

## MINUTES

Board Members	Connie Huelsman, Board Chair Red Deer County	Ken Denson, Town of Penhold	Jul Bissell Village of Elnora
	Don Harrison Town of Innisfail	Sandy Gamble Town of Bowden	Tim Wilson Village of Delburne
The Bethany Group	Carla Beck CEO, The Bethany Group	Shannon Holtz Director of Housing & Lodges	Melodie Stol Stakeholder Relations

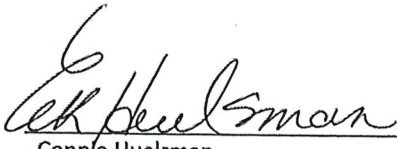
1.	<p>Call to Order</p> <p>The meeting was called to order at 10:17 am by Chair Connie Huelsman. <i>Due to the weather forecast, the meeting was moved to online with notice sent by email on Tuesday November 29.</i></p>	
2.	<p>Review of Agenda</p> <p><b>PF 22-12-01      MOVED by J. Bissell to Approve the December 1, 2022 Agenda with the addition of 6a) IT Services with 6b) budget to follow.      CARRIED</b></p>	
3.	<p>Approval of Minutes</p> <p><b>PF 22-12-02      MOVED by S. Gamble to Approve the October 5, 2022 Regular meeting minutes as presented.      CARRIED</b></p>	
4.	Correspondence	
	d.	Seniors Income October-December 2022
	e.	The Bethany Group 2021 Annual Report
	<b>PF 22-12-03      MOVED by T. Wilson to accept the Correspondence as presented. CARRIED</b>	
5.	Reports	
	a.	<p>Financial Reports</p> <p>Review of financial reports for the 10 months ending October 31, 2022. Lodge: Solid and consistent occupancy. No Covid funding currently being received. All Lodge staffing lines currently filled. Housing: Solid occupancy and maintenance projects ongoing.</p>

		<p><b>PF 22-12-04      MOVED by K. Denson to accept the October financial reports as presented.      CARRIED</b></p>
	b.	<p>Occupancy Stats to October 31, 2022</p> <p>11 suite renewals continuing, delays in tender process. Discussed marketing strategies for Bowden units for when suite renewal complete. Suggestions of an open house, updated photos for the website, and promoting local support services such as the shuttle bus.</p> <p><b>PF 22-12-05      MOVED by J. Bissell to accept the occupancy report as presented.      CARRIED</b></p>
	c.	<p>CAO Report</p> <p>Highlights: Flu and booster immunizations offered on site at Autumn Grove. Capital maintenance projects status. Financial analyst position vacant with recruiting underway. Position will be thru TBG with 0.6 FTE to Parkland and 0.4 FTE to Lacombe. TBG Accounting and Payroll will provide support during the transition. Facility Services Manager position recruitment underway, position will cover Parkland, Lacombe and WALA service areas. Autumn Grove managers taking education opportunities for their roles. QI Meal Time experience wrapping up, focused now on building from the lessons learned and best practices that were identified. COR audit results of 88 %, developing action plans for the improvement areas. Government Ministry now Seniors, Community and Social Services.</p> <p>Discussion on lack of formal grand opening due to Covid. Suggestions to offer Autumn Grove for as a tour stop for the Lodge Program Review in 2023 and to get info on hosting the Seniors Week kick off event.</p> <p><b>PF 22-12-06      MOVED by D. Harrison to accept the CAO report for information.      CARRIED</b></p>
6.	New Business	
	a.	<p>IT Services</p> <p>TBG IT reviewed the current delivery of IT services. Concerns with cost, support, security features, connectivity to TBG network and shared resources were identified. Service options and costing were reviewed.</p> <p><b>PF 22-12-07      MOVED by T. Wilson to approve Parkland Foundation IT integration to the TBG IT systems and equipment purchases with a budget of \$35,000 and further to exit current contract with Bulletproof.      CARRIED</b></p>

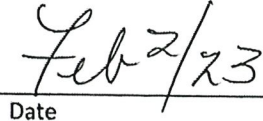
	b.	<p><b>Budget 2023</b></p> <p>Lodge: Revenues based on 98% occupancy, no changes to LAP grant and requisition and no Covid funding. Expenses see current staffing levels maintained, 1.5% for wage increases and maintaining a paid flex day. Operating and maintenance increases reflect 5.5% CPI. Utilities futures contracts with 87/60 reflect higher natural gas, higher carbon taxes and electrical rates staying the same as 2022. TBG admin fee to rise \$4200 (7%). New IT structure is included in the budget.</p> <p><b>PF 22-12-08      MOVED by K. Denson to approve the 2023 Lodge Budget with requisition set at \$155,200.      CARRIED</b></p> <p>Lodge rate sheet was reviewed.</p> <p><b>PF 22-12-09      MOVED by S. Gamble to approve rate sheets with no change to rental rate calculation, no increase to service package fees and changes to Guest Meal rates.      CARRIED</b></p> <p>Housing: Reviewed occupancy projections, staffing levels reflecting any shared positions with lodge operations, maintenance costs rising 5.5% with the CPI. TBG admin fee to rise \$9647 (7%)</p> <p><b>PF 22-12-10      MOVED by T. Wilson to approve the 2023 Social Housing budget with a deficit of \$66,120.      CARRIED</b></p> <p>Discussion on spending plans for the 2022 surplus in the Social Housing budget. Discussion on issues in securing contractors and quotes. T. Wilson offered to be a point of contact to connect local contractors with the housing manager. Offer to assist with community advertising when the suites are ready in Delburne.</p>
7.	Previous Business	
	a.	<p><b>Dodd's Lake Manor – garage</b></p> <p>Government does consider the garage at Dodd's Lake to be their property. They want to confirm condition of property for liability purposes. Would like to co-ordinate an inspection, Shannon and Don to connect for this. Issue that neither Parkland or Government has a key for the building. The shuttle service in Innisfail is transferring to the municipality and the community vans will be stored by the town after April 1.</p>
8.	<p><b>Next Meeting</b></p> <p>-      Thursday February 2, 2023 at 10:00 am via ZOOM</p>	
9.	<p><b>Adjournment</b></p> <p><b>PF 22-12-11      MOVED by D. Harrison to adjourn the December 1, 2022 meeting at 11:31 am.      CARRIED</b></p>	

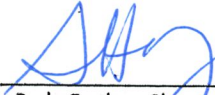
PARKLAND FOUNDATION  
HOUSING • FOR • SENIORS

Parkland Foundation Board Meeting  
Zoom  
Thursday December 1, 2022 @ 10:00am

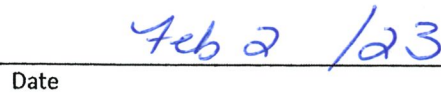


Connie Huelsman  
Parkland Foundation

  
Date



Carla Beck or Shannon Holtz  
The Bethany Group

  
Date

Caring Communities