

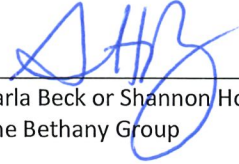
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3.	<p>Review of Honorarium and Board Expenses</p> <p>Reviewed the current honorarium and mileage rates. No changes were recommended for 2024.</p> <p><b>PF ORG 23-12-01      MOVED by K. Denson to confirm the 2024 honorarium and mileage rates with no changes.      CARRIED</b></p>
4.	<p>Signing Authority</p> <p>The signing authorities were reviewed.</p> <p><b>PF ORG 23-12-02      MOVED by J. Bissell to confirm the Signing Authorities as follows:</b> Signing Authority for operating accounts 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"> <li>• Chief Executive Officer - Carla Beck</li> <li>• Director of Housing and Lodges – Shannon Holtz</li> <li>• Payroll and Finance Officer – Vernon Woitas</li> <li>• Board Chairperson – Connie Huelsman</li> <li>• Board Vice Chairperson – Sandy Gamble</li> </ul> <p>Alberta Treasury Branch also requires that an Administrator 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"> <li>• Payroll and Finance Officer – Vernon Woitas</li> <li>• Director, Housing and Lodges – Shannon Holtz</li> </ul> <p>Canada Revenue Agency - 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"> <li>• Payroll and Finance Officer – Vernon Woitas</li> </ul> <p><b>CARRIED</b></p>
6.	<p>2024 Meeting Dates</p> <p>Thursdays February 1, April 4, May 2, June 20, October 3 and December 5, 2024. The Feb 1 meeting will be scheduled as a ZOOM meeting.</p> <p><b>PF ORG 23-12-03      MOVED by T. Wilson to approve the 2024 Meeting Dates as presented.      CARRIED</b></p>
7.	<p>Adjournment</p> <p><b>PF ORG 23-12-04      MOVED by S. Gamble that the Organizational Meeting be adjourned at 10:18am.      CARRIED</b></p>

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Connie Huelsman  
Board Chair



Carla Beck or Shannon Holtz  
The Bethany Group

DATE: Feb 1, 2024

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