

Flagstaff Regional Housing Group
 Meeting Held Via Zoom
 December 1, 2020 @ 5:00 pm

MINUTES

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| Attendees: | Dell Wickstrom | Village of Alliance |
| | Murray Candlish | Town of Daysland |
| | Rick Manning | Flagstaff County |
| | Jeanette Herle | Flagstaff County |
| | Blaise Young | Village of Forestburg |
| | Doug Irving | Town of Hardisty |
| | Bonnie Wood | Village of Heisler |
| | Ben Kellert | Town of Killam |
| | Debra Smith | Village of Lougheed |
| | Grant Imlah | Town of Sedgewick |
| | Mike Leathwood | The Bethany Group - CEO |
| | Carla Beck | The Bethany Group - Interim CEO |
| | Alecia Magwood | The Bethany Group - Director |
| | Patti D'Amico | The Bethany Group - Manager |
| Michelle Wideman | The Bethany Group - Recorder | |

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| 1. | CALL TO ORDER The meeting was called to order at 5:17pm by Chair Debra Smith. |
| 2. | APPROVAL OF AGENDA Addition of CEO Transition under New Business. FRHG 20-11-01 MOVED by B. Kellert to accept the Agenda for November 30, 2020 as revised. CARRIED |
| 3. | MINUTES OF PREVIOUS MEETING FRHG 20-11-02 MOVED by G. Imlah to accept the Minutes from October 6, 2020, 2020 as presented. CARRIED |
| 4. | CORRESPONDENCE |
| a. | The Bethany Group Vision, Mission & Values For information. FRHG 20-11-03 MOVED by B. Wood to accept the Correspondence as information. CARRIED |

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| <p>5.</p> | <p>FINANCIAL STATEMENTS</p> <p>Unaudited for 10 the months ended October 31, 2020</p> <ul style="list-style-type: none"> Overall operations are quite positive given the reduced occupancy (25 vacancies) and other impacts of covid. <p>FRHG 20-11-04 MOVED by B. Kellert to accept the Financial Statements for the 10 months ended October 31, 2020 as information.</p> <p style="text-align: right;">CARRIED</p> |
| <p>6.</p> | <p>OCCUPANCY REPORT & ACTIVITIES</p> <p>Occupancy Report to October 31, 2020</p> <ul style="list-style-type: none"> Currently 29 vacancies across the self-contained portfolio. Have advertised for Hardisty, with no responses yet. There are three potential residents who have expressed an interest in Parkland Manor. Administration will further explore the pet policy. Discussion regarding an overall marketing plan for the portfolio, including contacting local videographers to create promotional videos for the buildings. <p>FRHG 20-11-05 MOVED by R. Manning to accept the Occupancy Report as information.</p> <p style="text-align: right;">CARRIED</p> |
| <p>7.</p> | <p>NEW BUSINESS</p> |
| <p>a.</p> | <p>Budget 2021</p> <p>Review of budget package and assumptions.</p> <p>FRHG 20-11-06 MOVED by M. Candlish to reduce the 2021 requisition by \$50,000.</p> <p style="text-align: right;">CARRIED</p> <p>FRHG 20-11-07 MOVED by D. Irving to accept the 2021 Budget as presented, with the projected budgeted shortfall to come from retained earnings/unrestricted funds.</p> <p style="text-align: right;">CARRIED</p> |
| <p>b.</p> | <p>Covid-19 Update - Communications Plan</p> <p>An update was provided by Carla Beck on the Covid outbreak at Rosealta Lodge in Camrose.</p> <p>FRHG 20-11-08 MOVED by B. Kellert to accept the Co-vid Update as information.</p> <p style="text-align: right;">CARRIED</p> |
| <p>c.</p> | <p>CEO Transition</p> <p>Mike Leathwood has announced his retirement for early spring 2021. Carla Beck has accepted the role of Interim CEO, to guide the organization through the transition.</p> <p>FRHG 20-11-09 MOVED by R. Manning to accept the CEO Transition as information.</p> <p style="text-align: right;">CARRIED</p> |

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| 8. | PREVIOUS BUSINESS |
| | <p>a. Tractor Purchase</p> <p>Three quotes were obtained by Forestburg Maintenance, and were circulated for Board consideration.</p> <p>FRHG 20-11-09 MOVED by B. Young to proceed with the purchase of the tractor and attachments as per the quote from Battle River Implements, funded from retained earnings/unrestricted funds. CARRIED</p> |
| | <p>b. Van Update – Request for Funds Transfer to Big Knife Villa’s Resident Club</p> <p>The Resident’s Association raised enough funds to completely cover the purchase the new van.</p> <p>FRHG 20-11-10 MOVED by J. Herle to transfer from retained earnings/unrestricted funds a total of \$66,247 over 2 transactions to the Big Knife Villa Resident Club, for deposit and delivery of the resident van. CARRIED</p> |
| 9. | <p>NEXT MEETING DATE</p> <p>Optional Zoom Meeting or Email Update Tuesday February 2, 2020 @ 5:00pm</p> <p>Tuesday March 30, 2021 @ 5:00pm</p> |
| 10. | <p>ADJOURNMENT</p> <p>The December 1, 2020 FRHG meeting was declared adjourned at 6:20pm.</p> |



Debra Smith
Board Chair



Carla Beck, Interim CEO or
Outi Kite, Director of Housing

July 2, 2021
Date

July 5, 2021
Date