

**Slocan Valley Seniors Housing Society
Meeting of the Board of Directors**

Monday, November 19, 2018

Present: Rita Moir, Penny Tees, Julian Ross, Sue Harder, Sally Mackenzie, Joanne Feenstra, Merina Matthew, Wilf Rimmer, Huguette Marr, Mabel Kabatoff

Regrets: Paul Wilkinson, Ruth Hackett

Guests: Tamara Smith, Eric Clough

Meeting called to order at 6:02pm

1. **Agenda** - *Moved by Merina, seconded by Sally, that the agenda be approved with the addition of the December 2nd event at Slocan Park Hall, and a letter of request to support a nomination for the Order of Canada, plus an in-camera session. CARRIED.*
2. **Approval of Minutes** - *Moved by Penny, seconded by Sue, that the regular and in-camera minutes of October 22, 2018 be approved. CARRIED* The draft 2018 AGM minutes were reviewed for presentation and approval at the 2019 AGM.
3. **President's Comments** – Rita spoke to the high level of activity from board members through committees, ongoing email, and being out in public for presentations and events. She noted the progress of the project in Slocan, and especially the satisfaction of tenants moving in. She expressed appreciation for the steadiness that our board is able to operate with through many ups and downs, and how that continues to serve us well.
4. **Slocan City Suites**
 - **Update** – Tamara's written report was reviewed, noting the occupancy permits for 703 Hume and 709 Hume, signed tenancy agreements, and new tenants moving in. Blinds and lights are in, and other details are being dealt with.
 - **Site meeting** – Eric reported on the site meeting November 13th. Deficiencies that arise are being addressed. Some drainage work will be undertaken to deal with water pooling outside. Tamara has stepped up with support for the overall coordination and organization. Bill Lynch is extremely helpful as well.
 - **Tenant Selection Committee** – Interviews will be done this week for the last of the units (the disability suite).
 - **Policy Committee** – Sally reported that the committee is now in the process of merging the policies for Passmore Lodge and Slocan City Suites. Rita has been in touch with CBT and is hopeful that they will support a grant for the administrative work to do the final formatting, cross-referencing, table of contents, copying, assembly and distribution of the policies.
 - **Presentation to the Village** – The framed photo of Lydia and Corky from the Hike for Housing was presented by Huguette to the Village at the last Council meeting. The other one is now on the wall of the Common Room at Passmore Lodge. Thanks, were extended to Sue for the framing and the write-up that goes with the photos.
 - **Lydia's photo album** – The scrapbook that Lydia has completed by adding the grand opening photos and media clips was shared around the table.

NOTE: Eric and Tamara left the meeting at this point, at 6:35

5. Financial Reports & Business

Sally gave a presentation of the monthly reports with detailed explanations of the purpose and content of each report (balance sheet, income statements, comparative statements), to support the directors understanding of the reports. She noted that we have two bank accounts, one for Passmore Lodge only, and the other account has sub-accounts for the Society, the Slocan project and SCS operations. For the next meeting, Sally will bring information on the end-dates of the Passmore Lodge mortgage and subsidies. *Moved by Sally, seconded by Merina, that the financial reports be accepted as presented. CARRIED*

Sally reported on the finance committee meeting on November 17th. They reviewed the job description for the SCS position. They are looking at a credit card with two accounts (for Passmore Lodge and Slocan City Suites) with \$1,000 limits for each. The bookkeeper is looking at formats with Tamara to try to keep the audit costs down. The committee is working on its mandate for the next board meeting. They have referred the budget for the Society to the Board Development Committee, so it will also come to the next meeting.

Sally presented a draft budget for Passmore Lodge for next fiscal year. She will consider possible changes as discussed and bring it back to the next meeting.

6. **Admin Report** – The report was reviewed. Paul and Huguette will be the board's representatives for the review of the tenders that close on November 29th. It was noted that the credit union card glitch has been reviewed by the treasurer and is deemed to be resolved without alarm. *Moved by Wilf, seconded by Merina, that the Admin report be accepted. CARRIED*

Passmore Lodge

- **Retrofit upgrades** - The Executive and Building Committee met with Nora on October 30th to review the progress, costs, and timelines for the energy retrofits. She has since put out invitations to tender, as outlined in her report. The meeting also reviewed the replacement reserve account, and the costs and possible funding for various projects, including painting, fencing, and the completed skylight. Nora is following up with BCH and Penny has received verbal support from Walter Popoff.
- **Fencing** – May get 3-4 of the units done this fall, dependent on weather and carpenter availability.
- **Lighting** – covered in the admin report (ongoing).
- **Gardening Committee** – Met on October 29th and completed the winter wind-up.
- **20th Anniversary Celebration** – Passmore Lodge opened on July 25, 1999. The board agreed that it will be important to celebrate the 20-year anniversary.

Society business

- **Board Development Committee** – The committee will bring Terms of Reference to the next meeting. They would like clarity regarding their role with Strategic planning (is it ongoing, or just this year for the retreat?) They are working on the directors' guide and code of conduct. They have a \$5000 wish list for a budget that would need funding (including \$1400 for BCNPH courses, \$500 board retreat, \$1600 for conferences, and \$1500 for a local housing conference).

- **Retreat Planning** – Feb 23rd is confirmed with the Village office. The Board Development Committee is working on the plan for the day.
- **Remembrance Day Report** - Merina made arrangements for the purchase of the wreath, and Huguette placed it on the cenotaph. It was well attended.
- **Holiday Social** – Saturday, November 24th is the holiday social at Passmore Lodge from 1:30-3:30. All tenants (including upcoming tenants at SCS), staff, board and their families have been invited. Volunteers are also welcome.
- **Order of Canada nomination** – We have received a letter of request from Lydia’s granddaughter asking for a letter of support for a nomination for the Order of Canada for Lydia Kania. *Moved by Wilf, seconded by Sally that we respond with a letter of support. CARRIED* Rita will write the letter.
- **December 2nd Slocan Park Hall event** – Non-profit groups are invited to set up information tables at a public event sponsored by the Perry Ridge Water Users Association. Merina will contact Marilyn Burgoon and look after hosting a table.
- **Tech Committee** – Wilf requested that at the next meeting we consider having a tech committee.

7. **In-Camera** – The board moved in-camera for a contractual item.

8. **Adjournment** – The meeting adjourned at 8:29 pm.

Next Meeting: Monday, December 17th 6:00 pm

Future agenda items:

- Housing roundtable proposal (after AGM)
- Tech committee

Rita Moir
President

Penny Tees
Secretary