



THE EVERGREENS FOUNDATION BOARD OF DIRECTORS  
*Thursday, March 11, 2021*  
*Regular Board Meeting*  
 ZOOM

**Board Representatives:**

Councillor Paul Butler	Chair	Present	Municipality of Jasper
Councillor Janet Wilkinson	Vice-Chair	Present	Town of Edson
Councillor Winston Delorme	Director	Present	MD of Greenview
Councillor Tracey Melnyk	Director	Present	Parkland County
Mayor Marcel Michaels	Director	Present	Town of Hinton
Councillor Sandra Chernwiasky	Director	Present	Yellowhead County

**Administration:**

Kristen Chambers	CAO	Present
Leah Sorenson	Executive Assistant	Present
Maxine Chayka	Finance Administrator	Present
Jane Wallace	Finance Manager	Present

**Guests:**

Phil Dirks, Metrix Group LLP

Item	Content	Action
1.	<b>Call to Order</b> <i>Chair Paul Butler called the meeting to order at 1:02 pm.</i>	
2.	<b>Acceptance of Draft Agenda</b> <b>Motion 013-21</b> <i>Director Marcel Micheals moved to accept the amended March 11, 2021 Regular Board Meeting Agenda with the following ADDITIONS: 6. Correspondence b) Housing Management Body Budgets, 9. Closed Session a) Human Resources Matter.</i> <i>UNANIMOUSLY CARRIED.</i>	
3.	<b>Adoption of Minutes</b> <b>Minutes of February 5, 2021 Regular Board Meeting</b> <b>Motion 014-21</b> <i>Director Marcel Michaels moved to approve the February 5, 2021 Regular Board Meeting minutes as presented. UNANIMOUSLY CARRIED.</i>	

<p>4.</p>	<p><b>Action Items</b></p> <p>a) Victor Lake</p> <p><b>Motion 015-21</b>  <i>Director Winston Delorme moved to approve the Memorandum of Understanding as presented and Authorize the Chief Administrative Officer to sign the Memorandum of Understanding with the Victor Lake Co-op. UNANIMOUSLY CARRIED.</i></p>	<p>Winston Delorme exit at 1:27 pm.</p>
<p>5.</p>	<p><b>Financial Statements</b></p> <p><b>Motion 016-21</b>  <i>Director Sandra Cherniawsky moved to approve the January 2021 Lodge Program Financial Statements as presented. UNANIMOUSLY CARRIED.</i></p> <p><b>Motion 017-21</b>  <i>Vice-Chair Janet Wilkinson moved to approve the January 2021 Social Housing Program Financial Statements as presented. UNANIMOUSLY CARRIED.</i></p> <p><b>Action Items</b></p> <p>a) 2020 Audited Financial Statements</p> <p><i>Phil Dirks, Metrix Group LLP addressed the Board of Directors on the 2020 year-end audit.</i></p> <p><b>Motion 018-21</b>  <i>Director Tracey Melnyk moved to approve as the 2020 Year End Audited Financial Statements as presented. UNANIMOUSLY CARRIED.</i></p>	<p>Phil Dirks, Metrix Group LLP enter at 1:28 pm.</p> <p>Phil Dirks exit at 2:07 pm.</p>
<p>6.</p>	<p><b>Correspondence</b></p> <p>a) AB Seniors &amp; Housing Additional CMR Funding  b) Housing Management Body Budgets</p> <p><b>Motion 019-21</b>  <i>Director Marcel Michaels moved to accept items a) AB Seniors &amp; Housing Additional CMR Funding and b) Housing Management Body Budgets as Correspondence. UNANIMOUSLY CARRIED.</i></p>	<p>Maxine Chayka exit at 2:13 pm.</p>
<p>7.</p>	<p><b>Action Items continued</b></p> <p>b) 2021 Final Budget</p> <p><b>Motion 020-21</b>  <i>Director Sandra Cherniawsky moved to approve the 2021 Operating Budget as presented. UNANIMOUSLY CARRIED.</i></p> <p>c) Capital Requisition</p> <p><b>Motion 021-21</b>  <i>Director Tracey Melnyk moved to approve a \$5,231,604 Capital Requisition for the 2021 budget year. UNANIMOUSLY CARRIED.</i></p> <p>d) YARDI</p> <p><b>Motion 022-21</b>  <i>Director Winston Delorme moved to approve to proceed with the YARDI implementation, utilizing existing capital reserves. UNANIMOUSLY CARRIED.</i></p>	<p>Winston Delorme re-enter at 2:36 pm.</p>

<p>8.</p> <p>9.</p> <p>10.</p> <p>11.</p>	<p><b>Information Items</b></p> <p>a) Pine Valley Lodge Construction Update</p> <p><b>Motion 023-21</b>  <i>Vice Chair Janet Wilkinson moved to accept item a) Pine Valley Lodge Construction Update as Information. UNANIMOUSLY CARRIED.</i></p> <p><b>Closed Session</b></p> <p>a) Human Resources Matter</p> <p><b>Motion 024-21</b>  <i>Director Marcel Michaels moved to go In Closed Session. UNANIMOUSLY CARRIED.</i></p> <p><b>Motion 025-21</b>  <i>Director Marcel Michaels moved to go Out of Closed Session. UNANIMOUSLY CARRIED.</i></p> <p><b>Motion 026-21</b>  <i>Vice-Chair Janet Wilkinson moved that it be resolved that the Board authorize the Board Chair to enter into a contract with Veritas Solutions to look into Human Resource practices. UNANIMOUSLY CARRIED.</i></p> <p><b>Next Meeting- Next week &amp; next Regular Meeting May 13, 2021.</b></p> <p><b>Adjournment</b></p> <p><b>Motion 027-21</b>  <i>Director Marcel Michaels moved to adjourn the March 11, 2021 Regular Meeting of The Evergreens Foundation Board of Directors. UNANIMOUSLY CARRIED</i></p> <p><i>Meeting was adjourned at 3:38 pm.</i></p>	<p><i>Leah and Jane exit at 3:02 pm.</i></p> <p>In at 3:02 pm</p> <p>Out at 3:33 pm</p> <p>Leah re-enter at 3:34 pm.</p>
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Respectfully submitted:

*L Sorenson*  
 Leah Sorenson, Executive Assistant

*March 18, 2021*  
 Date

Approved: *[Signature]*  
 Paul Butler, Board Chair

*April 23, 2021*  
 Date