

## **MINUTES OF THE REGULAR MEETING OF VERMILION & DISTRICT HOUSING FOUNDATION**

The regular meeting of the Vermilion & District Foundation was held May 14, 2018.  
Chairman: Carline McAuley; Vice Chairman: Dale Swyripa; Director: Tannis Henderson;  
Director: Leslie Cusack; CAO: Sheri Heller; Financial Officer: Stacey Ireland; Office

### **1. Call to Order**

Caroline McAuley called meeting to order at 5:04

#### **1.1 Additions to Agenda**

8.3 Public Member

### **2. Approval of Agenda**

Tannis Henderson moved the Agenda from April 16, 2018  
be adopted as amended. CRD

### **3. Approval of Minutes**

3.1 Regular Board Meeting – April 16, 2018 approved

Tannis Henderson moved the Regular Meeting Minutes from A, 2018 be  
adopted as amended. CRD

### **4. Accounts Payable Listing**

4.1 April 2018 Payables

#### **Cheques #**

The accounts payable for April 2018 covered by cheque #5424 to #5504  
including:

Moved by Les Cusack : April 23

Moved by Dale Swyripa : April 30

Moved by Les Cusack : May 14

### **5. Financial Statement**

5.1 Stacey went through Draft Financial Statement for April 2018

Moved by Tannis Henderson; CRD

### **6. Correspondence – NO Correspondence**

### **7. Old Business**

7.1 Lodge Replacement Grant -

7.1a) Project Report – – Tim is on vacation. Sheri gave an update on the status  
of the project. Sheri presented a change order that was signed by the Board.

Moved by Leslie Cusack. CRD

### **7.2 Fundraising for New Build-**

**7.2a) Fundraising Report** - Moved by Tannis Henderson to create a committee  
for spend of fundraising.

Sheri presented the quotes and samples of the new dishes, moved by: Dale  
Swyripa as amended; CRD

**7.2c) Virtual Reality –**

Tabled unless response received from Telus Grant Application

**7.2d) CAO Office Quote –** Emailed motion attached

**7.3 Policy Approval –** Mandatory Education moved by Tannis; CRD

**7.4 Manor Tour –** Valleyview Manor June 26 @ 5 pm

**7.5 SL4 Update –** Sheri and Caroline presented an update non SL4 discussions that happened last week

**8. New Business**

**8.1 TOMA Fine Flooring** - Nick and Shelley from Toma/Shelley's Window Coverings presented to the Board. Nick and Shelley left the meeting and the Board discussed. The Board will write a letter to Toma regarding their decision. Anything over \$5000 sealed bids only. Moved by Tannis Henderson; CRD

**8.2 Leckie & Associates –** 2017 Audit Presentation

Greg Dewing presented the draft 2017 Audit presentation to the Board.

Moved Dale Swyripa by to accept the 2017 Audit.

**8.3 Public Member** - The Board discussed the possibility of accepting public Public Member. The Board discussed the possibility of accepting public members onto the Board. The parameters required for adding a public member. Loop back at the next meeting with the information.

**8.4 Staff Appreciation –** Sheri invited the Board to the Staff Appreciation event 5:30 pm at the legion

**9. CAO's Report**

9.1 Occupancy Report - Stacey presented the occupancy report May 14<sup>th</sup> in detail.

Moved by Leslie Cusack; CRD

9.2 CAO Report – Sheri Presented her CAO

Moved by Tannis Henderson; CRD

**10. Date of Next Meeting**

July 16, 2018 @ 5pm

August 20, 2018

**11. Adjournment** Caroline McAuley adjourned at 7:15pm

**Action Items**

1. Board write a letter to Toma regarding their decision on the flooring.
2. Sheri to come back with structure for the Fundraising spending committee.
3. June 21 7-8:30 Donor Appreciation
4. Caroline to review position description for CAO
5. Caroline to develop a CAO performance evaluation
6. Sheri continue with other lodges re public member participation
7. Vision Statement follow up
8. Phase 2 Plans to show the board

Tannis (1) – steak

Caroline (2) -