

**Slocan Valley Seniors Housing Society
Board of Directors Meeting Passmore Hall**

March 16, 2020

Present: Sally Mackenzie, Rita Moir, Julian Ross, Bob Inwood, Ruth Hackett, Huguette Marr, Sue Harder, Mabel Kabatoff, Sam Simpson (Acting Secretary)

Regrets: Penny Tees, Joanne Feenstra,

Guest: Joyce Johnson

Meeting called to order at 6:05 pm

Agenda - *Moved by Ruth seconded by Mabel that the agenda be approved as amended. CARRIED.*

Approval of Minutes

Moved by Ruth, seconded by Julian that the minutes of January 20, 2020 Board Meeting and the January 20, 2020 In-camera Meeting be accepted. CARRIED

Moved by Rita, seconded by Huguette, that the minutes of February 18, 2020 Board Meeting be accepted as amended. CARRIED

Financial Statements

It was decided to bring the Financial Statements forward to the April meeting because Directors had not had an opportunity to review them and Joanne was unable to attend to answer questions. Invoices from Tamara for her work on the Policy Handbook were referred back to the Policy Committee for clarification of what has already been paid and what is still owing to her.

Moved by Julian, seconded by Ruth that the IT Committee expense for Tamara setting up the emergency phone system should be divided 2/3 Passmore Lodge, 1/3 SCS. CARRIED

Passmore Lodge Administrative Report

In addition to her written report, Joyce gave the Board background information which led her to contacting the Executive about the COVID 19 concerns of several residents re the use of the Lodge for Outreach Programs. The Executive's decision to *temporarily* suspend the use of the Lodge to all outside programs was upheld by the Board.

Joyce was asked by the Board to inform residents that all their guests should be using their personal patio doors when they visit and *that guests should not access common areas*. It is the responsibility of residents (or those doing their laundry for them) to follow recommended sanitary practices in the common laundry area. Joyce will ensure that appropriate directions and necessary supplies are in the laundry room.

Joyce will put hand sanitizer at the front door for use by staff, Board or others who need to enter by that door.

April quarterly inspections have been postponed – to be re-assessed at next Board meeting.

Passmore Lodge

Mar-Tech completed the water system work March 12; they gave us a substantial non-profit deduction.

Joyce and Tyson Bartel (Feldenkais instructor) will attend the Slocan Village meeting April 7 to speak to the request for funding for the SVSHS Outreach program for Slocan.

Unit 6 update - Kersten has now removed the floor covering from kitchen and bathroom (carpet previously removed) and floor is now all down to concrete. He has been doing the drywall repair. Joyce will consult with Bob about the most suitable flooring material. The ceilings, walls and cupboards have been cleaned by Scene Clean.

The unit will be ready for a May 1 occupancy. There have been 3 new applicants plus some on file for the Tenant Selection Committee to consider. In order for a new tenant to give a month's notice to their current landlord, it would be preferable for this to happen before the first of April.

Post-painting clean-up scheduling was postponed until normal use of PML is resumed.

Slocan City Suites

General update report received from Manager.

Quarterly Inspections of SCS will also be postponed due to COVID 19. Although Sue was willing to take on the SCS inspections as well as PML, it was decided that Bob and Huguette (who both indicated their willingness) would be appropriate as Board reps as they are both on the Building Committee and the SCS Emergency Contact list, it would give them the opportunity to become more familiar with SCS as well as spread out this work.

Sue/Joyce/Tamara/Bob/Huguette will adapt the format of the inspection check list so it can be used for both sites.

In her report Tamara indicated that the gutter maintenance was proving to be an issue. It was suggested that gutter covers such as PML has, may be an improvement.

Society Business

a. Mandate Committee have proposed a special Board meeting for Saturday, April 25 for us all to discuss the mandate expansion. We want to bring in a resource person from a Kootenay housing group to share their insight with us. *Moved by Rita, seconded by Sue that we approve an honorarium of \$100 for a speaker. Carried*

Currently we recommend that only the BC Housing 'housekeeping' changes to the Bylaws, which require 30 days notice, be brought to the 2020 AGM.

b. Sam from the Board Development Committee gave out the Director Orientation Manuals (DOM) and provided a short introduction to the Manual. Thanks were extended to Sam and to all the Committee. There was some discussion about prospective Board members and we did a poll whether or not current members are intending to stand again at the AGM. Rita indicated that she will not be running and Sue and Mabel are still somewhat undecided.

c. Personnel Committee did the initial job review for PL Administrator.

d. Ruth and Penny attended the Regional Housing Needs Assessment presentation in Nelson on February 21 and found it interesting and a good networking opportunity. Reminded us all to complete the Regional Housing Needs Survey and to encourage others to do so.

e. Building Committee role in renos was briefly discussed and how it is useful for them to have input, such as Bob's suggestion about flooring for unit 6.

f. Policy Committee will meet re Tenant Handbook.

g. IT Committee reports that Tamara has emailed the emergency protocol procedures for both sites. Julian will provide Board members with hard copy to put in their Director Manuals.

h. Retreat planners, Ruth, Sally, Joanne and Huguette were thanked for all aspects of the excellent and fun day. Kudos to Huguette for the wonderful food and to Joanne for the board game.

i. AGM was scheduled for Tuesday, September 29. Social at 6:30 p.m., meeting at 7:00 p.m.

Notes

Dot day is scheduled for April 4, 1 to 3, at Winlaw Hall, Rita will attend for SVSHS if it happens.
The May 20 'Landlord 102' event in Nelson has been cancelled.
Legacy Grant deadline is March 20 but we have no request 'to fit their bill' this year.
Just Desserts event scheduled for April 18 will, no doubt, be cancelled.

To Bring Forward

Post-painting clean-up.

In Camera Meeting**Adjournment**

The meeting adjourned at 7:55 pm.

Next Meeting:

Monday, April 20, 2020 6:00 pm