

MINUTES

Board Members	Carly Hansen Red Deer County	Ken Denson Town of Penhold	Gail Moise Village of Elnora
	Lyle McKellar Town of Innisfail	Amanda Peffers Town of Bowden	Kathy Faulk Village of Delburne
The Bethany Group	Carla Beck CEO, The Bethany Group	Shannon Holtz Director of Housing & Lodges	Melodie Stol Stakeholder Relations
	Vern Woitas Finance and Payroll	Marietta Tuckwell Observer	

1.	Call to Order The meeting was called to order at 10:20 am by Chair Ken Denson.
2.	Review of Agenda PF 25-12-01 MOVED by C. Hansen to Approve the December 4, 2025 Agenda as presented. CARRIED
3.	Orientation Review of the orientation package. Package included the Ministerial Order, Organizational Chart and information. Links to various online resources are imbedded in the document and the Management Body Handbook was included as an attachment. Tour of the lodge will happen with the May meeting. Orientation items will be discussed in upcoming meetings. Board members will review the materials and send any questions to administration so they can be included.
4.	Approval of Minutes PF 25-12-02 MOVED by L. McKellar to Approve the October 2, 2025 Regular Meeting Minutes as presented. CARRIED
5.	Correspondence
	a.

6.	Reports	
	a.	<p>Financial Reports</p> <p>Review of the financial statements and explanatory notes for the 10 months ending October 31, 2025.</p> <p>Lodge: Revenue reflects strong occupancy, Meals on Wheels program revenue of \$14,000 for the year so far. Expenses salaries under budget with some staff leaves, maintenance and operating expenses over with pest control and tree removals.</p> <p>Housing: Revenue strong with good occupancy. Interest revenue down with lower rates. Expenses include pest control. Working on year-end spending to use all provincial annual funding.</p> <p>Reviewed balance sheets for lodge and housing.</p> <p>PF 25-12-03 MOVED by C. Hansen to accept the financial reports as presented. CARRIED</p>
	b.	<p>Occupancy Report – to October 31, 2025</p> <p>Occupancy strong. Report timing does reflect some vacancy but move-ins have been happening.</p> <p>PF 25-12-04 MOVED by K. Faulk to accept the occupancy report as presented. CARRIED</p>
	c.	<p>CAO Report</p> <p>A compensation review for management and frontline staff was completed in November with adjustments to take effect Jan 1, 2026 with budget approval.</p> <p>Summary of The Bethany Group Faith and Aging Conference held November 7. Staff appreciation and mission-based awards.</p> <p>Lodge Events review of the Fall activities and upcoming Christmas events.</p> <p>Capital projects update includes Bow Glen Court boilers, MUA, HWT and pumps and Dodds Lake boilers, MUA and HWT completed and deficiencies have been resolved.</p> <p>Waitlist information – 44 lodge, 49 SSC</p> <p>Lodge program review information.</p> <p>Summary of the ASCHA regional meeting held October 8. AB Munis conference presentation.</p> <p>Menu updates. Menus are developed in a collaborative approach with other lodges, resident feedback and dietician approval.</p> <p>2025 COR Safety audit with Autumn Grove selected for a site visit.</p> <p>PF 25-12-05 MOVED by G. Moise to accept the CAO report for information. CARRIED</p>

7.	New Business
	<p>a. Budget 2026</p> <p>Lodge: Revenue includes occupancy rate at 95%. LAP Grant based on 2025 rates. Recoveries include Meals on Wheels, parking and laundry. Expenses include salaries with a 2% COLA for January 1, 2026, 3% increase to maintenance and operating, 5% food costs. Utilities show a 17% increase to electricity after our long-term previous contract expired. These rates are still below market rates.</p> <p>No change to The Bethany Group management fee. Requisition to remain at \$280,000.</p> <p>Lodge rate sheet was reviewed. Increase to the lodge service package fee up to \$915 per month – a \$15 increase to residents. Increase to non-powered parking stall to \$25 per month – a \$5 increase.</p> <p>PF 25-12-06 MOVED by K. Faulk to approve the 2026 Lodge Budget with municipal requisition unchanged at \$280,000. CARRIED</p> <p>PF 25-12-07 MOVED by C. Hansen to approve the 2026 Lodge Rate sheet, with an increase to \$915 per month for the lodge service package fee (\$15 increase) \$5 per month to parking charges for non-powered stalls (from \$20 to \$25) effective July 1, 2026. CARRIED</p> <p>Housing: Revenue based on historic occupancy averages. Expenses include salaries with a 2% COLA for January 1, 2026, 3% increase to maintenance and operating. Utilities show a 17% increase to electricity after our long-term previous contract expired. These rates are still below market rates.</p> <p>PF 25-12-08 MOVED by L. McKellar to approve the 2026 Social Housing Budget as presented. CARRIED</p>
8.	<p>Next Meeting</p> <p>Regular Meeting Thursday February 5, 2026 at 10:00 am on Zoom</p>
9.	<p>Adjournment</p> <p>With no further business, Board Chair Denson declared the meeting adjourned at 11:09am</p>



Ken Denson, Board Chair
Parkland Foundation

February 5, 2026

Date



Carla Beck or Shannon Holtz
The Bethany Group

February 5, 2026

Date