

**LUMSDEN & DISTRICT HERITAGE HOME, INC.**  
**Regular Board Meeting – ZOOM**  
**Monday, December 15, 2025**

**Present:** Byron Tumbach, Caroline Hoffart, Gail Russell, Jim Selinger, Marral Meadows  
Brian Weisbrod, Mary Harman, Jane Cogger, Carol Youck-Cousins, Tammy  
Knuttila, Kim Moore-Ciesielski, John Langford  
**Regrets:** Krista Mansbridge  
**Absent:** Cody Jordison (joined 8:55)  
**Recorder:** Sara Cox  
**Administrator:** Sara Cox

1. Meeting was called to order by Byron Tumbach @ 7:10 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:

Additions to the Agenda:

- f) LDHH Christmas Party
- g) Auditors Report – LTC Inspections
- h) Meet with Town of Lumsden to develop MOU

**Motion:** The Agenda be adopted as amended.  
**132-2025**      **Moved by: John Langford**      **Seconded by: Kim Moore-Ciesielski**  
**ALL IN FAVOR**      **CARRIED**

4. REVIEW AND ADOPTION OF MINUTES

**Motion:** Adopt minutes of November 24, 2025 as presented.  
**133-2025**      **Moved by: Mary Harman**      **Seconded by: Brian Weisbrod**  
**ALL IN FAVOR**      **CARRIED**

5. BUSINESS ARISING OUT OF THE MINUTES

- 2 admissions in the month are both local residents who had been waiting to transfer to LDHH
- Kat distributed the Staff Experience Survey on December 10<sup>th</sup>, results expected by month end

6. ADMINISTRATOR'S REPORT:

- Flooring replacement is now complete in both Tubrooms and we are actively fundraising for a second towel warmer.
- We were expecting 3 representatives from the Regina North Primary Health Network on December 15<sup>th</sup> to tour the Home and brainstorm on how we can increase the usage of our ADSP. No one showed up or called to cancel or reschedule.
- The Resident Family and Friends Holiday Celebration event on December 11<sup>th</sup> was a huge success despite Mother Nature contributing to numerous guest cancellations.
- A new steamer has been purchased for the kitchen. The new equipment necessitated an upgrade to the existing wiring in the Home.
- Staff are celebrating the season with events organized by the Social Committee including raffle draws and themed dress-up days.
- The WCB rate for the Home has been set for 2026 and LDHH qualifies for a merit rebate of \$0.23 per \$100 due to low claim numbers.

**Motion:**  
**134-2025 To adopt the Administrator’s Report as presented.**  
**Moved by: Marral Meadows                      Seconded by: Jane Cogger**  
**ALL IN FAVOR    CARRIED**

7. RCC REPORT: RCC not in attendance, Sara provided brief verbal report.

**Motion:**  
**135-2025 To adopt the RCC Report as presented.**  
**Moved by: Tammy Knuttila                      Seconded by: Jim Selinger**  
**ALL IN FAVOR    CARRIED**

\*order of agenda modified to accommodate guest, Kat Atkings

9. a) Presentation by Kat Atkings on the Communication and Marketing Strategy

Kat reviewed the LDHH Membership & Communications Strategy. It identifies three strategic pillars and outlines a core messaging framework to assist board members with consistent language. The strategy also includes a 90 day implementation roadmap with success metrics to assist the board in starting the work, keeping on track and having measurable outcomes.

8. COMMITTEE REPORTS:

**Board Chair Report:** Byron outlined his activities in the past month. Met with Governance Chair and CEO for annual assessment, attended Audit and Finance Committee meeting and discussed potential use of Town land with Mayor Vern Barber.

**Motion:**  
**136-2025 To adopt the Board Chair Report as presented.**  
**Moved by: Caroline Hoffart                      Seconded by: Brian Weisbrod**  
**ALL IN FAVOR    CARRIED**

- A) **Membership & Nominating Committee** – committee did not meet. Mary indicated that three new memberships have been received since last meeting.
- B) **Executive Committee** – committee did not meet
- C) **Governance Committee** – committee did not meet
- D) **Finance Committee** – Gail Russell, Committee member, reported on the meeting held on November 4<sup>th</sup>. Committee reviewed finance policy and donation/gift.

**Motion:**  
**137-2025 To approve edits to Policy 4 A 40 to include specific wording regarding expenditures of internally restricted reserve funds.**  
**Moved by: Gail Russell                              Seconded by: Jim Selinger**  
**ALL IN FAVOR    CARRIED**

**Motion:**  
**138-2025 To approve the allocation of the \$125,000 gift/donation to the creation of a foundation to support Workforce Sustainability.**  
**Moved by: Gail Russell                              Seconded by: Carol Youck-Cousins**  
**ALL IN FAVOR    CARRIED**

**Motion:**  
**139-2025 To authorize the Finance Chair to make contact with Conexus Credit Union to facilitate the receipt of the \$125,000 gift/donation via the South Saskatchewan Community Foundation.**  
**Moved by: Gail Russell                      Seconded by: Tammy Knuttila**  
**ALL IN FAVOR                                      CARRIED**

A fourth motion regarding a matching allocation to the foundation of \$125,000 with funds drawn from the LDHH Reserve Fund was also discussed. Numerous questions/concerns were raised. Quality & Service Delivery Committee has been tasked to gather additional information before this motion is put to vote at a future meeting.

**Motion:**  
**140-2025 To adopt the Audit & Finance Committee report as presented.**  
**Moved by: Gail Russell                      Seconded by: Tammy Knuttila**  
**ALL IN FAVOR                                      CARRIED**

- E) **Quality & Service Delivery** – the committee did not meet
- F) **Communications and Strategic Planning** – Caroline reported on committee activities for the month and highlighted the work done on the 2025-2028 Strategic Plan as well as the Communications and Marketing Strategy developed in collaboration with Kat Atkings.

**Motion:**  
**141-2025 To adopt and implement the Communication and Marketing Strategy as presented.**  
**Moved by: Jane Cogger                      Seconded by: Brian Weisbrod**  
**ALL IN FAVOR                                      CARRIED**

Kat researched the costs to produce a banner larger than the standard size quoted. The Board decided to continue with the production of the standard size banner as decided with Motion 130-2025 (November).

**Motion:**  
**142-2025 To adopt the Communications & Strategic Planning Committee report as presented.**  
**Moved by: Caroline Hoffart                      Seconded by: Brian Weisbrod**  
**ALL IN FAVOR                                      CARRIED**

9. NEW BUSINESS

- b) **Marketing & Membership Coordinator’s contract** – the current contract for Kat Atkings is set at \$500 per month and will expire on December 31, 2025. Kat will be instrumental in the implementation of the Strategic Plan and the Membership and Communication Strategy.

**Motion:**  
**143-2025 To offer Kat Atkings, Lakeside Growth, a contract extension from January 1 to June 30, 2026 at the current monthly rate of \$500.**  
**Moved by: Tammy Knuttila                      Seconded by: Caroline Hoffart**  
**ALL IN FAVOR                                      CARRIED**

- c) **Funding for a bus for the Home** – Brian Weisbrod researched the cost to purchase a bus for LDHH. The LCSP is currently fundraising for a wheelchair accessible van. The number of current residents willing and able to attend outings is less than 1/3 of the population. Currently rent the Town of Strasbourg bus at a very reasonable cost. At this time, LDHH will not pursue the purchase of a bus.

**d) Bylaw Revisions- Three bylaw revisions were presented:**

- (1) Section 12.1 – remove Administrator as a participant
- (2) Section 13.1 – remove (c) Appoint Committees
- (3) Section 6.2 (a) - allow Nominating and Membership committee to approve all LDHH membership applications

**Motion:**

**144-2025 To approve bylaw revisions as presented.**

**Moved by: John Langford  
ALL IN FAVOR**

**Seconded by: Cody Jordison  
CARRIED**

- e) 2026 Board Meeting Dates – 2026 schedule provided for informational purposes.**
- f) LDHH Resident/Family Christmas Event – family member expressed appreciation for the event.**
- g) Auditors Report – Provincial Auditor has released a report on the Ministry of Health Inspections of LTC. Report details the less than satisfactory implementation of regular inspections and follow up for deficiencies found. Carol Youck-Cousins will share a link to the report with the Board.**
- h) Meeting with the Town of Lumsden – Town has previously expressed willingness to allow LDHH to use Town land (Dog park) for potential expansion. New council appears to remain supportive however a more formal Memorandum of Understanding should be in place.**

**Motion:**

**145-2025 To authorize the LDHH Board Chair to meet with the Town of Lumsden for the purpose of entering into a Memorandum of Understanding pertaining to Town of Lumsden property and potential expansion of LDHH and/or addition of other services.**

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

**Seconded by: Tammy Knuttila  
CARRIED**

**11. IN-CAMERA SESSION:**

**12. ADJOURNMENT AND NEXT BOARD MEETING:**

The next Regular Board meeting will be Monday, January 26, 2026 @ 7:00 via Zoom.

**Meeting adjourned at 9:23 pm.**

26-01-26  
Date

  
CHAIRPERSON

SECRETARY TO THE BOARD – Sara Cox