

# Little Mountain Residential Care & Housing Society

## MINUTES Board of Directors' Meeting

Tuesday, March 19<sup>th</sup>, 2019  
6:00 p.m. – Adanac Park Lodge  
851 Boundary Road, Vancouver, BC

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### Present - Board:

Steven Hui (Chair), Vanessa Barron, Carmen Wan, Ken Jue, Tracey Mactavish, Bob Breen,  
Roy Falletta, Lana Korch, William Fung and Gregg Cernes  
[REDACTED]

**Regrets** – Ginger Brown and Aditya Sharma

### Present - Administration:

Nicole Normand – Adanac Park Lodge  
Jen Selman – Little Mountain Place and Court

### 1.0 Call to Order

The meeting was called to order at 6:12 p.m.

### 2.0 Adoption of Agenda

Motion: To accept the agenda as written.

MOVED: Tracey

SECONDED: Greg

**CARRIED**

### 3.0 Adoption of Previous Minutes – January 15, 2019

Motion: To accept the minutes of the January 15<sup>th</sup>, 2019 meeting as distributed.

MOVED: Greg

SECONDED: Ken

**CARRIED**

### 4.0 Board Committee Reports

#### 4.1 Executive Committee (Steve)

The Executive Committee met on February 19<sup>th</sup> and discussed a number of items. The group discussed the significant amount of upcoming work around planning and processes resulting from the strategic planning.

#### 4.2 Finance Committee (Carmen)

The Finance Committee met on March 12<sup>th</sup>, 2019. Carmen noted the budget is in progress and will require the VCH funding information before it can be completed. Budget will be finalized and presented to Board in May.

Jen reported the March 2019 Fortis bill was just received and it was three times higher than usual.

#### 4.3 Nomination Committee (Roy)

Vanessa and Lana attended the Board of Trade event to solicit new Board member interest. The Committee will be interviewing new applicants for the September AGM and will need support and assistance from other Board members. The Committee has been meeting on an as-needed basis.

#### 4.4 Quality Improvement & Risk Management Committee (Ginger)

It was noted some of the work done to date will feed into accreditation.

#### 4.5 Planning Committee (Tracey)

Tracey reviewed her report. The meeting with BC Housing was very productive and they recommended LMRCHS move towards applying for project development funding right away.

Jen met with the capital asset planners from BC Housing regarding the immediate work required at LMC. [REDACTED]

[REDACTED] The pipe project is a priority to complete. BC Housing is fully funding the LMC pipe repairs.

[REDACTED]

MOTION: To provide funding to a maximum of \$6000.00 to retain CitySpaces to assist with project management support to get the Society through to the development part.

MOVED: Vanessa  
All in Favour

SECONDED: William

**CARRIED**

[REDACTED]

#### 4.6 Policy Development Task Group

Nothing to report.

#### 4.7 Fund Development Committee (Roy)

Roy reported until the Family Council issues are solved, community engagement and fundraising may be difficult.

### 5.0 Operations Reports

#### 5.1 Adanac Park Lodge

Nicole reviewed her report.

There have been three interviews for the DOC position and Nicole has finished the reference checks. She plans to arrange a Q&A session with one of the applicants. She may explore the possibility of reposting the position, if needed with some changes including more about APL and their specialized population. Nicole continues to recruit for the right person and is hopeful she will find a candidate she will move forward with.

The soup kettle, steamer, and convection oven are all over 20 years old and require replacement. Quotes for replacement have been obtained and the most reasonable quote is for a new soup kettle and combi oven which bakes, steams, roasts and toasts.

MOTION: To approve the funding request to purchase a new soup kettle and combi oven for a combined price of \$37,422.00.

MOVED: Roy  
All in favour

SECONDED: Gregg

**CARRIED**

## **5.2 Little Mountain Place & Little Mountain Court**

Jen reviewed her reports.

**LMP** is currently experiencing an Influenza A outbreak on 2North and SCU. Staff are following processes and outbreak protocols.

There have been 14 new admissions since January 2<sup>nd</sup>, and there will be more when outbreak is declared over. The high rate of admissions is putting stress on staff, and the allied staff are having a hard time keeping up. The staff are having to deal with the many deaths as well.

The last Family Council meeting was in January and no progress has been made. 18 new membership applications have been received today, for a total of 25 since January.

Painting continues at LMP and new furniture has been chosen Jen spoke to the donor and who was pleased to hear of the progress. The quote for the SCU railings seemed high and we will get another quote. This can be brought to the executive. The design for the SCU kitchen is in process and [REDACTED] will be able to do the work in the summer. A quote will be put together.

**LMC** has approximately \$20,000.00 in flood damage to a suite due to a blocked pipe. Jen has been able to move one of the tenants into another suite. BC Housing has agreed to reimburse us for the cost of repairs and will continue to provide assistance.

Jen continues to look for a property management company with a model that will meet our needs. Two quotes have been received that fall within the budget but are quite different in scope. Jen can do reference checks with other facilities and the Board agreed it is Jen's decision on which company to proceed with.

## **6.0 Business Arising from Previous Minutes**

### **6.1 Strategic Planning Update**

Multi-decision criteria exercise: Development Options – Presentation review and discussion. The Board reviewed the matrix and discussed ratings and levels. Six priority criteria were identified and their importance on strategic planning.

### **6.2 Family Council Update**

No new meetings have been scheduled and progress has not been made. The FC Handbook was revised but still has some areas of concern. The FC is very active in recruitment.

### **6.3 Board Self-Assessment - Tabled**

### **6.4 Board membership and Succession Planning**

Recruiting for new Board members is ongoing and to date no retirement letters have been provided. The following members terms are up at the 2019 AGM: Steve, Ken, Vanessa, Bob, Tracey and Roy.

## **7.0 New Business**

### **7.1 Society Membership Applications**

The Board reviewed the applications and there were no objections.

MOTION: to accept new membership applications.

MOVED: Bob  
All in favour

SECONDED: Roy

**CARRIED**

### **7.2 Nomination Policy Review (Vanessa)**

The Board discussed the nomination procedures and policies. The Board is looking for applicants with specific skills. Onboarding will include clear rules around Board involvement and intent. A presentation on responsibility of Board Governance will be part of orientation process.

Society members will be notified of Board member recruitment posting.

The policy around Board composition will be worked on.

MOTION: To approve the Nomination Policy.

MOVED: Lana  
All in favour

SECONDED: Gregg

**CARRIED**



### **7.3 Annual Report Development**

The Board would like to jazz up the Annual Report for the next AGM. The report would provide us with an opportunity to promote the Society. The rationale being future fundraising and development and to refresh our brand. The Board will look at including the Societies story and statistics.

The Board will start a working committee then look into the assistance of a professional Publicist on how to tell our storey.

**ACTION:** Carmen will get an initial quote for the next meeting.

## **8.0 Adjournment: 9:05 p.m.**

MOVED: Roy

SECONDED: Ken

**CARRIED**

**Next meeting:** Tuesday, May 21, 2018 at Little Mountain Place

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Steven Hui, Chair

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Barbara Stafford, Recording