

Flagstaff Regional Housing Group
Meeting Held Via Zoom
February 2, 2021 @ 5:00 pm

MINUTES

Attendees:	Dell Wickstrom (regrets)	Village of Alliance
	Murray Candlish	Town of Daysland
	Rick Manning	Flagstaff County
	Jeanette Herle (regrets)	Flagstaff County
	Blaise Young	Village of Forestburg
	Doug Irving	Town of Hardisty
	Bonnie Wood	Village of Heisler
	Ben Kellert	Town of Killam
	Debra Smith, Board Chair (regrets)	Village of Lougheed
	Grant Imlah, Vice Chair	Town of Sedgewick
	Mike Leathwood	The Bethany Group - CEO
	Carla Beck	The Bethany Group - Interim CEO
	Outi Kite	The Bethany Group - Director
	Patti D'Amico	The Bethany Group - Manager
	Melodie Stol	The Bethany Group - Stakeholder Relations
Michelle Wideman	The Bethany Group - Recorder	

1.	CALL TO ORDER The meeting was called to order at 5:05pm by Vice Chair Grant Imlah.
2.	APPROVAL OF AGENDA FRHG 21-01-01 MOVED by B. Young to accept the Agenda for February 2, 2021 as circulated. CARRIED
3.	MINUTES OF PREVIOUS MEETINGS FRHG 21-02-02 MOVED by B. Kellert to accept the Minutes from the December 1, 2020 Regular Meeting and the Organizational Meeting as presented. CARRIED
4.	CORRESPONDENCE
	a. ASCHA Call for Resolutions
	b. ASCHA Regional Meeting February 19 Board Members interested in attending the Regional Meeting or Convention may contact Melodie.
5.	OCCUPANCY REPORT & ACTIVITIES

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	<p>Review of Occupancy Report to December 31, 2020 & Year End Summary. Are seeing high vacancies across the entire portfolio due in part to the pandemic - 32 vacancies in the Self-Contained portfolio including 17 in Hardisty; 25 vacancies in Big Knife Lodge.</p> <p>Pet survey was circulated to the self-contained buildings. Will be discussed under Pet Policy, below.</p> <p>FRHG 21-02-03 MOVED by R. Manning to accept the Occupancy Report as information.</p> <p style="text-align: right;"><i>CARRIED</i></p>
<p>6.</p>	<p>NEW BUSINESS</p>
	<p>a. Signing Authorities to Operating, Investments and CRA Access</p> <p>FRHG 21-02-04 MOVED by M. Candlish to approve the Signing Authorities as follows:</p> <p><u>Signing Authority for operating accounts</u> to be Chief Executive Officer, Director Corporate Services, Director Housing and Lodges, Director Finance, Manager Big Knife Villa:</p> <ul style="list-style-type: none"> • Interim Chief Executive Officer - Carla Beck • Director Corporate Services - Judy Lowe • Manager, Big Knife Villa - Patti D'Amico • Director Housing and Lodges - Outi Kite • Director Finance - Darryl Diletzoy • Board Chairperson - Debra Smith • Board Vice Chairperson - Grant Imlah <p>Alberta Treasury Branch also requires that an Administrator be named for operating accounts to process Electronic Funds transfers, download bank statements, etc.- Primary position is to be Director, Finance with secondary position to be Director, Corporate Services. These positions may delegate to other staff as approved by the Chief Executive Officer in writing:</p> <ul style="list-style-type: none"> • Director Finance - Darryl Diletzoy • Director Corporate Services - Judy Lowe <p><u>Canada Revenue Agency</u> - CRA requires a "Super User" to be named. Primary position is to be Director Finance. The Director may delegate to other staff as approved by the Chief Executive Officer in writing:</p> <ul style="list-style-type: none"> • Director Finance - Darryl Diletzoy <p><u>Signing Authority for Investment Accounts</u> to be Chief Executive Officer, Board Chairperson, Board Vice Chairperson and 1 other Board members as approved by the Board:</p> <ul style="list-style-type: none"> • Interim Chief Executive Officer - Carla Beck

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		<ul style="list-style-type: none"> • Board Chairperson - Debra Smith • Board Vice Chairperson - Grant Imlah • Board Member - Blaise Young <p style="text-align: right;">CARRIED</p> <p>FRHG 21-02-05 MOVED by B. Kellert to nominate Blaise Young as the additional Board Member Signing Authority for Investment Accounts. CARRIED</p>
	b.	<p>Delegation of Authority and Expenditure Limits Policy</p> <p>Minor adjustments to policy were provided for information.</p>
	c.	<p>Pet Policy</p> <p>Policy was provided for review, to provide clarity and guidance around pets. The policy reflects the general rules, further details would be outlined in an addendum specific to each building. Suggestion to begin slow, by designating one floor in Hardisty as pet-friendly. In other buildings where interest is expressed, several units could be designated as pet-friendly.</p> <p>FRHG 21-02-06 MOVED by D. Irving to accept the pet policy as presented, with the addition of an addendum specific to each building. CARRIED</p>
	d.	<p>Covid Update</p> <p>Covid numbers in Flagstaff County remain low. An update was provided on vaccines and recent outbreaks. Unfortunately, Lodge residents are not yet eligible for the vaccine.</p>
7.	PREVIOUS BUSINESS	
	a.	<p>Tractor Purchase</p> <p>Tractor was purchased and arrived on site January 7th.</p>
	b.	<p>Van Update</p> <p>Residents have received the cheque for the van and are waiting for Mobile to complete the paperwork and inspection. Expect to receive it within the next month - a photo op will be arranged and a decal campaign will be arranged with local merchants.</p>
8.	NEXT MEETING DATE	
	<p>March 30, 2021, likely via Zoom.</p>	
9.	ROUND TABLE DISCUSSIONS	
	<p>Thank you was expressed to Mike Leathwood for his time spent with the Board as he prepares for retirement.</p>	



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10.	ADJOURNMENT The February 2, 2021 FRHG meeting was declared adjourned at 5:47pm.
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Debra Smith
Board Chair

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

July 2, 2021
Date

July 5, 2021
Date