

Parkland Foundation Board Meeting
 Autumn Grove
 December 5, 2024 @ 10:00 am

ORGANIZATIONAL MEETING MINUTES

Board Members	Connie Huelsman Red Deer County	Ken Denson, Town of Penhold	Jul Bissell Village of Elnora
	Dale Dunham 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
	Vernon Woitas Payroll & Finance Officer		Deb Coombes Alternate Town of Bowden Attended as observer

1.	Call to Order The meeting was called to order at 10:03 am, and introductions were made.
2.	Election of Officers
a.	<p>Election of Board Chair</p> <p>Melodie Stol assumed the role of Chair and called for nominations for the position of Chairperson. Sandy Gamble nominated Connie Huelsman who accepted the nomination. A second and third call was made and no further nominations were received.</p> <p>Connie Huelsman was declared Chairperson of Parkland Foundation. The Chair was relinquished to Connie Huelsman.</p>
b.	<p>Election of Vice Chair</p> <p>Connie Huelsman called for nominations for the position of Vice Chair. Tim Wilson nominated Sandy Gamble who accepted the nomination. A second and third call was made and no further nominations were received.</p> <p>Sandy Gamble was declared Vice Chair of Parkland Foundation.</p>

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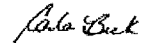
<p>3.</p>	<p>Review of Honorarium and Board Expenses</p> <p>Reviewed the current honorarium and mileage rates. Mileage rates will now be automatically adjusted annually to the CRA reasonable rate in line with the Bethany Group policy and no changes to the per diem rate.</p> <p>PF ORG 24-12-01 MOVED by D. Dunham to confirm the 2025 honorarium and mileage rates as presented. CARRIED</p>
<p>4.</p>	<p>Signing Authority</p> <p>The signing authorities were reviewed.</p> <p>PF ORG 24-12-02 MOVED by T. Wilson to confirm the Signing Authorities as follows: Signing Authority for operating accounts to be Parkland Foundation Board Chair and Board Vice Chair, Chief Executive Officer, Director Housing and Lodges, and Payroll and Finance Officer:</p> <ul style="list-style-type: none"> • Chief Executive Officer - Carla Beck • Director of Housing and Lodges – Shannon Holtz • Payroll and Finance Officer – Vernon Waitas • Board Chairperson – Connie Huelsman • Board Vice Chairperson – Sandy Gamble <p>Alberta Treasury Branch also requires that an Administrator be named for operating accounts to process Electronic Funds transfers, download bank statements, etc.- Administrator to be the Chief Executive Officer with Primary position to be Payroll and Finance Officer, and secondary position to be Director, Housing and Lodges. These positions may delegate to other staff as approved by the Chief Executive Officer in writing:</p> <ul style="list-style-type: none"> • Payroll and Finance Officer – Vernon Waitas • Director, Housing and Lodges – Shannon Holtz <p>Canada Revenue Agency - CRA requires a “Super User” to be named. Primary position is to be the Chief Executive Officer, with delegation to the Payroll and Finance Officer:</p> <ul style="list-style-type: none"> • Payroll and Finance Officer – Vernon Waitas <p>CARRIED</p>
<p>6.</p>	<p>2025 Meeting Dates</p> <p>Thursdays February 6, March 27, May 1, June 19, October 2 and December 4, 2024. The February and March meetings will be scheduled as ZOOM meetings.</p> <p>PF ORG 24-12-03 MOVED by J. Bissel to approve the 2025 Meeting Dates as presented. CARRIED</p>

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7.	Adjournment PF ORG 24-12-04 MOVED by K. Denson that the Organizational Meeting be adjourned at 10:12am. CARRIED
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Connie Huelsman
Board Chair



Carla Beck or Shannon Holtz
The Bethany Group

DATE: Feb 6, 2025

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