



Camrose
& Area
Lodge
Authority



Camrose & Area Lodge Authority – Operational Meeting
Rosehaven 1st Floor Auditorium
December 3, 2021 @ 9:00am

ORGANIZATIONAL MEETING MINUTES

Town of Bashaw:	Cindy Orom		
Camrose County:	Tina Sroka	Doug Lyseng	
City of Camrose:	David Francoeur	Agnes Hoveland	Lucas Banack
The Bethany Group:	Carla Beck	Shannon Holtz	Graeme Conway
	Melodie Stol	Michelle Wideman (recorder)	

1.	<p>Call to Order</p> <p>The Organizational Meeting was called to order at 9:00am and introductions were made.</p>
2.	<p>Orientation</p> <p>A brief orientation was provided including the history of CALA and the relationship between CALA and TBG.</p>
3.	<p>Election of Officers</p>
a.	<p>Board Chair</p> <p>Melodie Stol called for nominations for the position of Board Chairperson. Doug Lyseng nominated Agnes Hoveland, who accepted the nomination.</p> <p>A third call was made with no further nominations received. Agnes Hoveland was declared Chairperson of the Camrose & Area Lodge Authority. The Chair was relinquished to Agnes Hoveland.</p>
b.	<p>Board Vice Chair</p> <p>Agnes Hoveland called for nominations for the position of Board Vice-Chairperson. Lucas Banack nominated Lucas Banack.</p> <p>A third and final call was made with no further nominations received. Lucas Banack was declared Vice Chairperson of the Camrose & Area Lodge Authority.</p>
4.	<p>Signing Authority</p> <p>CALA 21-12-01 MOVED by David Francoeur and SECONDED by Cindy Orom to approve the Signing Authorities as follows:</p> <p><u>Signing Authority for operating accounts</u> to be Chief Executive Officer, Director Corporate Services, Director Housing and Lodges, Associate Director Housing and Lodges, Manager Finance:</p>

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	<ul style="list-style-type: none"> • Chief Executive Officer – Carla Beck • Director Corporate Services – Judy Lowe • Director of Housing and Lodges – Outi Kite • Associate Director of Housing and Lodges – Shannon Holtz • Manager of Finance – Graeme Conway • Board Chairperson – Agnes Hoveland • Board Vice Chairperson – Lucas Banack <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 Finance – Graeme Conway • Director Corporate Services – Judy Lowe <p><u>Canada Revenue Agency - CRA</u> 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 Finance – Graeme Conway <p><u>Signing Authority for Investment Accounts</u> to be Chief Executive Officer, Board Chairperson, Board Vice Chairperson and 1 other Board members as approved by the Board:</p> <ul style="list-style-type: none"> • Chief Executive Officer – Carla Beck • Board Chairperson – Agnes Hoveland • Board Vice Chairperson – Lucas Banack • Board Member – Tina Sroka <p style="text-align: right;">CARRIED</p>
5.	<p>2022 Meeting Dates</p> <p>The May 13th meeting will be adjusted to May 6th.</p> <p>CALA 21-12-02 MOVED by Cindy Orom and SECONDED by Lucas Banack to approve the Board Meeting dates for 2022 as revised. CARRIED</p>
6.	<p>Adjournment</p> <p>The Organizational Meeting was declared adjourned at 9:27am.</p>



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Agnes Hoveland

Agnes Hoveland, Board Chair

Carla Beck

Carla Beck, The Bethany Group

April 1, 2022

Date

06 April 2022

Date