

Parkland Foundation Board Meeting
 Autumn Grove 3rd Floor meeting room
 December 4, 2025 @ 10:00 am

ORGANIZATIONAL MEETING 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
	Vernon Woitas Payroll & Finance Officer	Marietta Tuckwell Observer	

1.	Call to Order The meeting was called to order at 10:00 am, and introductions were made.
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. Lyle McKellar nominated Ken Denson who accepted the nomination. A second and third call was made and no further nominations were received. Ken Densen was declared Chairperson of Parkland Foundation.
b.	Election of Vice Chair Melodie Stol called for nominations for the position of Vice Chair. Ken Denson nominated Carly Hansen who accepted the nomination. A second and third call was made and no further nominations were received. Carly Hansen was declared Vice Chair of Parkland Foundation. The Chair was relinquished to Ken Denson.

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<p>3.</p>	<p>Signing Authority</p> <p>The signing authorities were reviewed.</p> <p>Policy SL 01-04 Contracting and Procurement, SL 01-05 Delegation of Authority and Expenditure Limits and Policy SL 02-07 Reserves - Housing Management Body were shared with the board.</p> <p>PF ORG 25-12-01 MOVED by L. McKellar to confirm the Signing Authorities as follows:</p> <p>Signing Authority for operating accounts to be Chief Executive Officer, Senior Director Housing and Lodges, and Payroll and Finance Officer:</p> <ul style="list-style-type: none"> • Chief Executive Officer - Carla Beck • Senior Director of Housing and Lodges – Shannon Holtz • Payroll and Finance Officer – Vernon Woitas <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 Senior 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 • Senior Director, Housing and Lodges – Shannon Holtz <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"> • Payroll and Finance Officer – Vernon Woitas <p>Signing Authority for Investment Accounts to be Chief Executive Officer, Board Chairperson and Board Vice Chairperson:</p> <ul style="list-style-type: none"> • Chief Executive Officer – Carla Beck • Board Chairperson – Ken Denson • Board Vice Chairperson – Carly Hansen <p>CARRIED</p>
<p>4.</p>	<p>Review of Honorarium and Board Expenses</p> <p>Reviewed the current honorarium and mileage rates. The meeting honorarium has not changed in over eight years and is recommended to increase to \$100. Mileage rates are automatically adjusted annually to the CRA reasonable rate in line with The Bethany Group policy and will be updated when the CRA releases the 2026 rate.</p>

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	PF ORG 25-12-02 MOVED by K. Faulk to approve the 2026 honorarium and mileage rates as presented, with an increase from \$85 to \$100 per meeting. CARRIED
5.	Quorum Reviewed quorum information and meeting processes memo.
6.	2026 Meeting Dates Thursdays February 5, March 26, May 7, June 18, October 1 and December 3, 2026. The February and March meetings will be scheduled as ZOOM meetings. PF ORG 25-12-03 MOVED by G. Moise to approve the 2026 Meeting Dates as presented. CARRIED
7.	Adjournment With no further business, Board chair Ken Denson declared the meeting adjourned at 10:19am.



 Ken Denson, Board Chair
 Parkland Foundation



 Carla Beck or Shannon Holtz
 The Bethany Group

DATE: February 5, 2026

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