

MINUTES

Board Members	Connie Huelsman, Board Chair Red Deer County	Ken Denson Town of Penhold	Jul Bissell (regrets) Village of Elnora
	Dale Dunham Town of Innisfail	Sandy Gamble Town of Bowden	Tim Wilson Village of Delburne
The Bethany Group	Carla Beck (regrets) CEO, The Bethany Group	Shannon Holtz Director of Housing & Lodges	Melodie Stol Stakeholder Relations
	Vern Woitas, Finance and Payroll, The Bethany Group		
Metrix Group	Curtis Friesen		

1.	<p>Call to Order</p> <p>The meeting was called to order at 10:00am by Chair Connie Huelsman.</p>
2.	<p>Review of Agenda</p> <p>PF 24-04-01 MOVED by K. Densen to Approve the April 4, 2024 Agenda as presented. CARRIED</p>
3.	<p>Delegation – Metrix Presentation of the 2023 Audited Financial Statements</p> <p>Curtis Friesen from Metrix Group reviewed the 2023 Audited Financial Statements.</p> <p>Overall, audit went smoothly and audit testing went well. Books and records were in good order with a clean audit opinion received.</p> <p>Reviewed Statement of Financial Position, Statement of Operation and Notes. Two years of GST rebates of \$92,000 not yet received. All documents have been sent into CRA and still awaiting reimbursement. Revenue was good and interest rates were strong. Expenses show increases in wages and benefits, food costs and insurance. Deficit of \$163,438 funded thru the retained earnings. A designated donation and amounts owing to ASHC have been restated to deferred revenue.</p> <p>Discussion items: The designated donation, current deficit and prior year surplus.</p>

4.	Approval of Minutes PF 24-04-02 MOVED by S. Gamble to Approve the February 1, 2024 Regular meeting minutes as presented. CARRIED	
5.	Correspondence	
	a.	Ministry of SCSS – 2024 Budget Letter
	PF 24-04-03 MOVED by D. Dunham to accept the correspondence as information. CARRIED	
6.	Reports	
	a.	<p>Financial Reports Review of the financial statements, balance sheets and explanatory notes for the 2 months ending February 29, 2024 Early in the year, with revenue and expenses tracking as anticipated for both the Lodge and Housing. Will be reviewing allocations for salaries and interest income.</p> <p>PF 24-04-04 MOVED by T. Wilson to accept the financial reports as presented. CARRIED</p>
	b.	<p>Occupancy Report – to February 29, 2024 Units are full, with eleven SSC units under renovations.</p> <p>PF 24-04-05 MOVED by S. Gamble to accept the occupancy report as presented. CARRIED</p>
	c.	<p>CAO Report Provincial budget 2024/2025 information and the ASCHA analysis were shared. LAP grant increased from \$13.23 to \$20.50 per low-income resident per day. Still need to review the net impact of this change as it will be based on actuals not the baseline occupancy method that was used during covid years. Renovations are underway in SSC and the emergency boiler repair in the lodge was funded by government. Discussion on CMR process. Home Care Expression of Interest submitted. Resident meetings highlights: Positive feedback from residents on snow removal this season, and requests for addition grounds maintenance and exterior lighting. Lodge meeting will be on April 23, Ken will check calendar to see if he can attend in place of Dale. The board extends their thanks to Lindsey for her work during the tenant meeting and the efforts to keep messaging consistent. QI and menus updates, Lodge Program review consultation with Ken and Dale attending in person, and Connie attending a portion of an online session.</p>

		Administration attended the April 1 Innisfail town council meeting. ASCHA conference report with Sandy attending from the board. PF 24-04-06 MOVED by K. Denson to accept the CAO report for information. CARRIED
7.	New Business	
	a.	2023 Audited Financial Statements – approval PF 24-04-06 MOVED by D. Dunham to approve the 2023 Audited Financial statements as presented. CARRIED
	b.	Dodd’s Lake Tenant Concerns Discussion on the complaints process, separation of governance and operational matters. Parkland Foundation follows provincial Acts and Regulations, including Landlord and Tenant Act and abides by its decisions arising from dispute resolution processes. Will maintain privacy of the tenants’ information. Spring and Fall tenant meetings provide opportunity to report back to tenants.
8.	Previous Business	
	a.	Project planning <i>The board requested that this item be added as a standing item for future agendas.</i> Carla and Shannon spoke with various potential consultants at the ASCHA convention and collected contact information.
9.	Next Meeting Regular meeting Thursday May 2, 2024 at 10:00 am, Autumn Grove Lodge boardroom	
10.	Adjournment PF 24-04-0 MOVED by K. Denson to adjourn the April 4, 2024 meeting at 11:30am. CARRIED	



 Connie Huelsman
 Parkland Foundation



 Carla Beck or Shannon Holtz
 The Bethany Group

May 2, 2024

 Date

May 2, 2024

 Date