

Willow Creek Foundation
Regular Meeting
June 26, 2025

Present:

Board Members: Jim Monteith, Maryanne Sandberg, Mickey Slood, Gordon Wolstenholme, Pam Young

Staff: Jackie Vanee Palmer

Absent: John Van Driesten,

1. Call to Order

Chairperson, Maryanne Sandberg, called the regular meeting to order at 9:30 a.m. at the Pioneer Lodge.

2. Adopt Consent Agenda

MOTION 2025-62 Jim Monteith to adopt the **consent agenda** including:

3.1 Minutes of May 22, 2025

4.1 CAO Report to June 26, 2025

4.3 Policy Report June 24, 2025

Carried

6. Next meeting July 24, 2025 at 9:30 a.m.

7. Adopt Agenda

MOTION 2025 –63 Mickey Slood to adopt the **agenda** with the following addition:

9.1 Review of Action Items

Carried

8. Financial Statements

8.2 Financial Statements –Pioneer Lodge

MOTION 2025 – 64 Jim Monteith to accept, for information, the **financial statements for the Pioneer Lodge** including:

Balance Sheet as of May 31, 2025

Income Statement YTD Actual VS 20245Fiscal Budget May 31, 2025

Reconciliation Detail 100210 Commercial Chequing Account Period Ending May 31, 2025

Carried

8.3 Financial Statements – The Manors

MOTION 2025-65 Gordon Wolstenholme to accept, for information, the **financial statements for the Manors** including:

Balance Sheet as of May 31, 2025

Income Statement YTD Actual VS 2025 Fiscal Budget May 31, 2025

Income Statement by Manor to May 31, 2025

Reconciliation Detail 100210 Commercial Chequing Account Period Ending May 31, 2025

Carried

9. Old Business

9.1 Action Items

**Action Items for
June 26, 2025**

Action Item	Who	When	Completed (Yes or No)
send letters to the Town of Fort Macleod and the M.D. of Willow Creek requesting, at their respective November 2025 Organizational Meetings, to appoint Members at Large to the Willow Creek Foundation to a one-year term, and thereafter to a two-year term.	Maryanne Sandberg and CAO to draft letter for approval	June meeting July Meeting	N
Renumber Policy 8.1 Financial Reporting	CAO	asap	Y
Draft Business Plan 2026-2028 reflecting discussion at May meeting	CAO	June meeting	Y
Contract with PSC to provide nurse call system	CAO	asap	Y

9.2 Business Plan

MOTION 2025-66 Mickey Slood to accept the **2026 - 2028 Business Plan** as presented.

Carried

10. Moving Forward

10.1 Updated Manor Budget

MOTION 2025-67 Gordon Wolstenholme to accept the updated **2026 Manor Budget** as presented.

Carried

10.2 Barb's Video

The video portraying Care Manager, Barb Harries, journey to becoming a Licensed Practical Nurse was viewed.

10.3 Policy 5.17 Investments

MOTION 2025-68 Jim Monteith to approve **Policy 5.17 Investments** with the removal of points d., e., and 5.17.1.

Carried

10.4 Policy 6.11 Fundraising

MOTION 2025-69 Mickey Slood to approve **Policy 6.11 Fundraising** with the change of the word 'budget' to 'goal' in point 6.11.1.1

Carried

10.5 Policy 8.4 Resident Life Enrichment Programming

MOTION 2025-70 Pam Young to approve **Policy 8.4 Resident Life Enrichment Programming** with the removal of 'and consider' from point 8.4.4.

Carried

10.5 Rescind policies

MOTION 2025-71 Gordon Wolstenholme to **rescind** the following (redundant) **policies**:

- 11.1 Training
- 11.2 Programming
- 11.3 Communication
- 11.4 Volunteer Management
- 11.5 Fee for Entertainment
- 11.6 Hairdressing Fee

Carried

11. In Camera - none

12. Round Table

- Discussion regarding practices to maintain good relations with staff. Referred to the Human Resources Committee.
- Discussion regarding moving forward on determining demand and response to seniors' housing needs. Referred to the Building Feasibility Committee
- Discussion regarding the need for Terms of Reference for the Building Feasibility Committee. Referred to the Building Feasibility Committee

13. Adjourn

MOTION 2025-72 Gordon Wolstenholme to **adjourn** at 11:50 a.m.

X

Maryanne Sandberg
Chairperson

X

Pam Young
Secretary

**Action Items for
July 24, 2025**

Action Item	Who	When	Completed (Yes or No)
send letters to the Town of Fort Macleod and the M.D. of Willow Creek requesting, at their respective November 2025 Organizational Meetings, to appoint Members at Large to the Willow Creek Foundation to a one-year term, and thereafter to a two-year term.	Maryanne Sandberg and CAO to draft letter for approval	June meeting July Meeting	
Policy 5.17 Investments - remove points d., e., and 5.17.1 from draft.	CAO	asap	
Policy 6.11 Fundraising - change the word 'budget' to 'goal' in point 6.11.1.1	CAO	asap	
Policy 8.4 Resident Life Enrichment Programming – remove 'and consider' from point 8.4.4.	CAO	asap	
practices to maintain good relations with staff	HR Committee	ongoing	
moving forward on determining demand and response to seniors' housing needs.	Building Feasibility Committee	Ongoing	
Terms of Reference for the Building Feasibility Committee.	Building Feasibility Committee	September meeting?	