

DRUMHELLER AND DISTRICT SENIORS FOUNDATION

REGULAR BOARD MEETING March 25, 2021

All Reports on File

PRESENT: TOM ZARISKI, DAVID SISLEY, KERRY MCLELLAN (via phone), BOB SARGENT, MELANIE GRAFF, GLENDA YOUNGBERG

1.0 CALL TO ORDER

Meeting called to order at 3:02 PM by Tom Zariski.

2.0 APPROVAL OF AGENDA

**Motion by David Sisley to approve the agenda.
Seconded by Bob Sargent**

CARRIED

3.0 Presentation of the Audit for 2020 Monica Faupel and Peter Stone presented the 2020 Audits Financial Statements. It was noted that DDSF had done a great job and the auditors found no discrepancies.

4.0 MINUTES

**4.01 Motion by Kerry McLellan to approve the Minutes from February 18, 2020, Regular Meeting .
Seconded by Bob Sargent**

CARRIED

5.0 REPORTS

5.01 Administrator Report on file.

5.02 Manager reports on file.

5.03 Financial Reports

**Motion by David Sisley to accept the Financial reports for February 2021
Seconded by Bob Sargent**

CARRIED

6.0 CORRESPONDENCE

6.01 Letter from Alberta Seniors and Housing. 2021 Operations Self-Contained budget will remain the same as last year. LAP grants will allow supplementary submissions to June 30, 2021. There are NO CMR current funding available.

7.0 UNFINISHED BUSINESS

None

8.0 NEW BUSINESS

8.01 Glenda reported that an email was received from Jeff Janzen that the RFP would be sent out the week of March 29, 2021. The agreement will also be finalized and will be forwarded to DDSF for review. DDSF will be responsible for the payment of all building expenditure as Hillview addition will be a Capital Grant instead of a Capital Investment for AB Seniors and Housing.

8.02 Tom reported on the Union negotiation held in March 17 + 18. DDSF and CUPE 715 could not agree on the length of the new contract and could not agree on the rate of the wage increase as proposed. Negotiations are now moving to mediation. Glenda reported that she received a letter from GoA Mediation Services. A Steve Morrison has been appointed as our mediator and will be contact with us to set a date for mediation.

8.03 Glenda reported on the nurse call system. After several emails and phones to Telus with regards to the Meraki system we need we have been unable to get a response to our requests. Should be not heard anything within the following week we will look at other solutions.

**8.04 Motion by David Sisley to approve the rental of 2 C Cans for Sunshine Lodge storage, subject to approval by the Town of Drumheller Bylaw officer granting DDSF permission. Rental cost of the C Cans is \$100/month/C Can. Length of rental 12 months.
Seconded by Bob Sargent**

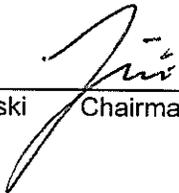
CARRIED

**9.0 In Camera (1 item)
Motion by Bob Sargent to go in camera at 4:14pm
Seconded by David Sisley**

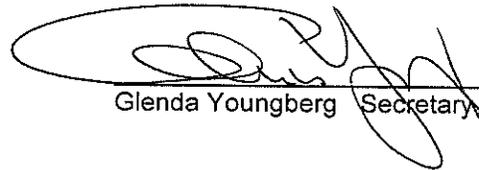
**Motion by Bob Sargent to come out of in camera at 4:25pm
Seconded by David Sisley**

9.0 Motion by Bob Sargent to adjourn the meeting at 4:30pm

Next Board Meeting April 22, 2021 at 3:00pm



Tom Zariski Chairman



Glenda Youngberg Secretary

DRUMHELLER AND DISTRICT SENIORS FOUNDATION

REGULAR BOARD MEETING February 18, 2021

All Reports on File

**PRESENT: TOM ZARISKI, DAVID SISLEY, KERRY MCLELLAN, BOB SARGENT,
MELANIE GRAFF, GLENDA YOUNGBERG**

1.0 CALL TO ORDER

Meeting called to order at 4:10 PM by Tom Zariski.

2.0 APPROVAL OF AGENDA

**Motion by Kerry McLellan to approve the agenda.
Seconded by David Sisley**

CARRIED

3.0 MINUTES

**3.01 Motion by Bob Sargent to approve the Minutes from December 16, 2020,
Regular Meeting .
Seconded by David Sisley**

CARRIED

**3.02 Motion by Kerry McLellan to approve Organizational Meeting amended
Minutes.
Seconded by Bob Sargent**

CARRIED

4.0 REPORTS

4.01 Administrator Report on file.

4.02 Manager reports on file.

4.02 Financial Reports

**Motion by Bob Sargent to accept the Financial reports for January 2021
Seconded by Kerry McLellan**

CARRIED

5.0 CORRESPONDENCE

**5.01 Letter from Auditor, Ascend Chartered Accountants are incorporating
Endeavor Accounting into their company. The staff of Endeavor will continue to be
visible to our foundation.**

**5.02 Letter from the Village of Morrin appointing Annette Plachner (CAO for the
Village of Morrin) as representative to sit on DDSF Board.**

**5.03 Letter from Brian Sherman thanking the staff for the great care they gave to
his mother while she was a resident at Sunshine Lodge and Hillview Lodge.**

6.0 UNFINISHED BUSINESS

None

7.0 NEW BUSINESS

**7.01 Tom reported on the phone call with Lynda Cuppens, Executive Director for
AB Seniors and Housing on Friday, February 12, 2021. Lynda informed us that
DDSF will receive a grant for the Hillview expansion, instead of AB Housing using the
\$7 million as a Capital Investment. This approval will be put forward to the Spring
Legislative meeting in May 2021. To expediate the build for both Sunshine and
Hillview projects she has instructed the project team to proceed with the RFP and that
it is to be sent out ASAP. This way we can get the plans ready to start the project**

when AB treasury has permission to release the funds. We hope to have construction start summer of 2021.

7.02 – 7.03 Nurse Call and New phone systems. We need to proceed with a new nurse call system at Hillview Lodge as we are working with a system that is obsolete. As well our office phone system is also outdated. Glenda informed the Board that she is getting quotes for both systems. Once all the quotes are received, she will present the findings to the Board for approval. These items were not included in the 2021 approved budget however the nurse call system is failing and it is imperative that we act now.

7.04 Union negotiations are scheduled for March 17-18 here at Hillview Lodge. Tom asked Melanie to do up some statistics for this meeting. Rent loss from closing 500 wing at Sunshine and a pie chart on the expenses for both lodges. Melanie is also going to prepare information for the staff regarding the benefits they have and can take advantage of.

7.05 The residents at Hillview Lodge have received their 2nd COVID vaccine. New residents' names have been provided to AHS so they will be scheduled at a later date. The staff at Hillview have received their 1st shot and 2nd shots are planned for Feb 22-26. The vaccine is voluntary, and we have encouraged all staff to receive it. Pamphlets on the pros and cons have been distributed to all staff.

**7.06 Motion by Kerry McLellan to approve \$250 of donated funds for activities.
Seconded by Bob Sargent**

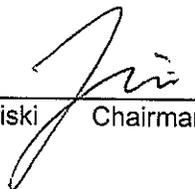
CARRIED

7.07 Glenda ask how many of the Board members would like to attend the ASCHA spring Zoom conference. Tom Zariski said he would like to attend. Glenda will register Tom and herself along with any other Managers that wish to attend.

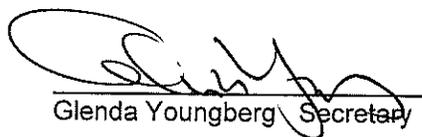
8.0 In Camera (0 item)

9.0 Motion by Kerry McLellan to adjourn the meeting at 5:30pm

Next Board Meeting March 25, 2021 at 3:00pm



Tom Zariski Chairman



Glenda Youngberg Secretary

DRUMHELLER AND DISTRICT SENIORS FOUNDATION

ORGANIZATIONAL MEETING December 16, 2020

**PRESENT: TOM ZARISKI, KERRY McLELLAN, BOB SARGENT, DAVID SISLEY,
GLENDA YOUNGBERG & MELANIE GRAFF**

1.0 CALL TO ORDER

Meeting called to order at 3:03 PM by Glenda Youngberg.

2.0 INTRODUCTIONS

All board members present were welcomed.

3.0 NOMINATION FOR CHAIRMAN OF THE DDSF BOARD

Call for nominations for chairman.

Tom Zariski nominated by David Sisley.

Second call for nominations for chairman

Third call for nominations for chairman.

Tom Zariski nominated by David Sisley and moved that nominations cease.

Tom accepted the position of chairman.

4.0 NOMINATION FOR VICE CHAIRMAN OF THE DDSF BOARD

Call for nominations for vice chairman.

Tom Zariski nominated by Kerry McLellan.

Second call for nominations for vice chair.

Third call for nominations for vice chair. Tom Zariski nominated Kerry McLellan and moved that nominations cease. Kerry accepted the position of vice chairman.

5.0 COMMITTEE SELECTION

The board members discussed the various committees and selection of committee members were agreed upon as listed below.

Motion by Kerry McLellan that all Board Members be appointed to all Boards.

CARRIED

Executive Committee: All Board Members

Audit/Finance Committee: All Board Members

Policy Committee: All Board Members

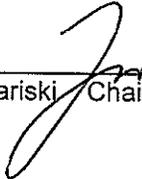
Personnel Committee: All Board Members

Building Committee: All Board Members

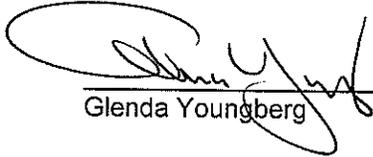
7.0 MOTION TO ADJOURN

Motion by Kerry McLellan to adjourn the meeting at 4:14 PM

CARRIED



Tom Zariski Chairman



Glenda Youngberg

DRUMHELLER AND DISTRICT SENIORS FOUNDATION

REGULAR BOARD MEETING December 16, 2020

All Reports on File

**PRESENT: TOM ZARISKI, DAVID SISLEY, KERRY MCLELLAN, BOB SARGENT,
MELANIE GRAFF, GLENDA YOUNGBERG
VIA CONFERENCE CALL**

1.0 CALL TO ORDER

Meeting called to order at 3:15 PM by Tom Zariski.

2.0 APPROVAL OF AGENDA

**Motion by David Sisley to approve the agenda
Seconded by Kerry McLellan**

CARRIED

3.0 MINUTES

**3.01 Motion by Bob Sargent to approve the Minutes from November 26, 2020,
Regular Meeting .
Seconded by David Sisley**

CARRIED

4.0 REPORTS

4.01 Administrator Report on file

4.02 Financial Reports

**Motion by Kerry McLellan to accept the Financial reports for November
2020
Seconded by David Sisley**

CARRIED

5.0 CORRESPONDENCE

None

6.0 UNFINISHED BUSINESS

None

7.0 NEW BUSINESS

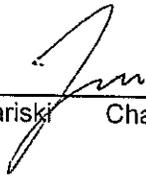
7.01- 7.02 Glenda informed the Board that a tentative agreement is in the works. AB Seniors and Housing will put DDSF on the RFP because DDSF owns the land on which the Hillview expansion will be built. This extension is going to remain as an **Alberta Seniors and Housing** investment property. They will own the building (4 walls and roof). There will be no lease fees exchanged between DDSF and ABSH. A draft of the Memorandum Agreement will be forthcoming in the next week. Glenda will email this agreement to all Board members and to our Lawyer for review.

7.03 Tom and Glenda signed the first documents for the loan at the Lawyers office. There seems to be many more documents to sign once we choose a contractor etc. The Lawyer asked if they are to keep the money in trust and pay the vendors as required. Once we receive the Agreement that may resolve this issue, as ABSH will require DDSF to pay all invoices for Hillview construction and Sunshine construction and then invoice ABSH for Hillview invoices. The onus will be on the contractor to keep these two project separated when it comes to invoicing.

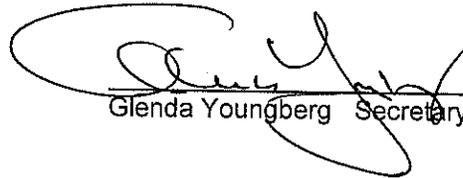
8.0 In Camera (0 item)

9.0 Motion by Kerry McLellan to adjourn the meeting at 3:50pm

Next Board Meeting January 28, 2020 @ 3:00PM



Tom Zariski Chairman



Glenda Youngberg Secretary