

**LUMSDEN & DISTRICT HERITAGE HOME, INC.**  
**Regular Board Meeting – Lumsden Dew Drop In**  
**Monday, August 26, 2024**

**Present:** Byron Tumbach, Marral Meadows, Lesley Crossman, Caroline Hoffart, Krista Mansbridge, Tammy Knuttila, Gail Russell, John Langford  
**Regrets:** Jim Selinger  
**Absent:**  
**Recorder:** Sara Cox  
**Administrator:** Sara Cox  
**Resident Care Coordinator:** Brenda Chapman, RCC

1. Meeting was called to order by Byron Tumbach @ 7:04 pm

We would like to begin by acknowledging that LDHH is located on the traditional lands, referred to as Treaty 4 territory, and the original lands of the Cree, Ojibwe, Saulteaux, Dakota, Nakota, Lakota, and on the homeland of the Métis Nation.

2. Conflict of Interest Declaration – no conflicts identified

3. AGENDA:

**Motion:** The Agenda be adopted as presented.  
**65-2024** Moved by: John Langford Seconded by: Krista Mansbridge  
ALL IN FAVOR CARRIED

4. REVIEW AND ADOPTION OF MINUTES

**Motion:** Adopt minutes of June 17, 2024 as presented.  
**66-2024** Moved by: Gail Russell Seconded by: Marral Meadows  
ALL IN FAVOR CARRIED

**Motion:** Adopt minutes of June 24, 2024 as presented.  
**67-2024** Moved by: Tammy Knuttila Seconded by: Lesley Crossman  
ALL IN FAVOR CARRIED

5. BUSINESS ARISING OUT OF THE MINUTES

- Recent news articles regarding issues with the AIMS rollout – LDHH has not experienced any issues that have impacted employee pay
- All costs associated with LDHH membership are tracked and recorded separately

6. ADMINISTRATOR'S REPORT:

- Information on the 24-25 Funding grant has been received and incorporated into the Internal Operating Budget
- AIMS went live in July and proved to be a significant learning curve for Admin staff but no major issues occurred and staff did not see any major changes
- LDHH is now able to post positions on-line which will increase our exposure to potential new staff
- The Annual Charity Return has been filed with CRA
- We continue to await information from the ED of Continuing Care regarding the resubmission of the Looking Forward proposal
- The Resident/Family BBQ was held on August 22<sup>nd</sup> with approximately 60 guests attending for the meal and entertainment in the courtyard
- The next PARG meeting is scheduled for September 10<sup>th</sup>
- A generous donor arranged for the Sweet Life ice cream truck to come to the Home on August 19<sup>th</sup> to treat residents, family members, staff, Manor tenants and Town of Lumsden staff

- I will be attending as a Board member for a September 5<sup>th</sup> meeting of the Lumsden/Craven Seniors Program to discuss the current programs and ideas for new opportunities.
- The Bed Standardization Committee has completed the bed audit at all sites throughout the province. Work on identifying priorities for funded bed replacement will be communicated in the next quarter. There is a 2024-25 funding allocation for this initiative.
- After more than 3 decades, Public Health will no longer be utilizing space at LDHH for childhood immunization clinics

**Motion:**

**68-2024**

**To adopt the Administrator’s Report as presented.**

**Moved by: John Langford**

**Seconded by: Krista Mansbridge**

**ALL IN FAVOR**

**CARRIED**

7. RCC REPORT:

- Full occupancy for the reporting month.
- Covid 19 Outbreak from July 8 to 19
- Adult Day Program has 4 clients
- Care Conferences will resume September 6th.
- Sask Polytech RPN preceptor placement planned for this fall has been cancelled.
- 2 non-qualified CCA staff members added to our relief pool.

**Motion:**

**69-2024**

**To adopt the RCC Report as presented.**

**Moved by: Gail Russell**

**Seconded by: Caroline Hoffart**

**ALL IN FAVOR**

**CARRIED**

8. COMMITTEE REPORTS:

- A) **Governance Committee** – committee met August 26th. The Nomination and Membership Committee will meet before each monthly board meeting to review membership applications and make recommendation for Board approval.

18 member applications were reviewed.

**Motion:**

**70-2024**

**To approve the eighteen proposed members as recommended by the Committee.**

**Moved by: Caroline Hoffart**

**Seconded by: Tammy Knuttila**

**ALL IN FAVOR**

**CARRIED**

The lack of disclosure re: public registry list was noted. Approved members will be advised of same when receipt letter is sent out. The Membership Application will be revised to include a statement advising that member names will be listed on a public registry.

**Motion:**

**71-2024**

**To approve the proposed amendments to the Member Application form.**

**Moved by: Marral Meadows**

**Seconded by: Lesley Crossman**

**ALL IN FAVOR**

**CARRIED**

The Committee will review/revise the Board Orientation binder including the Governance manual and make all necessary changes to reflect the new governance structure. The target date for completion is January 1, 2025.

The Board Evaluation document was distributed to all board members and tabled for future discussion.

**Motion:**  
**72-2024**      **To adopt the Governance Committee report as presented.**  
**Moved by: Marral Meadows      Seconded by: Tammy Knuttila**  
**ALL IN FAVOR                              CARRIED**

- B) **Finance Committee** – Gail Russell reported - the committee met on August 20, 2024 to review numerous financial documents and discuss the option of accepting debit/credit for payment. The Committee made the following recommendations for Board approval.

**Motion:**  
**73-2024**      **To approve the Statement of Operations as at June 30, 2024 as presented.**  
**Moved by: Gail Russell                      Seconded by: John Langford**  
**ALL IN FAVOR                              CARRIED**

**Motion:**  
**74-2024**      **To approve the Balance Sheet and Income Statement as presented.**  
**Moved by: Gail Russell                      Seconded by: Marral Meadows**  
**ALL IN FAVOR                              CARRIED**

The 2024-25 Funding Grant information has been incorporated into the internal budget. A surplus of \$49,774 is projected.

**Motion:**  
**75-2024**      **To approve the revised 2024-25 Internal Operating Budget as presented.**  
**Moved by: Gail Russell                      Seconded by: Caroline Hoffart**  
**ALL IN FAVOR                              CARRIED**

The committee reviewed and discussed the comparative analysis of Merchant Services that was prepared by Byron Tumbach.

**Motion:**  
**76-2024**      **To approve the selection of Moneris to provide Merchant Services for a trial period of one year. Costs of the service to be borne by the Membership Account.**  
**Moved by: Gail Russell                      Seconded by: Lesley Crossman**  
**ALL IN FAVOR                              CARRIED**

**Motion:**  
**77-2024**      **To direct the Audit & Finance and Communications & Strategic Planning Committees to hold a joint meeting at the end of the trial period to discuss the matter in more detail.**  
**Moved by: Gail Russell                      Seconded by: Krista Mansbridge**  
**ALL IN FAVOR                              CARRIED**

**Motion:**  
**78-2024**      **To adopt the Audit & Finance Committee report as presented.**  
**Moved by: Gail Russell                      Seconded by: John Langford**  
**ALL IN FAVOR                              CARRIED**

- C) **Quality & Service Delivery** – the committee did not meet
- D) **Communications and Strategic Planning** – The committee met with the Membership Coordinator on August 12, 2024.

Caroline reviewed the report on the latest Committee activities.

1. Staffing Strategy
  - Willowview Recovery Center is now slated to open in September

2. Communication Strategy

- A new membership recruiting brochure and poster boards displaying the Looking Forward Conceptual Model are now available to use for presentations.
- Kat Atkins (Pure Purpose Marketing) commenced her contract on July 1st. The project schedule is divided into 4 phases. Website Development, Marketing and Membership recruitment are well underway. The new website will roll out September 1<sup>st</sup>. Social media is being utilized to share activities of the Home and to promote membership recruitment.
- New member applications are tracked and a letter and questionnaire sent to approved members will be sent out once Board approval has been obtained.

3. Fundraising Strategy

4. Visioning Strategy

- Current State Assessment and Business Plan proposal has been resubmitted to government. Continue to await for requested guidance on the resubmission process with the SHA.

**Motion:**

**79-2024 To approve the Communications & Strategic Planning report as presented.**

**Moved by: Caroline Hoffart  
ALL IN FAVOR**

**Seconded by: Tammy Knuttila  
CARRIED**

9. BOARD FORUM

10. NEW BUSINESS

A) Board Executive and Committees

Newly formed committees were determined at the June meeting. Membership in Governance, Audit & Finance, Quality & Service Delivery and Communications & Strategic Planning will remain unchanged.

B) Board Member recruitment

With numerous vacant board seats, all board members are encouraged to tap people that may be interested in serving on the board. A feedback questionnaire sent to new members will also note the option of serving on the Board.

C) Scarecrow Festival

The Regina Kin group will be sending 7 volunteers to assist the Friends of the Heritage Home with the pancake breakfast during the Scarecrow Festival on September 28<sup>th</sup>. The Board will use this opportunity for member recruitment.

11. IN-CAMERA SESSION: not required

12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, September 23, 2024 @ 7:00 via Zoom if hybrid option cannot be arranged.

Meeting adjourned at 8:38 pm.

23-09-24

Date

\_\_\_\_\_  
  
 CHAIRPERSON

\_\_\_\_\_  
SECRETARY TO THE BOARD – Sara Cox