



FOUNDATION BOARD MEETING

MINUTES

The regular meeting of the Foundation Board of Fairhaven was held on February 27, 2018 at 12:10 p.m. in the Boardroom at Fairhaven.

ATTENDANCE

Members

Phil Aldrich, Chair	Community Representative	Present
Chris White, Vice-Chair	Community Representative	Present
Keith Riel	Committee of Management	Present
Joe Sullivan	Resident Advisor	Present

Staff

Lionel Towns	Executive Director	Present
Jennifer Baro	Executive Assistant	Present
Carolyn Jones	Finance Manager	Present

Guest Speaker

1.0 Approval of Agenda

Moved by J. Sullivan, seconded by K. Riel,

“THAT the Agenda of February 27, 2018 BE APPROVED.”

Carried

2.0 Declaration of Pecuniary Interest

There were no Disclosures of Interest

3.0 Approval of Minutes

Moved by K. Riel, seconded by J. Sullivan,

“THAT the Minutes of September 19, 2017 BE APPROVED.”

Carried

4.0 Executive Director Report
Report # 2018-ED 01

Moved by J. Sullivan, seconded by C. White,

“THAT this report be RECEIVED for information.”

Carried

5.0 Finance Reports

5.1 Finance Manager
Report # 2018-FIN 01
Report of Statement of Financial Activities

Moved by J. Sullivan, seconded by K. Riel,

“THAT this report be RECEIVED for information.”

Carried

5.2 Finance Manager

Report # 2018-FIN 02

December 31, 2017 Due To/From Fairhaven

Moved by J. Sullivan, seconded by C. White,

“THAT this report be RECEIVED for information.”

Carried

5.3 Finance Manager

Report # 2018-FIN 03

December 31, 2017 Restricted Donation Revenue and Details of Restricted Fund

Moved by K. Riel, seconded by J. Sullivan,

“THAT this report be RECEIVED for information.”

Carried

6.0 Staff Reports

6.1 Executive Assistant

Report # 2018-EA 01

Report from Fairhaven Foundation

Moved by C. White, seconded by K. Riel,

“THAT this report be RECEIVED for information.”

Carried

6.2 Human Resources Generalist

H&S # 2018- H&S 01

Health & Safety Report

Moved by J. Sullivan, seconded by K. Riel,

“THAT Report # 2017 H&S 03 Health & Safety Report BE RECEIVED.”

Carried

7.0 Governance

P. Aldrich will review the Foundation By-laws. We will bring them forward at the next meeting.

8.0 Member Reports on Community Issues Related to Fairhaven

The Executive Director spent a "Day in the Life" of a resident. The experience was overwhelming to see what a new resident experiences when they come into the home.

Resident Quality Inspection was completed in November 2017, and they inspectors were very pleased with the home. There were no findings of non-compliance.

9.0 Items for Information

9.1 Newsletter Home Happenings

9.2 Newspaper Articles of Interest

9.3 Thank You Letters

10.0 Adjournment


Moved by J. Sullivan, seconded by K. Riel,

"THAT There being no further business, the meeting be ADJOURNED at 1:20p.m."

Carried

Next Meeting:

The next meeting of the Fairhaven Foundation Board is Tuesday May 15, 2018 in the Boardroom at 12:00 p.m.



Foundation President



Executive Director

Approved as Presented

Approved with Corrections