LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – ZOOM
Monday, June 16, 2025

Present: Byron Tumbach, Caroline Hoffart, Krista Mansbridge, Gail Russell, Brian Weisbrod, Tammy Knuttila, Marral Meadows, Jim Selinger, John Langford
Regrets: Lesley Crossman
Absent:
Recorder: Sara Cox
Administrator: Sara Cox
Resident Care Coordinator: Brenda Chapman, RCC (regrets)
Guests: Jane Cogger, Mary Harman, Kim Moore-Ciesielski, Cody Jordison

1. Meeting was called to order by Byron Tumbach @ 7:00 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.

Introductions of existing Board members as well the four guests who will become part of the Board on June 23, 2025.

2. Conflict of Interest Declaration – no conflicts identified

3. AGENDA:
Additions to the Agenda
D) Snowflake Bazaar

Motion: **The Agenda be adopted as amended.**
68-2025 **Moved by: Marral Meadows** **Seconded by: Jim Selinger**
ALL IN FAVOR **CARRIED**

4. REVIEW AND ADOPTION OF MINUTES

Motion: **Adopt minutes of May 26, 2025 as presented.**
69-2025 **Moved by: John Langford** **Seconded by: Krista Mansbridge**
ALL IN FAVOR **CARRIED**

5. BUSINESS ARISING OUT OF THE MINUTES

6. ADMINISTRATOR'S REPORT:

- Orientation for five new board members has been completed.
- The new leadership team from Cupar Nursing Home spent the day with LDHH Administration staff. We were able to support them in learning their new roles.
- CUPE grievance filed in 2023 for an employee termination has been withdrawn.
- June education sessions will occur on the 20th and 26th. There is still opportunity for Board members to sign-up to participate.
- Resident/Family Council will meet at 6:30 pm on June 24th.
- Auditor presented the draft 2024-25 financial statements to the Finance Committee on June 12th.
- The Annual Resident/Family BBQ will be held on August 12th. Board members are encouraged to attend to assist and mingle with residents, staff and guests.
- Administrator will be on vacation from July 3 - 27.

Motion:
70-2025 **To adopt the Administrator's Report as presented.**
Moved by: John Langford **Seconded by: Tammy Knuttila**
ALL IN FAVOR **CARRIED**

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

8. COMMITTEE REPORTS:

A) **Membership & Nominating Committee** – Marral Meadows reported. The committee met June 16th to review membership applications received since last meeting.

Motion:
71-2025 To approve two (2) membership applications received since May meeting.
Moved by: Marral Meadows Seconded by: Brian Weisbrod
ALL IN FAVOR CARRIED

Motion:
72-2025 To adopt the Nominating and Membership Committee Report as presented.
Moved by: Marral Meadows Seconded by: Brian Weisbrod
ALL IN FAVOR CARRIED

B) **Executive Committee –** The committee met June 4th. Discussed committee membership.

Motion:
73-2025 To approve Board Committee formation, including the selection of Chairs, occur annually at the August meeting of the Board.
Moved by: Krista Mansbridge Seconded by: Gail Russell
ALL IN FAVOR CARRIED

- Sara and the Governance committee will complete new board member orientation before the June 23rd meeting. New board members will be invited to attend the June 16th meeting of the Board as observers.
- Discussion regarding time limits for sitting as Chair/Vice Chair and board members was held. The topic is deferred to the Governance Committee to review.
- Voting for Board executive positions will be confidential. In the case of a tie vote, the Secretary to the Board will place all ballots back into box and draw a name.
- If Strategic Planning contract is awarded, the C&SP Chair will poll all board for availability for either October 18 or 25.
- Blaine McLeod, MLA will attend the AGM and given space on the agenda to give greetings from the province.

Motion:
74-2025 To adopt the Executive Committee Report as presented.
Moved by: Krista Mansbridge Seconded by: Gail Russell
ALL IN FAVOR CARRIED

C) **Governance Committee** – The committee did not meet

D) **Finance Committee –** The committee met on June 12th to review the draft 2024-25 financial statements with the auditor. Funding information for the 2025-2026 fiscal year has been received and incorporated into a final Internal Operating Budget for the current fiscal year.

Motion:
75-2025 To approve the draft Audited Financial Statements at March 31, 2025 as reviewed and amended.
Moved by: Gail Russell Seconded by: Marral Meadows
ALL IN FAVOR CARRIED

Motion:
76-2025 **To approve the finalized 2025-2026 Internal Operating Budget as presented.**
Moved by: Gail Russell **Seconded by: Brian Weisbrod**
ALL IN FAVOR **CARRIED**

Motion:
77-2025 **To approve the Finance Committee report as presented.**
Moved by: Gail Russell **Seconded by: John Langford**
ALL IN FAVOR **CARRIED**

E) **Quality & Service Delivery** – The committee did not meet.

F) **Communications and Strategic Planning** – Caroline reported on the activities of the committee in May/June.

1. Staffing Strategy
   - Education sessions scheduled for June 20 and 26 (staff and board)
   - Staff draws will commence bi-weekly on June 23rd
   - Board encouraged to attend LDHH events that allow them to interact with staff
2. Communication Strategy
   - Kat's activities for the month were reported
   - Extension of Pure Purpose Marketing contract was discussed

Motion:
78-2025 **To approve the renewal of Pure Purpose Marketing for the period of July 1 to December 31, 2025 at a monthly fee of $500.**
Moved by: Caroline Hoffart **Seconded by: Krista Mansbridge**
ALL IN FAVOR **CARRIED**

3. Fundraising/Visioning Strategy
   - Sara to contact Terra Olynick regarding the status of the LDHH proposal submission. Byron to follow-up with Blaine McLeod.
   - Committee will wait for Strategic Planning session for building future relationships.
   - Bryon will follow-up with Susan Wood re: Seniors Mechanism
   - Committee discussed the sole proposal submitted for a strategic planning session in fall of 2025. The fee for a full day of services is $7,500 plus travel, room rental and meal/refreshments.

Motion:
79-2025 **To approve contracting Pyvot Consulting to facilitate a strategic planning session in fall of 2025 with all associated costs to be borne by the Expansion Fund.**
Moved by: Caroline Hoffart **Seconded by: Krista Mansbridge**
ALL IN FAVOR **CARRIED**

Motion:
80-2025 **To approve the Communications & Strategic Planning report as presented.**
Moved by: Caroline Hoffart **Seconded by: Jim Selinger**
ALL IN FAVOR **CARRIED**

9. <u>BOARD FORUM</u>

10. NEW BUSINESS

a) Lumsden Craven Senior Support Program - Gail reported on her attendance at the AGM for the Lumsden Craven Seniors Support Program. She is now a member of that board and sees opportunity for LDHH and LCSSG to work together for seniors in the area.
b) Committee Structure – Governance Committee will review and suggest changes to the constitution and bylaws
c) Scarecrow Festival – Friends of the Heritage Home will be hosting a fundraising pancake breakfast. Opportunity for board to assist or have a booth to promote the Home and memberships
d) Snowflake Bazaar – Bazaar is scheduled for November 1st. Applications are out. In past, Board and residents have shared a table.

Motion:
81-2025 To register LDHH for a table at the 2025 Snowflake Bazaar.
Moved by: Brian Weisbrod Seconded by: Marral Meadows
ALL IN FAVOR CARRIED

11. IN-CAMERA SESSION:

Move into in-camera at 8:55 pm (Caroline/John)
Move out of in-camera at 9:00 pm (Caroline/Marral)

12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, August 25, 2025 @ 7:00 via Zoom.

Meeting adjourned at 9:02 pm.

25-08-25
Date

CHAIRPERSON

SECRETARY TO THE BOARD – Sara Cox