

LUMSDEN & DISTRICT HERITAGE HOME, INC.
Regular Board Meeting – Dew Drop In & ZOOM
Monday, October 27, 2025

Present: Byron Tumbach, Caroline Hoffart, Krista Mansbridge, Gail Russell, Brian Weisbrod, Cody Jordison, Mary Harman, Jane Cogger, Maral Meadows, Jim Selinger, John Langford, Carol Youck-Cousins, Tammy Knuttila, Kim Moore-Ciesielski
Regrets: Jane Cogger
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:
f) Fueltide Greetings 2025

Motion: The Agenda be adopted as amended.
108-2025 **Moved by: John Langford** **Seconded by: Cody Jordison**
 ALL IN FAVOR **CARRIED**

4. **REVIEW AND ADOPTION OF MINUTES**

Motion: Adopt minutes of September 22, 2025 as presented.
109-2025 **Moved by: Caroline Hoffart** **Seconded by: Gail Russell**
 ALL IN FAVOR **CARRIED**

5. **BUSINESS ARISING OUT OF THE MINUTES**

- Survey reminders will go out
- 7 - 20\$ gift cards were obtained via Mastercard Reward points, staff draws to commence next pay period

6. **ADMINISTRATOR'S REPORT:**

- Approved capital funding has been transferred from kitchen flooring to tubroom flooring. Shower room repairs will be undertaken at the same time.
- LDHH received a Lumsden Lions sponsored donation for a winning scarecrow display.
- Family of a former resident arranged to provide a catered meal for all staff as a way of expressing gratitude for the care provided.
- Residents, family members, staff and family members, volunteers and board members had the opportunity to attend an influenza/covid vaccine clinic at the Home provided by College Ave Drugs.
- We are starting to see some staffing impacts with the posting of positions for Aspen Village Special Care Home in Emerald Park – 80 bed facility purchased by the SHA last spring with resident admissions planned to start in November.
- The rollout of the next phase of AIMS remains on hold as the focus continues on stabilization for those users who have already gone live.
- Resident/Family Council meeting is scheduled for November 20th at 6:30 pm.

Motion:

110-2025 To adopt the Administrator's Report as presented.
Moved by: Marral Meadows Seconded by: Mary Harmen
ALL IN FAVOR CARRIED

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

Motion:

111-2025 To adopt the RCC Report as presented.
Moved by: Tammy Knuttila Seconded by: John Langford
ALL IN FAVOR CARRIED

8. COMMITTEE REPORTS:

Committee Chair Appointment:

Quality & Service Delivery – Carol Youck-Cousins

Motion:

112-2025 To accept the Committee Chair appointment as listed.
Moved by: Krista Mansbridge Seconded by: Marral Meadows
ALL IN FAVOR CARRIED

- A) **Membership & Nominating Committee** – committee did not meet. Mary indicated the need for a meeting to “define” membership and discuss promotion options such as Instagram.
- B) **Executive Committee** – Gail Russell, Committee Chair, reported on the meeting of September 3, 2025. Terms of Reference was reviewed and revised to remove Responsibilities #2, 3 and 7 and amend #5. Scheduling – remove *four times per year* and *in consultation with the Administrator*.

Motion:

113-2025 To accept the recommended changes to the Executive Committee Terms of Reference.
Moved by: Gail Russell Seconded by: Caroline Hoffart
ALL IN FAVOR CARRIED

The committee also reviewed the Role of the Chair and Vice Chair, the Agenda structure and the committee placements and proposed changes to the bylaws:

- **Role of Chair (13.1)**
 - Remove c) Appoint Committees
 - add provide a monthly Board Chair report to communicate activities undertaken in the month and add as item on Agenda
- **Board Meeting (14)**
 - Add c) Board to establish a welcoming environment that encourages open, respectful and productive discussion.
- **Board Agenda (14.3)**
 - Add Board Chair Report

Board Forum will be removed from the agenda. Items intended for discussion must be submitted to the Executive Committee as New Business during the agenda setting portion at the start of the meeting. The agenda is then approved by the Board.

Draft bylaws to be shared with Board for approval at November meeting.

Motion:

114-2025 To adopt the Executive Committee report as presented.
Moved by: Gail Russell Seconded by: Caroline Hoffart
ALL IN FAVOR CARRIED

- C) **Governance Committee** – committee did not meet
- D) **Finance Committee** – Krista Mansbridge, Committee Chair, reported. Meeting was held on October 23 in the absence of Administrator. No recommendations from this meeting as additional clarity was necessary. Committee will meet again in November to review documents and make recommendations to the Board.

Motion:

115-2025 To adopt the Audit & Finance Committee report as presented.
Moved by: Krista Mansbridge Seconded by: Tammy Knuttila
ALL IN FAVOR CARRIED

- E) **Quality & Service Delivery** – Carol Youck-Cousins, Committee Chair reported on meeting held October 21, 2025.

Motion:

116-2025 To adopt the Quality & Service Delivery Committee report as presented.
Moved by: Carol Youck-Cousins Seconded by: Mary Harmen
ALL IN FAVOR CARRIED

- F) **Communications and Strategic Planning** – committee did not meet.

9. **NEW BUSINESS**

- a) **Debrief on Strategic Planning Session** – 10/14 Board members and RCC attended and most felt it was time well spent but did question the value gained from the money spent on facilitators. Report expected by end of October. Further discussion will occur once report has been distributed to Board.
- b) **Committee Chair Selection** – Board member requesting a consistent method for notification of meetings. Mass texts are overwhelming and emails are ending up in spam. No clear decision was made regarding notifications.
- c) **Purchase of Audio Equipment for Zoom Attendees** – the equipment was tested during October meeting and worked very well.

Motion:

117-2025 To reimburse Krista Mansbridge \$166.21 for the purchase of audio equipment.
Moved by: Kim Moore-Ciesielski Seconded by: Cody Jordison
ALL IN FAVOR CARRIED

- d) **Sign up List for Snowflake Bazaar** – Communications & Strategic Planning will distribute a sign-up list for Board attendance for the Heritage Home table at the Bazaar.
- e) **Purchase signage for tradeshow and other events** – item tabled for future discussion.
- f) **Fueltide Greetings** – staff Christmas appreciation

Motion:

118-2025 To offer all active employees of the Home the choice of a \$50 gift card from either Lumsden Supermarket, Bulyea Co-op or Lumsden Esso as a Christmas acknowledgment from the Board.
Moved by: Krista Mansbridge Seconded by: Tammy Knuttila
ALL IN FAVOR CARRIED

11. **IN-CAMERA SESSION:**

Moved into In-Camera at 9:00 (Marral Meadows/Cody Jordison)
Moved out of In-Camera at 9:10 (Krista Mansbridge/Caroline Hoffart)

12. ADJOURNMENT AND NEXT BOARD MEETING:

The next Regular Board meeting will be Monday, November 24, 2025 @ 7:00 at the Dew Drop In or via Zoom.

Meeting adjourned at 9:11 pm.

24-11-25

Date



CHAIRPERSON



SECRETARY TO THE BOARD – Sara Cox