# WHEATLAND HOUSING MANAGEMENT BODY
# ORGANIZATIONAL MEETING
# NOVEMBER 20, 2025

Minutes of the Organizational Meeting of the Wheatland Housing Management Body, held at the Wheatland Lodge, 76 2nd Street, Strathmore, Alberta on Thursday, November 20, 2025.

**Board Members Present:**

| | |
|---|---|
| Wheatland County | G. Koester ~ *Board Chair* |
| Hospice Society | D. Dunlop |
| Strathmore Lions Club | D. Geiger |
| Village of Rockyford | L. Smith |
| Village of Standard | M. Gauthier ~ *Zoom* |
| Wheatland County | R. Laursen |
| Member at Large | J. Aschenbrenner |

**Attendees Present:**

| | |
|---|---|
| CAO | V. Cook |
| Deputy CAO | C. Hickey |
| Maintenance Supervisor | P. Neufeld |
| Site Manager | C. Shworak |
| Social Housing Manager | R. Beveridge |
| Administrative Assistant | T. Duxbury ~ *Recording Secretary* |

**Absent:**

| | |
|---|---|
| Town of Strathmore | R. Wegener |
| Town of Strathmore | J. Chisholm |
| Village of Hussar | L. Schultz |
| Wheatland County | K. Clayton |

**Call to Order**

The Chief Administrative Officer (CAO), Vickey Cook, called the 2025 Organizational Meeting to order at 6:36 PM.

**Nominations For Chair**

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

SMITH nominated KOESTER for position of Chair.

- KOESTER accepts nomination.

**RESOLUTION 45 ORG 01**
**Nominations Cease**

**COOK MOVED** that nominations cease.

- Carried Unanimously.

KOESTER assumed the role of Chair.

**RESOLUTION 45 ORG 02**
**Adoption of Organizational Agenda**

**ASCHENBRENNER MOVED** to adopt the 2025 Organizational Meeting Agenda as presented.

- Carried Unanimously.

GEIGER entered meeting at 6:38 PM

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Organizational Signed Meeting Minutes from November 21, 2024

**RESOLUTION 45 ORG 03**
**Organizational Signed Meeting Minutes**

**SMITH MOVED** to accept the Organizational Signed Meeting Minutes from November 21, 2024 as information.

- Carried Unanimously.

The Board Member Contact List will be updated to reflect all newly appointed Board Members and Committee assignments.

**RESOLUTION 45 ORG 04**
**Board Member Contact List**

**SMITH MOVED** to accept the Board Member Contact List as information.

- Carried Unanimously.

**Nominations For Vice Chair**

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

GAUTHIER nominated SMITH for position of Vice Chair.

- SMITH accepts nomination.

**RESOLUTION 45 ORG 05**
**Nominations Cease**

**KOESTER MOVED** that nominations cease.

- Carried Unanimously.

SMITH assumed the role of Vice Chair.

KOESTER declared SMITH Vice Chair.

Board Committee Policy Descriptions

- Review B-4 to B-12.

**RESOLUTION 45 ORG 06**
**Board Committee Policy Descriptions**

**LAURSEN MOVED** to accept the board committee policy descriptions as presented.

- Carried Unanimously.

The Board Buddy Program pairs new board members with experienced members who help answer questions, explain procedures, and provide support as they settle into their role.

**RESOLUTION 45 ORG 07**
**Board Buddy Program Overview and Guidelines**

**SMITH MOVED** LAURSEN, KOESTER and CLAYTON for the Board Buddy Program.

- Carried Unanimously



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Board of Directors Policies, B-14. Board Member Declaration

- Please sign and return to CAO.

**Committee Nominations**

**Nominations For Finance Committee**

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

SMITH nominated ASCHENBRENNER for Finance Committee.

- ASCHENBRENNER accepts nomination.

As Per COOK, CHISHOLM volunteered for Finance Committee.

**RESOLUTION 45 ORG 08 Finance Committee**

**KOESTER MOVED** that nominations cease.

- Carried Unanimously.

KOESTER declared ASCHENBRENNER and CHISHOLM, as members of the 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.

LAURSEN nominated SCHULTZ for Personnel / Human Resources Committee.

As Per COOK, SCHULTZ volunteered for the Personnel / Human Resources Committee.

SMITH volunteered for Personnel / Human Resources Committee.

**RESOLUTION 45 ORG 09 Personnel/Human Resources Committee**

**KOESTER MOVED** that nominations cease.

- Carried Unanimously.

KOESTER declared SMITH and SCHULTZ as a member 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 WEGENER for Policy Review Committee.

LAURSEN volunteered for Policy Review Committee.

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**RESOLUTION 45 ORG 10**
**Policy Review Committee Appointment**

**KOESTER MOVED** that nominations cease.

- Carried Unanimously.

KOESTER declared LAURSEN as a member of Policy Review Committee, working directly with CAO.

WEGENER will serve on the Policy Review Committee pending confirmation.

**Nominations For Maintenance Committee**

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

SMITH nominated GAUTHIER and CLAYTON for Maintenance Committee.

- GAUTHIER accepts nomination.
- CLAYTON accepts nomination.

**RESOLUTION 45 ORG 11**
**Maintenance Committee**

**KOESTER MOVED** that nominations cease.

- Carried Unanimously.

KOESTER declared GAUTHIER and CLAYTON, as members of Maintenance Committee.

**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 45 ORG 12**
**Spokesperson**

**SMITH MOVED** that nominations cease.

- Carried Unanimously.

SMITH declared KOESTER as Spokesperson.

**Nominations For Building Committee**

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

KOESTER nominated GEIGER, CLAYTON, LAURSEN and DUNLOP for Building Committee.

- GEIGER accepts nomination.
- CLAYTON accepts nomination.
- LAURSEN accepts nomination.
- DUNLOP accepts nomination.

KOESTER declares GEIGER, CLAYTON, LAURSEN and DUNLOP as Building Committee.

**Member At Large**

Member at Large ~ Reappointment
Jill Aschenbrenner, WHMBs Member at Large, has only been on the Board for half the year. Request is for Jill to continue as Member at Large for another term

- ASCHENBRENNER accepted term.

**Auditor**

Confirmation of Gregory, Harriman & Associates as auditor
The agreement is in its final year (2025), with the option to extend for a further two years.

**RESOLUTION 45 ORG 13**
**Auditor**

**LAURSEN MOVED** to extend Gregory Harriman and Associates as auditor for 2 years as auditor.

- Carried Unanimously.

**Signing Authorities**

Discussions on signing authority

- Glenn Koester
- Leah Smith
- Staff Members ~ Vickey Cook & Christi Shworak

**RESOLUTION 45 ORG 14**
**Nominations for Lodge & Social Housing Signing Authority**

**LAURSEN MOVED** that signing authority for all Lodge and Social Housing bank accounts be updated to reflect that KOESTER and SMITH are the Board Members with signing authority and Cook (CAO) and Shworak (Site Manager) remain as staff members with signing authority.

- Carried Unanimously.

**RESOLUTION 45 ORG 15**
**Adjournment**

**KOESTER MOVED** the meeting adjourn at 6:58 PM.

- Carried Unanimously.

Chair

Terry Duxbury
Recording Secretary