



Wetaskiwin & Area Lodge Authority
 Peace Hills Lodge, Winfield
 December 4, 2019 @ 9:00 am

MINUTES

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|-----------------------------|-------------------|-----------------|-------------------------|
| County of Wetaskiwin | Kathy Rooyakkers | Ken Adair | Bill Krahn (regrets) |
| City of Wetaskiwin | Wayne Neilson | Alan Hilgartner | |
| Town of Millet | Carol Sadoroszney | | |
| The Bethany Group | Mike Leathwood | Glen Blatz | Melodie Stol (recorder) |

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| 1. | Call to Order The meeting was called to order at 9:15 am. |
| 2. | Approval of Agenda WALA 19-36 MOVED by A. Hilgartner to accept the agenda as presented. CARRIED |
| 3. | Approval of Minutes WALA 19-37 MOVED by C. Sadoroszney that the Minutes of October 2, 2019 be approved as circulated. CARRIED |
| 4. | Correspondence |
| a. | ASCHA Budget highlights Discussion on current provincial fiscal climate and opportunities in potential service plans to address vacancies at West Pine Lodge WALA 19-38 MOVED by K. Adair to accept as information CARRIED |
| 5. | Financial Statements - for the period ended October 31, 2019 Reviewed balance sheet and operating statements. Home Care revenue and expenses have been backed out of WALA statements as TBG holds the contract for homecare and will be reflected in their statements. Lower revenue due to drop in eligible LAP residents and higher vacancy at West Pines. Discussed changes to staff models to focus on reducing administration/management cost to protect the front line. Projected year end deficit to be covered by retained earnings. WALA 19-39 MOVED by W. Neilson to accept the Financial Statements for the ten months ended October 31, 2019 as presented. CARRIED |



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| 6. | <p>Operational Report & Occupancy Stats</p> <p>Retirement the Peace Hills lodge manager and changes to management structure. Continued occupancy challenges at West Pines Lodge. Full schedule of Christmas events at the lodges.</p> <p>WALA 19- 40 MOVED by A. Hilgartner to accept the Operational Reports as information. CARRIED</p> |
| 7. a. | <p>Capital Repairs</p> <p>Expenses related to emergent repair not yet reflected in the operating statement.</p> <p>Mixing Valve for hot water: Previously approved in June. Work has been completed and budgeted at \$30,000. Funding to be drawn from Restricted Capital Reserves</p> <p>Kitchen Mold Remediation: Discovered on November 6. Worked with Public Health inspector and hoarded off affected area. Repairs took 10 days with no meals being missed. Project estimate \$38,000. Funding to be drawn from Restricted Capital Reserves</p> <p>Phone System: Older system, lost voice mail features and concerns over losing entire system. Project cost estimate \$11,000. Funding to be drawn from retained earnings.</p> <p>Room fire flooring replacement: Project estimate at \$4000. Costs are to be confirmed, insurance options explored. Project completion and funding to be addressed in 2020</p> <p>WALA 19-41 MOVED by K. Adair to confirm capital repairs plan, with Mixing Valve project and Kitchen Mold Remediation funded from the Restricted Capital Reserves, Phone system replacement from Retained Earnings and Floor Replacement to be addressed in the 2020 budget. CARRIED</p> |
| b. | <p>Budget 2020</p> <p>Mike Leathwood presented the 2020 budget. Reviewed the July 1, 2020 rate sheet. Administration to review guest meal costing and bring back recommendations in April.</p> <p>WALA 19-42 MOVED by A. Hilgartner to adopt the 2020 Budget as presented with requisition to remain at \$875,000 CARRIED</p> |
| c. | <p>ASCHA Membership</p> <p>Reviewed quote and service of ASCHA. Costs were included in Budget.</p> <p>WALA 19-43 MOVED by C. Sadoroszney to join ASCHA for 2020. CARRIED</p> |
| d. | <p>Bad Debt write-off</p> <p>WALA 19-44 MOVED by K. Adair to write-off the bad debts in the amount of \$5365.50 CARRIED</p> |




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| e. | Auditor WALA 19-45 MOVED by A. Hilgartner to appoint MNP LLP for assurance services for Wetaskiwin and Area Lodge Authority CARRIED |
| 8. | Next Meeting ASCHA Regional Meeting Friday February 22, 2020 in Red Deer Wednesday April 1, 2020 at 9:00am in Peace Hills Lodge, Wetaskiwin. |
| 9. | Adjournment WALA 19-46 MOVED by W. Neilson that the December 4, 2019 WALA Meeting be adjourned at 10:40 am. CARRIED |

WAYNE NELSON (VICE CHAIR)

Kathy Rooyakkers, Board Chair


Mike Leathwood, CEO or Glen Blatz, Director

Date: June 29/2020

Date: June 29 2020

