

North Peace Housing Foundation

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Board of Directors Meeting
Peace River, Alberta
September 29, 2016

The Chair, Doug Dallyn called the meeting to order at 3:08 p.m. with the following members present:

Clear Hills County	Dallyn, Doug
Northern Sunrise County	Reese, Brent
County of Northern Lights	Eastman, Sandra
MD of Peace #135	Skrepnek, Ray
MD of Fairview #136	Radbourne, Dennis
Town of Fairview	Regal, Bob
Town of Grimshaw	Kerr, Brenda
Town of Manning	Burr, Rod
Town of Peace River	Vanderklok, Harry
Village of Berwyn	MacKenzie, Jim
Village of Hines Creek	Novak, Cheryl
Village of Nampa	

Also present was Executive Director, Richard Walisser. Dennis Radbourne acted as recording secretary.

Agenda

- 01.10.16 Moved Skrepnek agenda be adopted as circulated, with the following addition to New Business;
- e. Signage Replacement
 - f. Pet Policy
- Carried.

Minutes

- a. **Board Meeting Minutes – September 7, 2016**
- 02.10.16 Moved Vanderklok minutes of the September 7, 2016 regular Board meeting be approved as corrected with revised date of next meeting to September 29, 2016.
Carried.
- b. **Planning & Services Committee Meeting Minutes – July 5, 2016**
- 03.10.16 Moved Eastman minutes of the July 5, 2016 Planning & Services Committee meeting be approved as presented.
Carried.
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Reports

a. **Executive Director's Report**

The Executive Director provided a brief update of the developments with the Westview Area Development Plan, an update on the Rotary House/Administration Office project, as well as the current North Peace Housing Foundation occupancy levels.

04.10.16 Moved Radbourne Executive Director's report be approved as presented.
Carried.

b. **Summary of Operations**

05.10.16 Moved Vanderklok Summary of Operations for the month of August, 2016 be accepted as presented.
Carried.

c. **Financial Report**

06.10.16 Moved Skrepnek financial report for the month ended August, 2016 be accepted as presented.
Carried.

Accounts Payable Ratification

07.10.16 Moved Vanderklok accounts payable for the month of August, 2016 be ratified as presented.
Carried.

Business Arising Out of the Minutes

a. **Administration Office/Rotary House Site Meeting Minutes – September 15th**

The Executive Director presented the minutes of the construction meeting for the administration office/Rotary House project.

08.10.16 Moved Novak accept the minutes for information.
Carried.

b. **Del-Air Lodge Reconfiguration Project Update**

No further updates on the status of the project to report.

New Business

a. **2017 Lodge Rate Schedule**

The Executive Director presented the Board with a draft rate schedule for our lodges for the upcoming year.

09.10.16 Moved Vanderklok approve the rate schedule as presented for the 2017 fiscal year.
Carried.

b. **2017 Wage and Salary Review**

The Human Resource Manager was available to review the requests from staff and the recommendations of the Executive Committee.

10.10.16 Moved Skrepnek North Peace Housing Foundation Board of Directors approve all recommendations of the Executive Committee for implementation on January 1, 2017.
Carried.

c. **Executive Director Performance Review**

The Executive Committee presented for the Board's consideration the Executive Director performance evaluation for the past year.

11.10.16 Moved Skrepnek approve the Executive Director performance evaluation as presented with the performance awards and recommendation compensation changes for the upcoming year.
Carried.

d. **Administration Vehicle Replacement**

12.10.16 Moved Eastman purchase the 2016 Ford Edge SEL AWD as presented from Peace River Ford for the quoted price of \$35,832.30 including GST.
Carried.

e. **Signage Replacement**

The Executive Director presented the Board with the tender summary report for the replacement of the six signs at six of our properties.

13.10.16 Moved Vanderklok approve the awarding of the contract to replace the signs to Big North Graphics for the quoted price of \$9,600.00 plus GST.
Carried.

f. **Pet Policy**

The Board of Directors discussed the no pet policy and the letter previously received from a member of the public.

- 14.10.16 Moved Novak remain firm with the current pet policy and send a letter of response to the member of the public.
Carried.

Items for Information

- a. Happenings – Family Housing Newsletter – October 2016
- b. Lodge Events – October 2016
- c. ANPHA Strategic Plan 2016 - 2021

- 15.10.16 Moved Vanderklok accept items for information.
Carried.

Directors' Comments

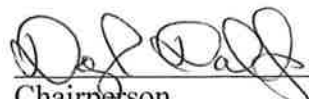
Nil

Next Meeting

The next Board of Directors meeting is scheduled to be held at the Central Office in Peace River on November 2, 2016 at 4:00 pm.

Adjournment

The Chair declared the meeting adjourned at 5:15 pm.


Chairperson


Recording Secretary