

LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – Dew Drop In & ZOOM
Monday, September 22, 2025

Present: Byron Tumbach, Caroline Hoffart, Krista Mansbridge, Gail Russell, Brian Weisbrod, Cody Jordison, Mary Harman, Jane Cogger, Marral Meadows, Jim Selinger, John Langford, Carol Youck-Cousins, Tammy Knuttila, Kim Moore-Ciesielski

Regrets:

Absent:

Recorder: Sara Cox

Administrator: Sara Cox

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.

2. Conflict of Interest Declaration – no conflicts identified

3. AGENDA:
Additions to Agenda:
c) Care at the Home

Motion: **The Agenda be adopted as amended.**
90-2025 **Moved by: Caroline Hoffart** **Seconded by: Kim Moore-Ciesielski**
 ALL IN FAVOR **CARRIED**

4. REVIEW AND ADOPTION OF MINUTES

Motion: **Adopt minutes of August 25, 2025 as presented.**
91-2025 **Moved by: John Langford** **Seconded by: Brian Weisbrod**
 ALL IN FAVOR **CARRIED**

5. BUSINESS ARISING OUT OF THE MINUTES

6. ADMINISTRATOR'S REPORT:

- MOH is conducting Stakeholder Consultations for the Development of a Provincial Continuing Care Strategy. Affiliate meeting held on August 26th.
- Staffing in the Resident Care area continues to pose challenges with vacant positions and numerous lengthy leaves.
- Administrator provided report on PARG meeting of September 9th.
- The potholes and surface deterioration in the front parking lot was remedied on September 16th.
- Administrator and Board Chair will attend a RAASCH meeting on September 23 hosted at Qu'Appelle House
- 2024-2025 Resident and Family Experience surveys (initiated by SHA in June but provided to affiliates in September) have been distributed to family members. Volunteers will be available to assist residents with completion of their surveys. The deadline for submission is November 1st.

Motion:
92-2025 **To adopt the Administrator's Report as presented.**
 Moved by: Jane Cogger **Seconded by: Marral Meadows**
 ALL IN FAVOR **CARRIED**

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

Motion:

93-2025

To adopt the RCC Report as presented.

**Moved by: Krista Mansbridge
ALL IN FAVOR**

**Seconded by: Jane Cogger
CARRIED**

8. COMMITTEE REPORTS:

Committee Chair Appointment:

Membership & Nominating – Mary Harmen

Executive – Gail Russell

Governance – Krista Mansbridge

Audit & Finance – Krista Mansbridge

Strategic Planning & Communications – Caroline Hoffart

Motion:

94-2025

To accept Committee Chair appointments as listed.

**Moved by: Krista Mansbridge
ALL IN FAVOR**

**Seconded by: Marral Meadows
CARRIED**

- A) **Membership & Nominating Committee** – Mary Harmen, Committee Chair, reported. The Committee met on September 8, 2025.

Motion:

95-2025

To revise the Bylaws to allow the Membership & Nominating Committee approve all LDHH membership applications.

**Moved by: Mary Harmen
ALL IN FAVOR**

**Seconded by: Cody Jordison
CARRIED**

Motion:

96-2025

To adopt the Membership & Nominating Committee report as presented.

**Moved by: Mary Harmen
ALL IN FAVOR**

**Seconded by: Jane Cogger
CARRIED**

- B) **Executive Committee** – Gail Russell, Committee Chair, reported on the meeting of September 3, 2025.

Motion:

97-2025

To accept the recommended changes to the Executive Committee Terms of Reference.

**Moved by: Gail Russell
ALL IN FAVOR**

**Seconded by: Caroline Hoffart
CARRIED**

The committee also reviewed the Role of the Chair and Vice Chair, the Agenda structure and the committee placements. It was agreed that proposed recommendations in relation to these topics would be deferred until the October meeting of the Board.

Motion:

98-2025

To adopt the Executive Committee report as presented.

**Moved by: Gail Russell
ALL IN FAVOR**

**Seconded by: John Langford
CARRIED**

- C) **Governance Committee** – Krista Mansbridge, Committee Chair, reported on the meeting September 15, 2025. The committee reviewed the TOR and outstanding items from May/June as well as the Administrator Evaluation.

Motion:
99-2025 To accept the recommended changes to the Governance Committee Terms of Reference.
Moved by: Krista Mansbridge Seconded by: Marral Meadows
ALL IN FAVOR CARRIED

The bylaw and constitution are not current on the website. The committee will work with Kat to ensure the documents are up to date. When the Board Evaluation was completed in April 2025, it was identified that changes to the format were needed. Krista will send the board evaluation document to all board members for input.

Chair and Vice-Chair are elected positions each year so specified term lengths are not applicable. Adding term lengths to board positions may hamper ability to maintain a full board.

The process for the Administrator Evaluation is outlined in the Governance manual. Sara has completed her Self-evaluation and peer evaluations are to be done in mid-September. This topic will be discussed further in an in-camera session.

Motion:
100-2025 To adopt the Governance Committee report as presented.
Moved by: Krista Mansbridge Seconded by: Marral Meadows
ALL IN FAVOR CARRIED

- D) **Finance Committee** – Krista Mansbridge, Committee Chair, reported on the meeting of September 11, 2025. The committee reviewed the TOR, discussed transparent reporting of board expenditures and revisions to the LDHH OOS Terms and Conditions regarding on call responsibility. The committee will continue to discuss board expenses and funding sources at the next meeting.

Motion:
101-2025 To accept the recommended changes to the Audit & Finance Committee Terms of Reference.
Moved by: Krista Mansbridge Seconded by: Marral Meadows
ALL IN FAVOR CARRIED

Motion:
102-2025 Board committees will not have specific budgets. All expenditures of committees must be approved at the Board level.
Moved by: Brian Weisbrod Seconded by: Carol Youck-Cousins
ALL IN FAVOR CARRIED

Motion:
103-2025 To approve the recommended changes to the LDHH OOS Terms & Conditions as presented.
Moved by: Krista Mansbridge Seconded by: Brian Weisbrod
ALL IN FAVOR CARRIED

Motion:
104-2025 To adopt the Finance Committee report as presented.
Moved by: Krista Mansbridge Seconded by: Jane Cogger
ALL IN FAVOR CARRIED

- E) **Quality & Service Delivery** – The committee did not meet.
- F) **Communications and Strategic Planning** – Caroline Hoffart, Committee Chair, reported on the activities of the committee for September.

1. Staffing Strategy

- Staffing challenges continue
- Waiting for evaluations from June education sessions
- Friends of the Heritage Home donated pop left over from Duck Derby to the staff

Motion:

105-2025 To approve the use of LDHH Mastercard reward points to purchase gift cards for continued staff draws.

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

**Seconded by: Brian Weisbrod
CARRIED**

2. Communication Strategy

- Kat's activities for the month were reported
- Volunteers needed for information booth at the Scarecrow Festival
- Purchase of a portable banner will be put on hold until after the October strategic planning session

Motion:

106-2025 To reimburse Caroline Hoffart \$135.10 for the purchase of promotional items for the LDHH table at the Scarecrow Festival.

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

**Seconded by: Brian Weisbrod
CARRIED**

3. Fundraising/Visioning Strategy

- Application for Jaletta Pacers Royal Road Race donation was not successful
- Strategic Planning session scheduled for October 25th

Motion:

107-2025 To approve the Communications & Strategic Planning report as presented.

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

**Seconded by: Tammy Knuttila
CARRIED**

9. NEW BUSINESS

- a) **Lumsden Craven Seniors Program** – Gail provided an update on the program
- b) **Letter to MOH** – question of whether LDHH Board should request input into the consultations for development of a Provincial Continuing Care Strategy. Affiliate input has been gathered from operational leaders. No action will be taken at this time.
- c) **Care at the Home** – Board member expressed his gratitude for the care provided to a family member as well as the support and compassion staff showed the family during a very difficult time.

11. IN-CAMERA SESSION:

Moved into In-Camera at 8:50 (Krista Mansbridge/Jim Selinger)

Moved out of In-Camera at 9:10 (Gail Russell/John Langford)

12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, October 27, 2025 @ 7:00 at the Dew Drop In or via Zoom.

Meeting adjourned at 9:12 pm.

Date

27-10-25

CHAIRPERSON

SECRETARY TO THE BOARD – Sara Cox