

McKenzie Towne Council

Tuesday January 19th, 2021

Board of Directors Meeting @ 6:00 p.m.

Conducted online using MicrosoftTeams

Attendance: Rob LaPierre, Jim Clement, Farooq Qadir, Craig Chandler, Shawn MacDougall, Courtney Hall, Rick Leigh, Malik Amery, Jasmin MacDonald, Teresa Hargreaves, Shirley Wilson

Regrets: Ute Davies, Dar Zuch

1. Call to Order 6:00 PM

2. In Camera

3. Open Meeting 6:10 PM

4. Approval of Previous Minutes:

Motion: To Approve November Meeting Minutes – circulated by email.

Moved by ; Malik Amery Seconded by Jim Clement

Carried

Motion: To Approve October 21 Meeting Minutes – circulated by email.

Moved by ; Malik Amery Seconded by Jim Clement

Carried

5. Introductions and Attendance

a. Board attendees as above and Sami Amery.

6. GM Report — Sami Amery in person circulated and presented verbally the GM Report Dated January 19, 2021. Items covered in said report:

1. **Staffing:**

Daycare staff, office, receptionist, and customer service representatives were laid off November 27, 2020. Two-thirds of the daycare staff were brought back January 4, 2021 as we have children in our program.

2. **Operations:**

1) We have 119 residents who have not paid their HOA fees and now have been sent to our solicitors to be collected.

2) I am looking to implement third party Human Resources support for our organization; this will work with our HR Committee in administering our policies in an arms-length manner.

3) Always following government guidelines, the Towne Hall is currently closed. We are awaiting the announcement from the Alberta Government as to when we can reopen.

4) A sanitizing machine has arrived allowing self-administration and preventing any form of human contact.

5) Repairs, painting, and maintenance continue to take place at the Hall and the building is looking fantastic.

6) Daycare procedures have been modified to allow younger children as well as kindergarten aged children.

3. Events:

1) Both the Christmas Craft Fair and Christmas movie events did not take place due to government restrictions and safety concerns.

2) McKenzie Towne Council participated and helped with the Helping Hands Initiative led by a resident.

3) Once we receive guidance from the Provincial Government and Alberta Health Services, we may offer the movie event towards the end of the month.

4) Wine tasting may go virtual this year; participants can purchase their wine and appetizer and connect through Zoom for the social engagement.

4. Resident Feedback:

❖ We had one resident provide us with an idea to remedy any vandalism issues in the community. The idea was appreciated, and the correspondence was engaging.

Motion: To accept GM report as presented.

Moved by Courtney Hall; Seconded by Malik Amery

Carried

7. Committees:

a) Executive Committee – No Report

b) Policy – Will meet on Jan 26 to discuss updating the Board Member Handbook. Regular monthly meetings to be held on the fourth Tuesday of every month going forward.

c) Finance/IT – October and November financial statements circulated by email. Will be brought forward for approval at the next meeting.

d) HR – No report

e) Operations – Will meet in February.

Motion: To accept the committee reports as presented.

Moved by Malik Amery; Seconded by Craig Chandler

Carried

8. Other business

a. We postponed the annual planning strategy session until February

b. Discussed when Christmas lights should be taken down. Will revisit next season.

9. Next Meeting Dates: February 16, 2021; March 16, 2021

10. Adjournment -

Motion: To adjourn meeting

Moved by Craig Chandler; Seconded by Jim Clement

Carried