

Slocan Valley Seniors Housing Society

Meeting of the Board of Directors

Monday, December 16, 2019

Present: Joanne Feenstra, Ruth Hackett, Sue Harder, Bob Inwood, Sally Mackenzie, Huguette Marr, Rita Moir, Julian Ross,

Regrets: Sam Simpson, Penny Tees, Mabel Kabatoff, and Tamara Smith, Slocan City Suites Manager

Guests: Joyce Johnson, Passmore Lodge Administrator

Meeting called to order at 6:13 p.m.

- 1. Agenda, New Items:** Report from Building Committee, plus Info on Upcoming Housing Workshops

1A. Agenda – Moved by Rita, seconded by Huguette, that the Agenda be approved, including New Items. CARRIED

- 2. Approval of Minutes** – *Moved by Ruth, seconded by Sue, that the regular minutes of November 18, 2019 and the in-camera minutes of November 18, 2019 be approved. CARRIED*

- 3. Financial Business: Passmore** – Joanne presented detailed notes, information, and projections that had previously been reviewed at a meeting of Finance/Executive committee members (Sally, Ruth, Rita, Sue, Joanne). There were five separate components:

- a) Budget Meeting Notes with info on the proposed 5-Year Budget Plan for Passmore Lodge, that was prepared for BC Housing. BC Housing requires this once every 5 years; it is our chance to ask for monetary increases and discuss our anticipated requirements.
- b) Expenses Per Unit: At Passmore, our actual per unit expenses for the 2018-19 year were \$1,193; our projected 2019-20 per unit expenses are \$1,259. In the proposed 5-year budget plan starting April 1, 2020, the projected 2020-21 expenses per unit are \$1,276/month.
- c) Staff Wages at Passmore: Joanne presented a comparison from BC Housing of the average staff wages for employees in the Interior region. We're asking for increased Passmore Lodge staff hours to 12.5 hours per week, and a possible wage increase for our administrator. The projected start date would be April 1st, 2020. Our current staff hours are 10 hours per week.
- d) Rent Roll for Passmore Lodge: Joanne described that the tenant pays about half the rent, and BC Housing provides the balance. There was a discussion about Low End Market rates, why some rents are different than others, and in-depth Revenue and Expense projections.

- e) 5-Year Passmore Proposed Budget: Joanne presented this, and a discussion occurred.

Moved by Joanne, seconded by Ruth, that the proposed financial projections of the 5-Year Budget Plan for Passmore Lodge as presented to BC Housing, be accepted. CARRIED

3.1 Financial Business: Other – Joanne presented the current financial reports for the Lodge, Slocan City Suite, and SVSHS.

Moved by Joanne, seconded by Huguette, that the financial reports be accepted as presented. CARRIED

4. Passmore Lodge

- **Admin. Report** – Joyce spoke to her written report on a number of topics. A snowplowing contractor has yet to be decided on; Dustin will again be doing sidewalk cleaning; and Joyce will look into a CBT Community Info Program. *Moved by Joanne, seconded by Ruth, that the Admin report be received. CARRIED*
- **Maintenance Person** – Kersten is once again available for maintenance work, which the board was pleased to hear; he has already fixed many of the current maintenance problems.
- **Unit 6 Update** – The tenant recently passed away, in the Trail Hospital. A relative of Ephrem's will be coming to take care of his belongings. There was a discussion of suite refurbishment needs; the Building Committee has inspected the suite, and is considering installing a hard surface floor, rather than carpet, as it would wear longer, especially if a wheelchair is used. This unit will need an official inspection to identify what is needed to be done to refurbish it. Kersten will be asked to look at it, and see which renovations he might be able to do.
- **Estate Settlement and Car** – The estate car is now owned by the Society; Sue has managed this process, and the board was appreciative of her work. Sue said that Babe's Automotive has given a price of \$350.00 for a new rotor, and battery; needed because the car has sat for so long. Tamara will put ads for this car, provide info, and sales input. *Moved by Rita, seconded by Bob, that Sue Harder be authorized to coordinate needed repairs and maintenance, and to oversee the selling of this car. CARRIED*
- **Annual Suite Inspections** – The annual suite inspections are scheduled for January 7th, 2020 at 1 p.m. Someone from Keystone Appraisers will do the Market Rent Appraisal needed for BC Housing at the same time our inspection team of Sue, Bob, Kersten and Joyce do the maintenance and general inspections, to minimize tenant disruption.

5. Slocan City Suites – Tamara was absent due to sickness; no report was submitted.

6. Society Business:

- **Personnel Committee:** Sally reported that Tamara has signed her contract.
- **Tech Committee:** Ruth reported on the Report on Technology Fraud Webinar she took. The webinar outlined common frauds that occur in non-profit societies. Ruth

concluded that our society is in good standing regarding fraud, as we have a culture of being honest and above-board, and our accounting policies are good.

- **Policy Committee:** The policy manual and tenant handbooks are now complete. The board thanked all those who had worked so hard to create this important document. It will be distributed to all board members, plus kept in the lounge and office at Passmore Lodge. *Moved by Ruth, seconded by Huguette, that Policy Manual dated December 20, 2019 (Draft #21) be implemented as soon as the policy is distributed to tenants at Passmore Lodge, and Slocan City Suites. CARRIED*
- **Mandate Committee:** Rita, the chair of the mandate committee, reported that the initial meeting will take place January 7th, 2020 at 5:00 p.m. at her house.
- **Building Committee:** Bob as chair reported that the committee had met and created their Terms of Reference; Slocan City Suites is now included in their mandate. As well, they discussed Passmore Lodge septic issues, materials need for Unit 6 renovation, the upcoming annual inspection at Passmore, and the 5-Year Capital Plan.
- **Retreat Planning:** March 14th was suggested as our annual Retreat date, to be held in the meeting room at the Village of Slocan offices. Huguette will check if this is available. A committee will be struck at the next meeting.
- **Non-Profit Affordable Housing Operators' Workshop:** Thursday, May 14 in Castlegar there'll be a workshop hosted by CBT and BC Housing, 9 am to 2:30. Sally thought it would be interesting for Joyce to attend, plus a board member on the building committee. More info will be forthcoming in late January.
- **Regional Housing Needs Assessment Project:** Information was received about this project, in which UBCM, the RDCK, City of Nelson, and other organizations are involved in, concerning the combined housing needs for our region. Sally will reply that we would like to participate as a stakeholder.
- **Seasonal Social:** Rita reported that our Seasonal Social on December 8th 2019 was a lovely gathering, where lively music and tasty treats were enjoyed by all.

7. **In-Camera:** The Board moved in-camera to discuss personnel items plus Passmore LEM prices.

8. **Adjournment:** The meeting adjourned at 8:38 pm.

Next Meeting:

Monday, January 20th 6:00 pm

Future agenda items: Retreat Planning topics, forming a Retreat Planning committee, discussing possibilities for a Housing Roundtable, and PIPA and FOI training/info needs.

President

Secretary