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To: Council

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Date: December 6 , 2018

Re: Meridian Foundation Minutes

From: Virginia

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Phone: 780-963-2149

Comments:

Please add these minutes to the Council agenda packages.

Thanks Virginia

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*Meridian Foundation Board of Directors
Minutes of the Organizational Meeting
Thursday November 15, 2018*

PRESENT: Chairman Councillor Jackie McCuaig, Parkland County
Vice-Chairman Councillor Judy Bennett, Town of Stony Plain
Councillor Chantal McKenzie, City of Spruce Grove
Councillor Jocelyn Wiggins, Village of Wabamun

STAFF: Lori-Anne St-Arnault, Executive Director
Virginia Mayer, Recording Secretary
Doreen Engelhardt, Controller
Robin Telasky, Fund Development / Public Relations

1. CALL TO ORDER

Executive Director, Lori-Anne St-Arnault called the meeting to order at 9:05am.

2. ELECTION OF OFFICERS

RESOLUTION # 065/2018

MOVED by Councillor Chantal McKenzie, that Councillor Jackie McCuaig is nominated for position of Chairman and Councillor Judy Bennett is nominated for position of Vice Chairman for the 2018/2019 term.

Councillor Jackie McCuaig and Councillor Judy Bennett accepted the nominations.

CARRIED UNANIMOUSLY

RESOLUTION # 066/2018

MOVED by Councillor Chantal McKenzie, that the Meridian Foundation board members for the term 2018/2019 are:

Chairman Councillor Jackie McCuaig, Vice-Chairman Councillor Judy Bennett, Councillor Chantal McKenzie, and Councillor Jocelyn Wiggins.

CARRIED UNANIMOUSLY

3. ESTABLISHMENT OF BOARD REMUNERATION

RESOLUTION # 067/2018

MOVED by Councillor Jocelyn Wiggins, that the following board remuneration rates are accepted for the 2018- 2019 term. The rates will take effect on November 15, 2018.

▪ Monthly Chairman Honorarium	\$ 100.00
▪ Monthly Vice-Chairman Honorarium	\$ 50.00
▪ Regular Board Meeting (up to 8 hours)	\$ 150.00
▪ Special Board Meeting (over 4 hours)	\$ 150.00
▪ Special Board Meeting (under 4 hours)	\$ 50.00
▪ Workshop full day (over 4 hours)	\$ 150.00
▪ Workshop half day (under 4 hours)	\$ 100.00
▪ Signing Alternate Honorarium	\$ 50.00
▪ Mileage - @ .55 km	

CARRIED UNANIMOUSLY

4. BANKING

4.1 Bank Signing Authority

RESOLUTION # 068/2018

MOVED by Vice-Chairman Councillor Judy Bennett that the following signing authority is as follows:

All Board Members, Chairman Councillor Jackie McCuaig, Vice Chairman Councillor Judy Bennett, Councillor Chantal McKenzie, Councillor Jocelyn Wiggins, Executive Director Lori-Anne St. Arnault, and/or the Controller have signing authority on behalf of the Meridian Foundation. Two signatures are required; the two signatures must be one Board Member, the Executive Director or the Controller.

CARRIED UNANIMOUSLY

4.2 Authority for Banking Transfers

RESOLUTION# 069/2018

MOVED by Councillor Jocelyn Wiggins, that Executive Director Lori-Anne St. Arnault and/or accounting/payroll/controller personnel have authority on behalf of Meridian Foundation for bank transfers and banking inquires.

CARRIED UNANIMOUSLY

4.3 Open and Close Bank Accounts

RESOLUTION# 070/2018

MOVED by Councillor Chantal McKenzie that the following Board Members, Chairman Councillor Jackie McCuaig, Vice Chairman Councillor Judy Bennett, Councillor Chantal McKenzie, Councillor Jocelyn Wiggins, and Executive Director Lori-Anne St. Arnault, have authority on behalf of Meridian Foundation to open and close bank accounts. Two signatures are required; the two signatures must be one Board Member and the Executive Director.

CARRIED UNANIMOUSLY

5. APPOINTMENT OF EXTERNAL AUDITOR

RESOLUTION# 071/2018

MOVED by Councillor Chantal McKenzie that the Board of Directors appoints Metrix Group LLP to be the auditor for the Meridian Foundation 2018 financials.

CARRIED UNANIMOUSLY

6. Scheduling of Regular Board Meeting for 4th Thursday of each month.


RESOLUTION # 072/2018

MOVED by Councillor Jocelyn Wiggins, that the regular board meetings will be held at 9:00 am on the fourth (4) Thursday of each calendar month unless amended by the board.


CARRIED UNANIMOUSLY

7. Adjournment

The Chairman Councillor Jackie McCuaig declared the meeting adjourned at 9:20 am.



Chairman



Vice-Chairman

**Meridian Foundation Board Of Directors
Regular Board Meeting Minutes
November 15, 2018**

PRESENT: Chairman Councillor Jackie McCuaig, Parkland County
Vice Chairman Councillor Judy Bennett, Town of Stony Plain
Councillor Jocelyn Wiggins, Village of Wabamun
Councillor Chantal McKenzie, City of Spruce Grove

STAFF: Lori-Anne St. Arnault, Executive Director
Virginia Mayer, Recording Secretary
Doreen Engelhardt, Controller
Robin Telasky, Fund Development / Public Relations

1. CALL TO ORDER

The Chairman called the Board Meeting of November 15, 2018 to order at 9:20 am.

2. ADDITION TO / ADOPTION OF AGENDA

Meridian Foundation Agenda

RESOLUTION # 073/2018

MOVED by Councillor Jocelyn Wiggins, to adopt Meridian Foundation Agenda as amended.

- 4.1 Parkland County
- 6.4 Friends of Meridian

Carried Unanimously

3. APPROVAL OF THE MINUTES

Meridian Foundation Board Minutes

RESOLUTION # 074/2018

MOVED by Councillor Judy Bennett, to accept the September 20, 2018 Meridian Foundation Board Meeting Minutes as presented.

Carried Unanimously

4. UNFINISHED BUSINESS

4.1 Affordable Housing Capital Project

Meridian Foundation has received a letter of approval from the Minister of Seniors and the letter of intent from Alberta Seniors and Housing for the Folkstone Affordable Housing Project. The MOA is still not finalized. Meridian Foundation lawyers have been in communication with Alberta Seniors and Housing legal department.

Executive Director Lori-Anne St. Arnault will be contacting Alberta Seniors and Housing to inquire as to our next steps going forward with the project.

The Town of Stony Plain has confirmed that the taxes will be exempt for the Folkstone property.

Executive Director Lori-Anne St. Arnault has met with Village of Wabamun and Town of Stony Plain councils with a presentation to bring awareness and an overview of Meridian Foundation and its role in the community. Mayor and Council were given information about Folkstone housing project. We discussed the need for additional housing to meet the demands in our communities.

The City of Spruce Grove presentation to Mayor and Council will be on November 26, 2018, no presentation date has been finalized for Parkland County.

Direction was given to Executive Director Lori-Anne St. Arnault to organize a meeting with the board of directors, administration, Parkland County and Government representatives from Alberta Seniors and Housing.

4.2 Capital Campaign update

Board members were given an overview and the roles of the members on a Capital Campaign committee. Robin Telasky has been working to set up the Capital Campaign committee and is reaching out to potential members. A Capital Campaign committee meeting will be held on January 19, 2019.

4.3 Executive Director Evaluation

Executive Director Lori-Anne St. Arnault will provide the board with her portion of the evaluation as well as her last year's evaluation. The board chair will meet with Executive Director Lori-Anne St. Arnault to discuss the evaluation once completed.

5. **FINANCIALS**

5.1 **RESOLUTION # 075/2018**

MOVED by Councillor Jocelyn Wiggins to accept the all financial reports as presented for information.

Carried Unanimously

6. **NEW BUSINESS**

6.1 The Grande at Genesis

The Board was given the RFP for management and operations of the upcoming project in Stony Plain called The Grande at Genesis. Discussion was held and the board has decided that at this time Meridian Foundation is not prepared to submit an RFP.

6.2 Policy BG 7.10 Requisitions

RESOLUTION # 076/2018

MOVED by Councillor Jocelyn Wiggins that the board accepts the board governance policy 7.10; Requisitions with changes.

Carried Unanimously

6.3 Capital Requisition

The board received a comparable report with several scenarios on how requisitions affect tax payers. A discussion took place regarding the lack of housing in our community and that Meridian Foundation is strictly working off waitlists. In order to ensure residents in our community have access to appropriate housing we need to implement a capital requisition to see the realization of future projects (Spruce Grove Lodge).

RESOLUTION # 077/2018

MOVED by Councillor Chantal McKenzie that the board of directors approves an annual capital requisition of 5 million dollars starting in 2019 to meet the growing need for housing in our communities.

Carried Unanimously

6.4 Friends of Meridian

Robin Telasky presented the board with a supplemental handout package; Aligning Structure with Strategy Incorporation and other options to review. The board and administration will review and discuss at next meeting.

7. **INFORMATION ITEMS**

RESOLUTION # 078/2018

MOVED by Councillor Chantal McKenzie to accept Information items:

- Executive Director's Report
- Resident Wait List
- Letter to Stony Plain Mayor & Council Members
- ASCHA "its Time" campaign
- Housing Month

Carried Unanimously

8. **IN-CAMERA**

- No In Camera

9. **DATE, TIME AND PLACE OF NEXT MEETING**

Regular board meeting will be held on January 24, 2019 at 9:00 am at Whispering Waters Manor.

10. **ADJOURNMENT**

The Chairman, Councillor Jackie McCuaig declared the meeting adjourned at 1:15 pm.


Chairman of the Board


Vice-Chairman