



## ANNUAL GENERAL MEETING

Tuesday, May 17, 2022, 7:00 p.m.

Trinity Christian Reformed Church, 13427 57 St, Edmonton

### AGENDA

- |   |                                |
|---|--------------------------------|
| 1. Opening and Welcome  | Peter Jonkman                  |
| 2. Introduction of Board Members  | Peter Jonkman                  |
| 3. Minutes of 2021 AGM Meeting  | Anko Buwalda                   |
| 4. 2021 Audited Financial Statements Presentation   | Curt Friesen                   |
| 5. CEO Report   | Darren Sinke                   |
| <b>Staff Long Term Service Awards</b>   |                                |
| <ul style="list-style-type: none"><li>• Aria Klyn-Hesselink – 15 years</li><li>• Brian Dunn – 10 years</li><li>• Maya Ellis – 10 years</li><li>• Natasha Siebert – 10 years</li><li>• Alicia Emsley – 5 years</li><li>• Riziki Mchimbwa – 5 years</li></ul> |                                |
| 6. 2022 Budget Presentation   | Henry Baker                    |
| 7. Presentation of New Board Member Nominees  | Peter Jonkman                  |
| 8. Call for Nominations from the Floor  | Peter Jonkman                  |
| 9. Question Period  | Peter Jonkman/<br>Darren Sinke |
| 10. Results of Election for new Board Members   | Peter Jonkman                  |
| 11. Closing   | Darren Sinke                   |



### **Board Nominations – Introduction**

The Board has done a lot of work over the past year, focused on ensuring the Society is positioned appropriately for both growth and sustainability over the next few years. The CEO Report will include more details on the work that has been done! In light of the amount of work that is ongoing, as well as the construction of the West End site, the Board is presenting the following three nominees to the Society for re-election. The continuity will help the Board maintain its momentum and complete its work.

### **Anko Buwalda**

Anko is semi-retired and has been the Administrative Director for Maranatha CRC for the past 12 years. Prior to that, Anko worked for Canada Safeway as a produce manager for 43 years. Anko and his wife Trincy are members of Maranatha where Anko has served as deacon, elder and clerk for many years. He also served as secretary for the Edmonton Society for Christian Education. Anko and his wife Trincy, have four children, nine grandchildren and one great grandson and another great grandchild due this summer. He enjoys traveling, camping, reading and a good cup of coffee. **Anko is an incumbent board nominee and is seeking an extension of one year on his Board tenure.**

### **Bert Kamphius**

Bert is retired from, and a founding partner of, Cushman & Wakefield Inc., a commercial real estate firm. Bert is a past president of the Rehoboth Board and of the Emmanuel Home Board, past member of Salvation Army Advisory Board and of the Edmonton Apartment Association. He has also served as elder at West End CRC where he and his wife Julia are members. Bert enjoys travelling, golfing, skiing, gardening, reading. **Bert is an incumbent board nominee and is seeking an extension of one year on his Board tenure.**

### **Hilda Vanveen-Gritter**

Hilda was born in London, Ontario and received her medical degree at the University of Western Ontario in 1978. After finishing a residency in Anatomic Pathology at the University of Manitoba (1986), she worked in Winnipeg as a pathologist for approximately six years. After moving to Edmonton in 1992, Hilda began a new position at the Royal Alexandra Hospital. By 1995, she moved to Dynacare Labs (now Dynalife), and over the last 10 years has been semi-retired to be able to travel and do other things in the community and around the house.

Hilda's administrative experience includes five years as the Director of Anatomic Pathology at Dynalife. She has served four years on the Parkland Immanuel School Board and chair of the Education Committee. For five years she has also been a member of the family council of Shalom Manor, a nursing home in Grimsby Ontario, where her parents lived their final 3-5 years. In January 2018 Hilda assumed the chair position. This experience has increased her awareness of the importance of a safe living environment for the elderly as they become frail and often develop some degree of dementia. Hilda attends St Albert Canadian Reformed Church. **Hilda is an incumbent Board member, seeking a second 3-year term.**

# Minutes of the Annual General Meeting of the Christian Senior Homes Society of Northern Alberta

*Held Monday, May 31, 2021; 7:30 pm via ZOOM.  
Emmanuel Home, 13429- 57 Street, Edmonton, Alberta*

1. *Opening:* CEO Darren opened the meeting with a Scripture reading from Psalm 19, and prayer. Darren informed the members that the Board Chair, Kelvin Van Dasselaar, was unable to attend unexpectedly. The Board decided to have Darren facilitate the meeting based on ease and efficiency.
2. *Introduction of Board Members:* Darren Sinke introduced the Board members present: Bert Kamphius, Mary Velthuisen, Anko Buwalda, Peter Jonkman, Hilda VanVeen-Gritter, Allan Brennan. Absent with notice: Kelvin Van Dasselaar. Absent without notice: Margaret Verboon. Approximately 52 members were present to achieve quorum.
3. *Minutes of 2019 AGM:* Secretary Anko Buwalda presented the minutes of the May 14, 2019, Annual General Meeting. **Motion seconded and carried: to accept the minutes of May 14, 2019, AGM as recorded.**
4. *Auditors' Financial Statements:* Curt Friesen, our auditor, presented the 2020 audited financial statements. **Motion seconded and carried: to accept the 2020 Financial Statements.** Henry Baker, Director of Finance stated that our Capital Assets show 35 million due to the recent appraisal from the city for building and land. If you compare that amount to our book value, it shows the comfort of our financial position.
5. *CEO's Report:* Darren Sinke presented his report.

1.) COVID-19: The past year has been a challenge, especially the past 14 months. Society has most likely seen many of the communication and emails from the home since the 3<sup>rd</sup> week of March. We were 2 weeks away from opening the North Wing, and this resulted in the opposite effect of throwing open the doors and welcoming everyone to 'no, don't come', please stay away. This was very difficult and hard for our residents to adjust and caused significant stress.

Our first case of Covid hit mid November and it took us approximately 3-4 months to be officially out of outbreak. Facilities are placed on outbreak for covid after 1 confirmed case. To get out of the outbreak status you must have no cases for 2 weeks. Our highest number of cases was 9 at one point, however we got down to zero multiple times through out, only to have notice of another case. It was a rollercoaster ride throughout but, with much thanks to the Lord, to our residents, staff, and family members we managed to get through the worst of it! Especially when we see other homes impacted so severely, we are thankful that, although this was very hard, we did not lose anyone.

As of March, 95% of our residents and 70% of staff were vaccinated. Restrictions are being lifted, at this point distancing is still encouraged, masks are not required for the residents, and we are seeing a light at the end of a long tunnel. It has been hard, and a challenge, we will probably see and feel those effects for a while yet. Life at Emmanuel Home continues with activities picking up, and we are starting to see an increased appearance of fellowship, coffee, and cake and this is so great to see.

During this time, all staff have stepped up and all hands were on deck performing various roles and duties outside of their specific roles. We have seen an increase in staff because of Covid, with the need for increased cleaning and screening etc. Thanks is given to all staff for their hard work at Emmanuel Home, as well as protecting Emmanuel Home when at their own homes, ensuring they did not bring increased risk

to work. We are tired, but it has been a blessing to work together through this and we hope to celebrate this coming summer with everyone!

2.) North Wing/Emmanuel Home Update: There are 195 Suites, which are lived in by 46 couples, resulting in 230 residents! We now have 77 staff; this is the highest ever! This increase results from the expansion of the building to the increased workload related with Covid. All things considered, the opening of the North Wing was successful, albeit stressful. The experience of moving into Emmanuel Home was very different. Right now, we have only 2 vacancies, which is great considering the reduction in tours and new intakes. The new entrance and common areas have been a blessing, and now also with the Café opening, we look forward to hopefully opening more this summer to share with youall!

3.) West End Site: The Land purchase is almost complete; it is waiting on the city to subdivide the land. Design Phase is ongoing, and we are making good progress with structural, design and architectural components. The development permit should be received next month. We hope to put a shovel in the ground later this summer, with a 28-month construction timeline. The plan for phase 1 will be to build 101 suites, with common areas, and a full-service kitchen. Phases 2 and 3 will bring on 69 mores suites. The design can accommodate this future growth, while also being full self-sufficient if no more growth is required. We encourage you to reach out with any name suggestions, we have received some submissions so far. This site is its own operation, and will have its own feel, the name should reflect Christian motivation, more details are in this year's ECHO newsletter.

4.) Long Term Staff Recognition: Darren Sinke thanked the following staff members for their years of service:

#### 2019

- Colleen Seibert            10 years
- Vivian Hoeksema        5 years
- Lucy Sieben                5 years

#### 2020

- Mary Van Ryk            35 years
- Maria Bos                20 years
- Russel Delacruz        5 years
- Jessica Mann            5 years

All stress and strain considered, we can still thankfully say, Praise God from whom all blessing flow!

6. 2021 Budget Presentation: Treasurer Henry Baker presented the 2020 Budget. Henry apologized for sending out the wrong budget documents. There were two sets of budgeting done, one to reflect non-Covid impacts and one with Covid impacts. This year's budget reflects continued Covid impacts. We decided to forego raising rent in 2020 and the Leadership team assessed cutting back expenses. While we did suffer a loss, the long-range picture shows a strong society and a strong financial picture. The building equity is 9 million, and as discussed, our appraisal is even higher, in addition we have a very good cash position. With Covid sticking around, the government support has been only \$150,000, and our extra Covid expenses are up to \$300,000. Those expenses include payroll and P.P.E (mask, gowns, gloves). Our situation will gradually improve with filling the building. Contact Henry should you have anymore budget questions, the budget has been approved by the Board already, this presentation is for information.
7. Proposed Resolution – Society Name Change: CEO, Darren Sinke, presented the name change for the Society. This was not done lightly, as the Christian Senior Citizens Home Society of Northern Alberta depicts exactly who we are and where our roots came from. With respect and to not ever lose that vision, we are growing, and our operations are changing. Everyone knows us as 'Emmanuel Home', the brand recognition is there already and so we kept that in the name, and more importantly its' meaning "God with

us.' We then landed on Seniors Living to capture and emphasize what we do, as we do a lot more than provide housing.

Question: Was the word Christian in the name considered? This should be front and centre, should it not?

Answer: This was discussed at length, however we decided to keep it open.

Comment: Putting Christian in the name can portray and signal a less than welcome feeling and an intolerance, especially noted in the last 2 years. Christian in the name is based on our confessional routes, it is more salesmanship than confessional.

Comment: There are plans to add a tagline to emphasize the Christian aspect, which can be easily inserted underneath the Society name in the logo or marketing material.

**Motion Seconded and Carried:** That the Society's name be changed to "Emmanuel Seniors Living Society."

8. Proposed Resolution – Private Loans Program: The bylaws state that we must present this to the Society when it is borrowing from Society members. The Life Lease is restricted to residents to reduce their rent. The borrowing from Society members came up with the West End waitlist and the questions were asked whether they could participate in this program sooner. This helps raise capital, generates support, and supports the Society. The Board Committee and the Leadership, consisting of Henry and Darren will oversee the program, with a focus on the West End site and only borrow from Society members. The funds would be used to build capital, and borrowing would never be outside our means.

Question: If we did not raise enough funds, would we then use CCU or some financial institution?

Answer: Yes, that is correct. We are not relying on this borrowed money to fund the West End project. However, any funds raised through the Private Loans Program will help!

9. Board Nominees: CEO Darren Sinke presented the new nominees for the Board. Coby Benoit, Andrew Yskes, and Tony Vandermeer. Nominations were called from the floor, none received.

The three candidates will fill 3 vacancies and were elected by acclamation.

**Motion Seconded and Carried: to accept the nominees as presented.**

10. Question Period/Comment Period:

Question: Where are we with the Neerlandia site? Is this still an option?

Answer: We worked with the committee for 1 ½ years and established a level of interest. When we called out for support, we were looking for buy in from the community. We did receive some pledges but not enough to kick start the development. The door is wide open, and we would love to connect in the future. The support is there, and we would love to pursue this.

11. Board member, Peter Jonkman thanked our three retiring Board members: Mary Velthuisen, Marjean Verseveldt and Kelvin Van Dasselaar.

12. In Closing, Darren thanked everyone for attending and closed in prayer.

Recorded by, Laura Pothoven, Director of Operations Approved by Anko Buwalda, Board Secretary.