



THE EVERGREENS FOUNDATION BOARD OF DIRECTORS
 Friday, December 8, 2023
 Organizational & Regular Board Meeting
 EGF Head Office, Hinton

Board Representatives:

Councillor Winston Delorme	Chair	Present	MD of Greenview
Councillor Helen Kelleher-Empey	Vice-Chair	Present	Municipality of Jasper
Councillor Gean Chouinard	Director	Present	Town of Edson
Councillor Phyllis Kobasiuk	Director	Present	Parkland County
Councillor Anthony Giezen	Director	Present	Yellowhead County
Mayor Nicholas Nissen	Director	Absent with Regrets	Town of Hinton

Administration:

Kristen Chambers	CAO	Present
Leah Sorenson	Executive Assistant	Present
Andrea Labrie	CFO	Present
Shyam Menon	DPM	Present

Item	Content	Action
1.	<p>Organizational Meeting, December 2023</p> <p>Election of Officers</p> <p>CAO Kristen Chambers opened the Organizational Meeting at 9:39 am and stated the procedure for the election of officers. Calls for nomination calls were made for each position.</p> <p>Helen Kelleher-Empey nominated Winston Delorme for the position of Chairperson of The Evergreens Foundation. The nominee accepted.</p> <p>After the second call, no further nominations were received.</p> <p>Motion 035-23</p> <p>After the second call Phyllis Kobasiuk moved to cease the nominations of Chairperson. UNANIMOUSLY CARRIED.</p> <p>Motion 036-23</p> <p>Helen Kelleher-Empey moved that Winston Delorme be appointed as Chairperson of The Evergreens Foundation Board for the 2023-2024 term. UNANIMOUSLY CARRIED.</p> <p>Winston Delorme was declared Chairperson of The Evergreens Foundation.</p> <p>Chair Winston Delorme continued the remaining order of business in soliciting nominations for the position of Vice-Chairperson.</p> <p>Phyllis Kobasiuk nominated Helen Kelleher-Empey for the position of Vice-Chairperson of The Evergreens Foundation. The nominee accepted.</p> <p>After the second call, no further nominations were received.</p>	

Motion 037-23

After the second call Anthony Giezen moved to cease the nominations of Vice-Chairperson of The Evergreens Foundation. UNANIMOUSLY CARRIED.

Motion 038-23

Phyllis Kobasiuk moved that Helen Kelleher-Empey be appointed as Vice-Chairperson of The Evergreens Foundation Board for the 2023-2024 term. UNANIMOUSLY CARRIED.

Helen Kelleher-Empey was declared Vice-Chairperson of The Evergreens Foundation.

Organizational Meeting adjourned at 9:40 am.

2. **Call to Order**

Chair Winston Delorme called the Regular Meeting to order at 9:40 am.

3. **Acceptance of Draft Agenda**

Motion 039-23

Director Gean Chouinard moved to accept the December 8, 2023 Regular Board Meeting Agenda with the following:

*ADDITION: Closed Session 8. a) Personnel Matter b) 3rd Party
UNANIMOUSLY CARRIED.*

4. **Adoption of Minutes**

Minutes of October 23, 2023 Board Meeting

Motion 040-23

Vice-Chair Helen Kelleher-Empey moved to approve the October 23, 2023 Regular Board Meeting Minutes as presented. UNANIMOUSLY CARRIED.

5. **Financial Statements**

Motion 041-23

Director Phyllis Kobasiuk moved to approve the September & October 2023 Lodge Program Financial Statements as presented. UNANIMOUSLY CARRIED.

Motion 042-23

Director Gean Chouinard moved to approve the September & October 2023 Social Housing Program Financial Statements as presented. UNANIMOUSLY CARRIED.

6. **Action Items**

a) Signing Authorities

Motion 043-23

Director Anthony Giezen approved that Gean Chouinard and Nicholas Nissen; along with Winston Delorme, Anthony Giezen, Helen Kelleher-Empey, Phyllis Kobasiuk, Kristen Chambers, Andrea Labrie, Cory LeDrew and Jane Wallace be appointed as signing officers with Alberta Treasury Branch Financial. Any previous signing officers who do not appear in this listing are to be deleted by Alberta Treasury Branch Financial. UNANIMOUSLY CARRIED.

b) 2023 Lodge Package Rates

Motion 044-23

Director Anthony Giezen moved to approve to increase service package rates by \$25 per single and \$40 per couple sharing a suite for 2024, effective January

1, 2024 for new residents and July 1, 2024 for current residents.
UNANIMOUSLY CARRIED.

c) Maximum Rents for Senior Self-Contained Apartments

Motion 045-23

Director Anthony Giezen moved to approve to set maximum basic rents for seniors' self-contained apartments in Evansburg, Entwistle and Wildwood to \$840 for 2024 and leave maximum basic rents for seniors' self-contained apartments in Edson, Hinton and Jasper status quo for 2024, effective January 1, 2024 for new residents and July 1, 2024 for current residents.
UNANIMOUSLY CARRIED.

d) 2024 ASCHA Membership Renewal

Motion 046-23

Director Gean Chouinard moved to approve the ASCHA Membership Renewal for 2024. UNANIMOUSLY CARRIED.

e) 2024 Interim Operating Budget

Motion 047-23

Director Phyllis Kobasiuk moved to approve the 2024 Interim Operating Budget as presented. UNANIMOUSLY CARRIED.

7. **Information Item**

a) Lodge Residents Surveys

Motion 048-23

Director Gean Chouinard moved to accept Item 7. a) Lodge Resident Surveys as Information. UNANIMOUSLY CARRIED.

b) Donated Land

Motion 049-23

Vice-Chair Helen Kelleher-Empey moved to accept Item 7. b) Donated Land as Information. UNANIMOUSLY CARRIED.

8. **Closed Session**

Motion 050-23

Director Gean Chouinard moved to go in Closed Session. UNANIMOUSLY CARRIED.

a) Personnel Matter

b) 3rd Party

Motion 051-23

Vice Chair Helen Kelleher-Empey moved to go out of Closed Session. UNANIMOUSLY CARRIED.

Motion 052-23

Director Gean Chouinard moved to approve the CAO to conduct an internal review of the Finance Department of the Foundation with findings reported to the Board. UNANIMOUSLY CARRIED.

Leah Sorenson and Shyam Menon exit at 10:49 am.
In at 10:49 am.

Andrea Labrie exit at 11:24 am.
Leah Sorenson re-enter at 11:24 am.
Shyam re-enter at 11:25 am.
Out at 11:43 am.


	<p>Motion 053-23 <i>Director Phyllis Kobasiuk moved to approve a formal review of project management services, to be completed by January 31, 2024. UNANIMOUSLY CARRIED.</i></p>	
9.	<p>Next Meeting: Virtual, Date TBD.</p>	
10.	<p>Adjournment Motion 054-23 <i>Director Gean Chouinard moved to adjourn the December 8, 2023 Regular Meeting of The Evergreens Foundation Board of Directors. UNANIMOUSLY CARRIED.</i></p> <p>Meeting was adjourned at 11:49 am.</p>	

Respectfully submitted:


 Leah Sorenson, Executive Assistant

March 15, 2024
 Date

Approved:


 Winston Delorme, Board Chair

March 15, 2024
 Date

APPROVED