WHEATLAND HOUSING MANAGEMENT BODY
ORGANIZATIONAL MEETING
NOVEMBER 21, 2024

Minutes of the Organizational Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, November 21, 2024.

Board Members Present:

Wheatland County	G. Koester
Hospice Society	K. Clayton
Strathmore Lions Club	L. Voermans
Town of Strathmore	D. Peterson
Town of Strathmore	R. Wegener
Village of Hussar	L. Schultz
Village of Rockyford	L. Smith
Village of Standard	M. Gauthier
Wheatland County	R. Laursen
Wheatland County	D. Wakelam

Attendees Present:

CAO	V. Cook
Finance & HR Coordinator	C. Hickey ~ *Recording Secretary*
Maintenance Supervisor	P. Neufeld
Resident Manager	C. Shworak

Absent:

Call to Order

The Chief Administrative Officer (CAO), Vickey Cook, called the 2024 Organizational Meeting to order at 6:58PM.

Nominations For Chair

The CAO called for nominations for the position of Chair for the ensuing term.

WEGENER nominated KOESTER for position of Chair

- KOESTER accepts nomination

RESOLUTION 44 ORG 01
Nominations Cease

COOK MOVED that nominations cease.

- Carried.

KOESTER assumed the role of Chair

Addition to Agenda
~ Chair comments following adoption of agenda

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RESOLUTION 44 ORG 02
Adoption of Agenda

PETERSON MOVED to adopt the 2024 Organizational Meeting Agenda; as amended.

- Carried.

Chair Comments

- Thank you to all new and returning members
- Reminder of each board members fiduciary duty and responsibility to WHMB
  - Municipality appoints you
  - You are representative of WHMB Board and to do what is best for WHMB / seniors
- WHMB Board is a governance board, not an operational board
- Board answers to the Minister of Seniors

Organizational Signed Meeting Minutes from November 16, 2024

- Already approved and signed
- Provided as information

Board Member Contact List

- Review and request for any changes
- Changes noted
- Will change committees accordingly as nominated and accepted

Nominations
For Vice Chair

The Chair called for nominations for the position of Vice Chair for the ensuing term.

PETERSON nominated SMITH for position of Vice Chair

- SMITH accepts nomination

RESOLUTION 44 ORG 03
Nominations Cease

GAUTHIER MOVED that nominations cease.

- Carried.

SMITH assumed the role of Vice Chair

KOESTER declared SMITH Vice Chair

Board Committee Description – review

- B-4 to B-12

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Board of Directory Policies ~ review

- B-23 Board & Committee Meeting Procedure
- Discussions on Polices (All)
    - Contract someone to do overview of polices
    - Almost completed going through all policies
        - Will restart at the beginning again when completed
    - Vickey and Shannon Laprise did a great job at reviewing policies over the last couple years

Committee Nominations

Nominations For Finance Committee

The Chair called for nominations for the position of Finance Committee for the ensuing term.

PETERSON nominated VOERMANS for Finance Committee

- VOERMANS accepts nomination

GAUTHIER nominated WEGENER for Finance Committee

- WEGENER accepts nomination

RESOLUTION 44 ORG 04
Finance Committee

KOESTER MOVED that nominations cease.

- Carried.

KOESTER declared WEGENER and VOERMANS as members of Finance Committee

Nominations For Personnel /Human Resources Committee

The Chair called for nominations for the position of Personnel / Human Resources Committee for the ensuing term.

WEGENER nominated PETERSON for Personnel / Human Resources Committee

- PETERSON accepts nomination

GAUTHIER nominated SCHULTZ for Personnel / Human Resources Committee

- SCHULTZ accepts nomination

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RESOLUTION 44 ORG 05
Personnel/Human Resources Committee

KOESTER MOVED that nominations cease.

- Carried.

KOESTER declared PETERSON and SCHULTZ as members of Personnel/Human Resources Committee

Nominations For Policy Review Committee

The Chair called for nominations for the position of Policy Review Committee for the ensuing term.

SMITH nominated PETERSON for Policy Review Committee

- PETERSON accepts nomination

LAURSEN volunteered for Policy Review Committee

RESOLUTION 44 ORG 06
Policy Review Committee Appointment

KOESTER MOVED that nominations cease.

- Carried.

KOESTER declared PETERSON and LAURSEN as members of Policy Review Committee

Nominations For Maintenance Committee

The Chair called for nominations for the position of Maintenance Committee for the ensuing term.

WEGENER nominated GAUTHIER for Maintenance Committee

- GAUTHIER accepts nomination

CLAYTON volunteered for Maintenance Committee

RESOLUTION 44 ORG 07
Maintenance Committee

KOESTER MOVED that nominations cease.

- Carried.

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KOESTER declared GAUTHIER and CLAYTON as members of Maintenance Committee

Discussion on having duality of spokesperson (backup and/or Hospice)

- Hospice can possibly add to their agenda of Hospice having their spokesperson
    - Possibility of Hospice having a Board Member added to their members from WHMB
    - Duality on both boards

Nominations For Spokesperson

The Chair called for nominations for the position of Spokesperson for the ensuing term.
SMITH nominated KOESTER for Spokesperson

- KOESTER accepts nomination

RESOLUTION 44 ORG 08
Spokesperson

PETERSON MOVED that nominations cease.

- Carried.

KOESTER declared KOESTER as Spokesperson

Nominations For Member At Large

WHMB will need to advertise for a Member At Large

- Competencies will need to be noted and advertised
- Would be a benefit to have someone with foundation experiences and / or external communication experience

RESOLUTION 44 ORG 09
Member At Large

PETERSON MOVED that WHMB Executive and WHMB CAO provide together, and post, an advertisement for a WHMB Member At Large.

- Carried.

Auditor

Confirmation of Gregory, Harriman & Associates as auditor
Motion 43 ORG 12 in November 2023 confirmed auditor for 2 years with the option of a 3rd year.

RESOLUTION 44 ORG 10
Auditor

CLAYTON MOVED to confirm Gregory, Harriman & Associates for 2 years as auditor; with option of a 3rd year.

- Carried.

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Reminder that all committee meetings are to have minutes and are to supply for following agenda / board meeting.

Signing Authorities

Discussions on keeping signing authority the same as previous year

- Len Voermans
- Glenn Koester
- Staff Members ~ Vickey Cook & Christi Shworak

RESOLUTION 44 ORG 11
Lodge Signing Authority

SMITH MOVED that signing authority for all Lodge bank accounts will remain as VOERMANS and KOESTER members with authority.

- Carried.

RESOLUTION 44 ORG 12
Social Housing Signing Authority

PETERSON MOVED that signing authority for all Social Housing bank accounts will remain as VOERMANS and KOESTER members with authority.

- Carried.

RESOLUTION 44 ORG 13
Lodge And Social Housing Staff Signing Authority

PETERSON MOVED that signing authority for all Lodge and Social Housing bank accounts will remain as COOK (CAO) and SHWORAK (Resident Manger) as staff members with signing authority

- Carried.

RESOLUTION 44 ORG 14
Adjournment

GAUTHIER MOVED the meeting adjourn at 7:29pm.

- Carried.

Chair _____

Recording Secretary _____