

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

**Monday, January 21, 2019**

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

**Regrets:** Sue Harder & Paul Wilkinson

**Guests:** Tamara Smith, Eric Clough

**Meeting called to order** at 6:06pm

1. **Agenda** - *Moved by Wilf, seconded by Merina, that the agenda be approved with the addition of online applications. CARRIED.*
2. **Approval of Minutes** - *Moved by Wilf, seconded by Joanne, that the regular and in-camera minutes of December 17, 2018, and the E-Vote minutes of December 6-7 be approved. CARRIED*
3. **Slocan City Suites**
  - **Update** – Eric reported that the project is essentially done, and the last change order has been signed to incorporate the last items. There is a need for a shed to be built on-site. *Moved by Wilf, seconded by Merina, that up to \$5000 for a custom shed be approved from the SCS construction project. CARRIED*
  - **Mortgage** – Notice has been given to lock in our mortgage, so payments will begin in March. We'll know the interest rate once BC Housing confirms it.
  - **SCS Operations** – All tenants are now in, and the septic smell has been resolved.
  - **Policy manuals** – The committee has merged most of the policies and are now assessing the requirements for consultation. It was noted that the board development committee is working to combine several policies that have signing requirements for new directors with a new code of conduct for directors, and that this would need to get to the policy committee by March to be included in this project.

NOTE: Tamara and Eric left the meeting at this point.

**4. Financial Reports & Business**

Sally presented the financial reports and the draft budget, and the Terms of Reference for the Finance committee.

- *Moved by Sally, seconded by Wilf, that the financial reports be accepted as presented. CARRIED*
  - *Moved by Wilf, seconded by Ruth, that the draft budget be accepted. CARRIED*
  - *Moved by Wilf, seconded by Merina, that the Terms of Reference for the Finance Committee be adopted. CARRIED*
5. **Admin Report** – The report was reviewed. Rita will ask her to get a quote for the septic control panel and to pursue contact with Leon's office regarding the Swinderman estate. *Moved by Joanne, seconded by Merina, that the Admin report be received. CARRIED*

## Society business

- **Board Development Committee** – Wilf reported that the liability insurance from Marsh is not understandable, and no layman’s copy is available. Wilf has passed the insurance policy to the finance committee with a suggestion that we seek bids from other West Kootenay brokers. The Board retreat agenda was reviewed.
- **Society history for website** - The society history that Rita is drafting will be included in the director guide and posted on the website.
- **Grant deadlines** – A reminder was given that it is grant season for the CIP and SVLS grants, with deadlines of February 28<sup>th</sup> and March 15<sup>th</sup>. No immediate requests or needs came to mind. Nora will complete the CIP grant for the outreach programs again.
- **Castlegar Housing Society** – A meeting was set for Friday, March 8<sup>th</sup> at 2pm. Rita, Penny, Wilf, Ruth, Joanne, Julian and Mabel will attend.
- **Invitation to Slocan Council liaison** – Our Slocan Village liaison Madeleine Perriere is away during the retreat. Merina will follow up with the Village to see if the Mayor or another councilor would like to join us for the lunch. Madeleine would be interested in attending one of our meetings when she returns. Rita will follow up.
- **Tech Committee** – Wilf expressed concerns regarding our tech security, and the board agreed it is important to be pro-active. An initial committee of Wilf, Ruth, Merina, Sally and Julian will meet to discuss how to move forward. Julian will call the first meeting.

## Passmore Lodge

- **Maintenance position** – Applications are due by tomorrow. Sally, Huguette and Rita will review the applications and complete the hiring.
- **Retrofits and funding**– The GST cashflow matter has been resolved with CRA. An Initial quote from the Heritage Credit Union suggests we could get a short-term loan for the project without having to secure a mortgage.
- **Painting** – will take place after the lighting is completed
- **20<sup>th</sup> Anniversary Celebration** – Rita, Sue, Penny and Merina agreed to work on planning a 20-year anniversary celebration for Passmore Lodge. The date has been set for Saturday, July 27, 2019.
- **Online applications for Passmore Lodge** – Rita will ask Nora to send the application form to Wilf for placement on the website.

6. **In-Camera** – The board moved in-camera for personnel and contractual items.

7. **Adjournment** – The meeting adjourned at 8:39 pm.

**Next Meeting: Tuesday, February 19<sup>th</sup> 6:00 pm**

### **Future agenda items:**

Housing roundtable proposal

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President

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Secretary