



Wetaskiwin & Area Lodge Authority
 County of Wetaskiwin Office
 December 6, 2023 @ 9:00 am

ORGANIZATIONAL MEETING MINUTES

County of Wetaskiwin	Kathy Rooyackers	Ken Adair	Lynn Carwell
City of Wetaskiwin	Wayne Neilson	Joe Branco	
Town of Millet	Gerdie Hogstead (regrets)		
The Bethany Group	Carla Beck	Shannon Holtz	Amanda Leckie
	Melodie Stol (recorder)		

1.	<p>Call to Order</p> <p>The meeting was called to order at 9:00am and introductions were made.</p>
2.	<p>Election of Officers</p>
a.	<p>Election of Board Chair</p> <p>Melodie Stol assumed the role of Chair and called for nominations for the position of Chairperson. Wayne Neilson nominated Kathy Rooyackers who accepted the nomination. A second and third call for nomination was made.</p> <p>Kathy Rooyackers was declared Chairperson of Wetaskiwin and Area Lodge Authority. The chair was relinquished to Kathy Rooyackers.</p>
b.	<p>Election of Board Vice Chair</p> <p>Kathy Rooyackers called for nominations for the position of Vice Chairperson. Ken Adair nominated Wayne Neilson who accepted the nomination. A second and third call was made and Wayne Neilson was declared Vice Chairperson of Wetaskiwin and Area Lodge Authority.</p>
3.	<p>Review of Honorarium</p> <p>Reviewed the current honorarium and mileage rates, No changes were recommended for 2024. Clarification was made that members attending ASCHA events may claim the per diem in addition to mileage and expense reimbursement.</p> <p>Discussion on the current claims process that sees the claims paid to the municipality not to the individual.</p>




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	<p>MOVED by K. Rooyakkers to have the WALA board claims paid directly to the individual. DEFEATED</p> <p>MOVED by K. Adair to confirm the 2024 honorarium and mileage rates with no changes. CARRIED</p>
<p>4.</p>	<p>Signing Authority</p> <p>The signing authorities were reviewed.</p> <p>MOVED by J. Branco to approve the Signing Authorities as follows: Signing Authority for operating accounts to be Chief Executive Officer, Director Corporate Services, Director Housing and Lodges, Manager of Finance:</p> <ul style="list-style-type: none"> • Chief Executive Officer - Carla Beck • Director Corporate Services - Judy Lowe • Director of Housing and Lodges – Shannon Holtz • Manager of Finance – Amanda Leckie • Board Chairperson – Kathy Rooyakkers • Board Vice Chairperson – Wayne Neilson <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 of Finance – Amanda Leckie • Director Corporate Services - Judy Lowe <p>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:</p> <ul style="list-style-type: none"> • Manager of Finance – Amanda Leckie <p>Signing Authority for Investment Accounts to be Chief Executive Officer, Board Chairperson, Board Vice Chairperson and 1 other Board member as approved by the Board:</p> <ul style="list-style-type: none"> • Chief Executive Officer - Carla Beck • Board Chairperson – Kathy Rooyakkers • Board Vice Chairperson – Wayne Neilson • Board Member – Lynn Carwell <p style="text-align: right;">CARRIED</p>




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5.	2024 Meeting Dates Wednesdays March 27, May 8, June 26, October 2, December 4, 2023. The February meeting was cancelled. MOVED by L. Carwell to approve the 2024 Meeting Dates as presented. CARRIED
6.	Adjournment MOVED by J. Branco to adjourn the December 6, 2023 Organizational Meeting at 9:35am. CARRIED

Vice Chair

Kathy Rooyakkers, Board Chair
WAYNE NELSON, VICE CHAIR

Date: March 27, 2024


The Bethany Group

Date: March 27, 2024

