

CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday, May 16th, 2024

Present: Chris Czember (Chair), Ramona Robins (Vice-Chair), Dan Hamilton, Michelle McKenzie, Sourav Saha (CAO), Chelsy McArady (HR & Workflow Manager)

Regrets: Dwight Kilpatrick, Linnsie Clark

Call to Order

The meeting was called to order by Chris Czember @ 9:02 am.

1. Approval of the Agenda

MOTION: Moved by Michelle McKenzie to approve the agenda as amended.
CARRIED

2. Approval of the Minutes

MOTION: Moved by Robins to approve the minutes of the meeting of the Board of Directors held on March 21st, 2024, as amended. CARRIED

3. Business Arising from the Minutes

4. New Business

a) Ascha Conference

MOTION: Moved by Ramona Robins to receive Ascha Conference for information. CARRIED

Approval for inquiry into Small Home Long Term Care for municipalities.

b) Hot Water Tank

MOTION: Moved by Dan Hamilton to receive Hot Water Tank for information.
CARRIED

c) Fees

MOTION: Moved by Ramona Robins to receive Fees for information.
CARRIED

d) 2024 Teeoda Budget

MOTION: Moved by Michelle McKenzie to approve 2024 Teeoda Budget as presented. CARRIED

e) Continuing Care Regulations

MOTION: Moved by Michelle McKenzie to receive Continuing Care Regulations for information. CARRIED

f) Accreditation

MOTION: Moved by Ramona Robins to receive Accreditation for information with appreciation and congratulations. CARRIED

g) Life Enrichment Liaison

MOTION: Moved by Ramona Robins to approve Life Enrichment Liaison job description and title. CARRIED

5. Committee Reports

a) Finance Committee

MOTION: Moved by Dan Hamilton to approve the minutes of the Finance Committee held on April 12th, 2024 as presented. CARRIED

MOTION: Moved by Ramona Robins to approve the February 2024 Financials and Bank Reconciliation. CARRIED

MOTION: Moved by Ramona Robins to approve the minutes of the Finance Committee held on May 9th, 2024 as presented. CARRIED

MOTION: Moved by Ramona Robins to approve the March 2024 Financials and Bank Reconciliation. CARRIED

b) Policy and Board Development Committee

MOTION: Moved by Michelle McKenzie to approve the minutes of the Policy and Board Development Committee held on April 8th, 2024 as presented. CARRIED

MOTION: Moved by Michelle McKenzie to approve the minutes of the Policy and Board Development Committee held on May 6th, 2024 as presented. CARRIED

New Policies:

a) A-9 Accessibility

Motion: Moved by Dan Hamilton to approve the new A-9 Accessibility as amended. CARRIED

Amendments to Polices:

a) F-3 Reserves

Motion: Moved by Michelle McKenzie to approve the revised F-3 Reserves as amended. CARRIED

b) F-4 Tendering

Motion: Moved by Michelle McKenzie to approve the revised F-4 Tendering as amended. CARRIED

c) F-5 Investments Tenancy, Resident Discharge

Motion: Moved by Michelle McKenzie to approve the F-5 Investments Tenancy, Resident Discharge as amended. CARRIED

d) F-6 Signing Authority

Motion: Moved by Michelle McKenzie to approve the revised F-6 Signing Authority as amended. CARRIED

e) F-7 Non-Sufficient Funds or Bank Fees

Motion: Moved by Michelle McKenzie to approve the F-7 Non-Sufficient Funds or Bank Fees as presented. CARRIED

f) F-8 Credit Card Use

Motion: Moved by Michelle McKenzie to approve the F-8 Credit Card Use as amended. CARRIED

g) F-9 Property and Equipment Inventory

Motion: Moved by Michelle McKenzie to approve the F-9 Property and Equipment Inventory as amended. CARRIED

h) H-100 Diversity, Equity, Inclusion, and Belonging in the Workplace

Motion: Moved by Michelle McKenzie to approve the H-100 Diversity, Equity, Inclusion, and Belonging in the Workplace as amended. CARRIED

i) P-12 Code of Ethics

Motion: Moved by Michelle McKenzie to approve the P-12 Code of Ethics as amended. CARRIED

Deletion of Policies:

a) A-9 Accessibility

Motion: Moved by Michelle McKenzie to delete the February 2024 A-9 Accessibility. CARRIED

6. Operational Reports

a) CAO Report

MOTION: Moved by Dan Hamilton to approve the March, April 2024 CAO Report as presented. CARRIED

b) March and April Occupancy Reports

MOTION: Moved by Ramona Robins to approve the March, April 2024 Occupancy Reports as presented. CARRIED

c) Activity Calander

Motion: Moved by Michelle McKenzie to receive the May Activity Calander for Information. CARRIED

7. Next Meeting Date

The next Board meeting will be on June 20th, 2024 @ 9:00 am.

8. Adjournment

The meeting was adjourned by Chris Czember at 10:15 am.

Minutes by Chelsy McArady on May 16th, 2024

Signed: _____ Date: _____