WHEATLAND HOUSING MANAGEMENT BODY
REGULAR MEETING
November 21, 2024

Minutes of the Regular Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, November 21, 2024, at 7:00pm.

Board Members Present:

Wheatland County	G. Koester ~ *Board Chair*
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:

Board Chair, KOESTER, called the meeting to order at 7:32PM.

Read Mission Statement & Vision Statement

Agenda Additions

- I. In Camera – Labor
  - Exit Interview
  - CAO compensation

RESOLUTION 44-11-01
Agenda

WEGENER MOVED to approve the agenda; as amended.

- Carried Unanimously.

Consent Agenda

- Regular Board Meeting Minutes – October 17, 2024
- Board Resolution Action – Current
- Board Resolution Action – Completed previous year
- Financial Reports – Lodge & Social Housing - September 2024
- Maintenance Reports – Lodge & Social Housing – October 2024
- Social Housing Report
- Resident Manager Report
- CAO Report
- Committee Reports
  - Building Committee – November 7, 2024 Meeting Minutes

Consent Agenda comments;

- Request of Christi's report in a spreadsheet
- Strategic Plan – to speak of under Lodge old business as listed in Agenda

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RESOLUTION 44-11-02
Consent Agenda

WEGENER MOVED to approve the Consent Agenda as presented.

- Carried Unanimously.

Old Business

Social Housing

Lodge

Strategic Plan & Action Items

- Vickey has short listed what hasn't yet been completed
  - Suggest completing these items before moving to a new Strategic Plan – as the current one is through 2025
- To hire someone to do a thorough plan, it will cost approximately $10k - $15k (per received quotes)
  - Can review in 2025

RESOLUTION 44-11-03
Strategic Plan

SMITH MOVED to move WHMBs Strategic Plan to 2025 budget talks.

- Carried Unanimously.

Discussion on Vickey's retirement as CAO in 2026

- Vickey currently working on reorganizing job descriptions
- To discuss further in 2025

Reserve Funds ~ Planning Update

- As instructed by the board, Koester and Vickey met with Randi Collins of Getz Commins and Associates to discuss creating a Lodge Capital Maintenance Reserve and an Operation Reserve fund
- Key points from meeting with Randi;
  - Nonprofit organizations should maintain reserve funds to help ensure financial stability, sustainability and the ability to fulfill their mission effectively. Most important reasons;
    - Financial Stability ~ Emergency Fund: unexpected events such as a natural disaster, economic downturn or a loss of key funding sources can put a strain on operations. Having reserves allows the organization to weather such challenges without having to drastically cut services.
    - Operational Continuity ~ Covering Expenses: A reserve fund can cover ongoing operating expenses (such as salaries and utilities) in case of delayed funding or a drop in revenue. This ensures that the nonprofit can continue its programs without interruption, even in difficult times.
    - Sustainability and Long-Term Planning ~ Organizational Resilience: A reserve can support long-term strategic goals.
    - Building Credibility and Trust ~ Risk Management: Reserves helps reduce financial risk and demonstrate that the nonprofit has a plan for managing unforeseen circumstances, which can instill confidence in stakeholders.
  - How much reserve is enough?

        - The amount of reserve a nonprofits needs will vary depending on its size, revenue structure, and operational needs. As a rule of thumb, may experts recommend having reserves equal to three to six months of operating expenses. However, this will depend on the specific circumstances and the organization's risk tolerance.
    - In summary, reserve funds are critical for a nonprofit to remain resilient, financially stable, and capable of achieving its mission over the long term. They provide the flexibility to respond to financial challenges, plan and manage uncertainty in an unpredictable funding environment.
- Discussion on reserves and information from Randi Collins
    - Capital Assets – hire a person to make a new capital asset list as they are professionally able to see / add things that we don't think of
    - Currently awaiting on numbers

RESOLUTION 44-11-04
Reserve Funds

KOESTER MOVED to move the Reserve Funds – Planning Update as information.

- Carried Unanimously.

New Business

Social Housing

Lodge

Vehicle Policies ~ revised / reformatted
Resident Policies ~ revised / reformatted

- Defer to next meeting with questions and suggestions can be reviewed by Policy Committee

RESOLUTION 44-11-05
Vehicle / Resident Policies

SMITH MOVED to move defer the Vehicle Policies and Resident Policies to the January 2025 board meeting.

- Carried Unanimously.

Notice of Motion – re: Wheatland County

- Discussions on Wheatland County's Notice of Motion regarding Equalized Assessments
    - Letter has not yet been sent to the Minister
    - Nothing to take action on as of yet
- Discussions on Equalized Assessments
    - Suggestion to have a refresher on Equalized Assessments in February after WHMBs Member At Large has been selected

Motion for Staff Christmas Gifts

- 38 employees @ $100/each

RESOLUTION 44-11-06
Staff Christmas Gift

GAUTHIER MOVED to distribute Christmas Gifts, up to 40 staff for $4000, at the discretion of the CAO.

- Carried Unanimously.

Chair Report – verbal

- Spoke with CAO of the Town of Strathmore in charge of transfer of land to WHMB
  - Would like to include Hospice on title (include both names)
  - Next step is to contact a lawyer to draw up agreement between WHMB and the Hospice Society
    - Will have it reviewed by lawyers on all sides
- Attended Town of Strathmore meeting to thank them, however discussions ended up to be more
  - Is there an agreement between WHMB and Hospice Society?
    - There are 2 MOUs (Memorandum of Understanding)
    - Hospice is a part of the WHMB Board
    - Agreement in progress and will come back to board

RESOLUTION 44-11-07
Chair Report

KOESTER MOVED to accept the Chair Report as information.

- Carried Unanimously.

Action Plan

Governance Review – Incomplete Action Plan Update

- There are 2 items left
  - Foundation – in continued discussions
  - Annual Report – CAO prepping
    - To be completed after 2024 audit review
    - Will send to municipalities and minister
    - Will post on website
    - Rick will assist Vickey
- Majority of the action items have been completed

In Camera

RESOLUTION 44-11-08
In Camera

PETERSON MOVED to go in-camera at 8:34PM.

- Carried Unanimously.

RESOLUTION 44-11-09
Out of Camera

PETERSON MOVED to go out-of-camera at 9:17PM.

- Carried Unanimously.

RESOLUTION 44-11-10
CAO Wage Increase

PETERSON MOVED to pay the CAO, Vickey Cook, retroactive 7.5% increase to July 2024.

- Carried Unanimously.

RESOLUTION 44-11-11
CAO Letter to Board

PETERSON MOVED that as per CAO's, Vickey Cook, letter to the Board dated November 21, 2024 – WHMB Board requests that CAO Cook present the Executive Committee and the Personal Committee with a proposal for a revised contact by December 7, 2024.

- Carried Unanimously.

Important Dates

December 19, 2024 – Resident Christmas Party

Next Meeting Date

December 19, 2024 ~ at call of the chair

Following Meeting Dates

January 16, 2025
February 20, 2025

RESOLUTION 44-11-12
Adjournment

SMITH MOVED the meeting adjourn at 9:22PM.

- Carried Unanimously.

Chair

Recording Secretary