



Wetaskiwin & Area Lodge Authority
 Reynolds Museum
 December 1, 2021 @ 9:00 am

ORGANIZATIONAL MEETING MINUTES

County of Wetaskiwin	Kathy Rooyakkers	Ken Adair	Lynn Carwell
City of Wetaskiwin	Kevin Lonsdale (regrets)	Dean Billingsley	
Town of Millet	Gerdie Hogstead		
The Bethany Group	Carla Beck	Shannon Holtz	Graeme Conway
	Melodie Stol	Michelle Wideman (recorder)	

1.	<p>Call to Order</p> <p>The meeting was called to order at 9:00am and introductions were made.,</p>
2.	<p>Orientation</p> <p>A brief orientation was provided on the operations of Wetaskiwin & Area Lodge Authority (WALA), including the relationship between WALA and The Bethany Group (TBG).</p> <p>Clarification that the only properties under direct responsibility (financial and operational) of WALA are Peace Hills Lodge and West Pine Lodge; the Senior’s Self-Contained apartments and Affordable Housing units are owned by government and those programs are administered by TBG.</p>
3.	<p>Election of Officers</p>
	<p>a. Election of Board Chair</p> <p>Melodie Stol assumed the role of Board Chair and called for nominations for the position of Chairperson. Ken Adair nominated Kathy Rooyakkers who accepted the nomination. A third and final call was made and Kathy Rooyakkers was declared Chairperson of Wetaskiwin and Area Lodge Authority. The chair was relinquished to Kathy Rooyakkers.</p>
	<p>b. Election of Board Vice Chair</p> <p>Kathy Rooyakkers called for nominations for the position of Vice Chairperson. Lynn Carwell nominated Dean Billingsley who accepted the nomination. A third and final call was made and Dean Billingsley was declared Vice Chairperson of Wetaskiwin and Area Lodge Authority.</p>


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4.	<p>Review of Honorarium</p> <p>Honorarium at \$100.00 for meetings half day or less, and mileage at \$0.52/km. The Board agreed to submit WALA expenses through their municipalities.</p> <p>MOVED by K. Adair to accept the honorarium as information. CARRIED</p>
5.	<p>Signing Authority</p> <p>MOVED by D. Billingsley to approve the Signing Authorities as follows.</p> <p><u>Signing Authority for operating accounts</u> to be Chief Executive Officer, Director Corporate Services, Director Housing and Lodges, Associate Director Housing and Lodges, Manager Finance:</p> <ul style="list-style-type: none"> • Chief Executive Officer – Carla Beck • Director Corporate Services – Judy Lowe • Director of Housing and Lodges – Outi Kite • Associate Director of Housing and Lodges – Shannon Holtz • Manager of Finance – Graeme Conway • Board Chairperson – Kathy Rooyakkers • Board Vice Chairperson – Dean Billingsley <p>Alberta Treasury Branch also requires that an Administrator be named for operating accounts to process Electronic Funds transfers, download bank statements, etc. - Administrator to be the Chief Executive Officer with Primary position to be Manager Finance and secondary position to be Director, Corporate Services. These positions may delegate to other staff as approved by the Chief Executive Officer in writing.</p> <ul style="list-style-type: none"> • Manager Finance – Graeme Conway • Director Corporate Services – Judy Lowe <p><u>Canada Revenue Agency – CRA</u> requires a “Super User” to be named. Primary position is to be the Chief Executive Officer, with delegation to the Manager of Finance:</p> <ul style="list-style-type: none"> • Manager Finance – Graeme Conway <p><u>Signing Authority for Investment Accounts</u> to be Chief Executive Officer, Board Chairperson, Board Vice Chairperson and 1 other Board members as approved by the Board:</p> <ul style="list-style-type: none"> • Chief Executive Officer - Carla Beck • Board Chairperson – Kathy Rooyakkers • Board Vice Chairperson – Dean Billingsley • Board Member – Lynn Carwell <p style="text-align: right;">CARRIED</p>



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6.	2021 Meeting Dates MOVED by L. Carwell to accept the 2022 Meeting Dates as circulated.	CARRIED
7.	Adjournment MOVED by K. Adair to adjourn the December 1, 2021 Organizational Meeting at 9:42am.	CARRIED



Kathy Rooyackers, Board Chair



The Bethany Group

Date: _____

Date: 06-April-2022