



Flagstaff Regional Housing Group  
 Forestburg Seniors Drop In Centre  
 November 30, 2021 @ 5:00 pm

## MINUTES

Attendees:	Ben Kellert (regrets)	Town of Killam
	Blaise Young	Village of Forestburg
	Wayne Jackson	Town of Hardisty
	Howard Shield	Flagstaff County
	Mat Ponto (regrets)	Flagstaff County
	Dianne Roth	Town of Daysland
	John Johnsen	Village of Lougheed
	Bonnie Wood	Village of Heisler
	Sylvia Wold	Village of Alliance
	Stephen Levy (regrets)	Town of Sedgewick
	Carla Beck	The Bethany Group - CEO
	Shannon Holtz	The Bethany Group - Director
	Graeme Conway	The Bethany Group - Finance Manager
	Melodie Stol	The Bethany Group - Stakeholder Relations
Michelle Wideman	The Bethany Group - Executive Assistant	

1.	<b>CALL TO ORDER</b>
	The meeting was called to order at 5:04pm and introductions were made.
2.	<b>ORIENTATION</b>
	A brief overview was provided on the operations of the Flagstaff Regional Housing Group (FRHG), including the relationship between FRHG and The Bethany Group (TBG). Annual Reports, Audited Financial Statements, etc. are available on the FRHG website for review at any time. A full orientation session will be provided in February, after the Board has had time to settle into their roles.
	Clarification that the only property under direct responsibility (financial and operational) of FRHG is Big Knife Lodge; the Senior's Self-Contained apartments are owned by government and that program is administered by TBG, out of the Housing Office located in Big Knife Lodge.
3.	<b>ORGANIZATIONAL MEETING</b>
a.	Board Chair
	The Chair was handed over to Melodie Stol who called for nominations for the position of Board Chairperson.
	Bonnie Wood nominated Sylvia Wold, who declined the nomination.



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	<p>Blaise Young nominated Bonnie Wood, who declined the nomination.          Bonnie Wood nominated Blaise Young who declined the nomination.          Bonnie Wood nominated Dianne Roth, who accepted the nomination.          A third and final call was made and Sylvia Wold moved that nominations cease.          Dianne Roth was declared Board Chair of FRHG.</p>
	<p>b. Vice Chair          A call for nominations for the position of Board Vice Chair was made.          Howard Shield nominated Blaise Young, who accepted the nomination.          A third and final call was made and Sylvia Wold moved that nominations cease.          Blaise Young was declared Vice Chairperson of FRHG.</p>
<p>4.</p>	<p><b>REVIEW OF HONOURARIUM</b>          The Board Honourarium remains at \$85.00 for meetings ½ day or less, and mileage at \$0.54/km.          Administration will follow up on SIN number requirements for the Charitable Return.</p>
<p>5.</p>	<p><b>SIGNING AUTHORITY</b>  <b>MOVED by S. Wold to approve the Signing Authority as follows:</b>  <b>Signing Authority for operating accounts to be Chief Executive Officer, Director Corporate Services, Director Housing and Lodges, Associate Director Housing and Lodges, Manager Finance, Housing Manager Big Knife Villa:</b></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer - Carla Beck</li> <li>• Director Corporate Services - Judy Lowe</li> <li>• Housing Manager, Big Knife Villa - Shannon Pasychnyk</li> <li>• Director Housing and Lodges - Outi Kite</li> <li>• Associate Director Housing and Lodges - Shannon Holtz</li> <li>• Manager Finance - Graeme Conway</li> <li>• Board Chairperson - Dianne Roth</li> <li>• Board Vice Chairperson - Blaise Young</li> </ul> <p>Alberta Treasury Branch also requires that an Administrator be named for operating accounts to process Electronic Funds transfers, download bank statements, etc. - Administrator to be the Chief Executive Officer with Primary position to be Manager Finance and 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"> <li>• Manager Finance - Graeme Conway</li> <li>• Director Corporate Services - Judy Lowe</li> </ul>



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	<p><b>Canada Revenue Agency - CRA requires a "Super User" to be named. Primary position is to be the Chief Executive Officer, with delegation to the Manager of Finance:</b></p> <ul style="list-style-type: none"> <li>• Manager Finance - Graeme Conway</li> </ul> <p><b>Signing Authority for Investment Accounts to be Chief Executive Officer, Board Chairperson, Board Vice Chairperson and 1 other Board members as approved by the Board:</b></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer - Carla Beck</li> <li>• Board Chairperson - Dianne Roth</li> <li>• Board Vice Chairperson - Blaise Young</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
6.	<p><b>2020 MEETING DATES</b></p> <p>MOVED by H. Shield to accept the 2022 Meeting Schedule as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<p><b>ADJOURNMENT</b></p> <p>The FRHG 2021 Organizational Meeting was declared adjourned at 5:45pm.</p>

Dianne Roth, Board Chair  
Flagstaff Regional Housing Group

Carla Beck, CEO  
The Bethany Group

Date

Date