Organizational Meeting
December 1, 2025 @ 1:00pm
Lacombe Memorial Centre

Organizational Meeting Minutes

In Attendance:	Kim Proud	City of Lacombe
	Dwayne West	County of Lacombe
	Laura Svab	Town of Blackfalds
	Kristy Klinger	Town of Bentley
	Colleen Ebden	Town of Eckville
	Barb Gilliat	Village of Alix
	Tracey Hallman	Village of Clive
	The Bethany Group	Carla Beck, Shannon Holtz, Melodie Stol (recorder)
	Lacombe Foundation	Ann Hultink

1.	**Call to Order** The meeting was called to order at 1:00 pm. Introductions were made.
2.	**Appointment of Officers** The Chair was handed to Melodie Stol, who called for nominations for Board Chair. Colleen Ebden nominated Barb Gilliat, who accepted the nomination. A second and third call for nominations was made. *With no further nominations, Barb Gilliat was declared Board Chair.* The Chair was handed to Barb Gilliat, who called for nominations for Board Vice Chair. Colleen Ebden nominated Tracey Hallman, who accepted the nomination. A second and third call was made. *With no further nominations, Tracey Hallman was declared Board Vice Chair.*
3.	**Signing Authorities and Related Policies** The signing authority positions and names 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 D. West to approve the Signing Authorities as follows:* *Signing Authority for operating accounts to be the Chief Executive Officer, Senior Director Housing and Lodges, and Finance Manager:* • • *Chief Executive Officer - Carla Beck*

	• *Senior Director of Housing and Lodges – Shannon Holtz* • *Finance Manager – Ann Hultink* *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 Finance Manager, and secondary position to be Senior Director, Housing and Lodges. These positions may delegate to other staff as approved by the Chief Executive Officer in writing:* • *Finance Manager – Ann Hultink* • *Senior Director, Housing and Lodges – Shannon Holtz* *Canada Revenue Agency - CRA requires a "Super User" to be named. Primary position is to be the Chief Executive Officer, with delegation to the Finance Manager:* • *Finance Manager – Ann Hultink* *Signing Authority for Investment Accounts to be Chief Executive Officer, Board Chairperson and Board* *Vice Chairperson:* • *Chief Executive Officer - Carla Beck* • *Board Chairperson – Barb Gilliat* • *Board Vice Chairperson – Tracey Hallman* *CARRIED*
4.	**Review of Honorarium** Reviewed the current honorarium and mileage rates. The meeting honorarium has not changed in over ten years and is recommended to increase to $100. Mileage rates are automatically adjusted annually to the CRA reasonable rate in line with The Bethany Group policy and will be updated when the CRA releases the 2026 rate. The board reviewed the honorarium claim process. *Moved by C. Ebden to approve the 2026 Honorarium rate, with an increase from $83 to $100 per meeting. CARRIED*
5.	**Quorum** Reviewed quorum information and meeting processes memo.
6.	**2026 Meeting Dates** Mondays February 2, March 23, May 4, June 22, October 5 and November 30, 2026. February 2 to be held by Zoom, May 4 will be in Eckville.

	Moved by T. Hallman that the 2026 Meeting Schedule be accepted as presented. *CARRIED*
7.	**Adjournment** The December 1, 2025 Organizational meeting was declared adjourned at 1:22 pm.

Barb Gilliat
Board Chair, Lacombe Foundation

February 2, 2026
Date

Carla Beck or Shannon Holtz,
The Bethany Group

February 2, 2026
Date