Wetaskiwin & Area Lodge Authority
County of Wetaskiwin Office
December 3, 2025 @ 9:00 am

ORGANIZATIONAL MEETING
MINUTES

County of Wetaskiwin	Bill Krahn	Ian Ruskowsky	Barry Clarkson
City of Wetaskiwin	Wayne Neilson	Mark Elder (absent)	
Town of Millet	Kelly Kayfish-Winkler		
The Bethany Group	Carla Beck	Shannon Holtz	Amanda Leckie
	Melodie Stol (recorder)		

1.	Call to Order The meeting was called to order at 9:00 am and introductions were made.	
2.	Election of Officers	
	a.	Election of Board Chair Carla Beck assumed the role of Chair and called for nominations for the position of Chairperson. Wayne Neilson nominated Bill Krahn who declined the nomination. Bill Krahn nominated Barry Clarkson who accepted the nomination. A second and third call for nomination was made. Barry Clarkson was declared Chairperson of Wetaskiwin and Area Lodge Authority. The chair was relinquished to Barry Clarkson.
	b.	Election of Board Vice Chair Barry Clarkson called for nominations for the position of Vice Chairperson. Wayne Neilson nominated Ian Ruskowsky who accepted the nomination. A second and third call for nominations was made. Ian Ruskowsky was declared Vice Chairperson of Wetaskiwin and Area Lodge Authority.

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3.	**Signing Authority** The signing authorities were reviewed. Policy SL 01-04 Contracting and Procurement, SL 01-05 Delegation of Authority and Expenditure Limits and Policy SL 02-07 Reserves - Housing Management Body were shared with the board. **MOVED by K. Kayfish-Winkler to approve the Signing Authorities as follows:** Signing Authority for operating accounts to be Chief Executive Officer, Senior Director Corporate Services, Senior Director Housing and Lodges, Manager of Finance: • Chief Executive Officer - Carla Beck • Senior Director Corporate Services- Judy Lowe • Senior Director of Housing and Lodges – Shannon Holtz • Manager of Finance – Amanda Leckie 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 Senior Director, Corporate Services. These positions may delegate to other staff as approved by the Chief Executive Officer in writing: • Manager of Finance – Amanda Leckie • Senior Director Corporate Services - Judy Lowe Canada Revenue Agency - CRA requires a “Super User” to be named. Primary position is to be the Chief Executive Officer, with delegation to the Manager of Finance: • Manager of Finance – Amanda Leckie Signing Authority for Investment Accounts to be Chief Executive Officer, Board Chairperson and Board Vice Chairperson. • Chief Executive Officer - Carla Beck • Board Chairperson – Barry Clarkson • Board Vice Chairperson – Ian Ruskowsky **CARRIED**
4.	Review of Honorarium Reviewed the current honorarium and mileage rates. Mileage rates are automatically adjusted annually to the CRA reasonable rate in line with The Bethany Group policy and no changes to the per diem rate.

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	Reviewed the memo on honourarium claims process. **MOVED by B. Krahn to approve the 2026 honorarium and mileage rates as presented and that board expenses will be posted twice per year on the WALA website. CARRIED**
5.	**QUORUM** Reviewed quorum information and meeting processes memo. **MOVED by W. Neilson to accept the memo as information. CARRIED**
6.	2026 Meeting Dates Wednesdays February 4, March 25, May 6, June 24, October 14, December 2, 2026. The February meeting will be held via zoom. Thanks to County of Wetaskiwin for providing meeting space. **MOVED by I. Ruskowsky to approve the 2026 Meeting Dates as presented. CARRIED**
7.	Adjournment **MOVED by B. Krahn to adjourn the December 3, 2025 Organizational Meeting at 9:25 am. CARRIED**

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Barry Clarkson, Board Chair

Date: February 4, 2026

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The Bethany Group

Date: _____