



Camrose & Area Lodge Authority – Operational Meeting
 Heritage Building 1st Floor Boardroom
 November 24, 2023 @ 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 (regrets)	Shannon Holtz	Amanda Leckie
	Melodie Stol (recorder)		

1.	Call to Order	The Organizational Meeting was called to order at 9:00 am and introductions were made.
2.	Election of Officers	
	a.	<p>Board Chair</p> <p>Melodie Stol called for nominations for the position of Board Chairperson. Lucas Banack nominated Agnes Hoveland, who accepted the nomination.</p> <p>A second and third call was made with no further nominations received. Agnes Hoveland was declared Chairperson of the Camrose & Area Lodge Authority. The Chair duties were relinquished to Agnes Hoveland for the remainder of the meeting.</p>
	b.	<p>Board Vice Chair</p> <p>First call for nominations for the position of Board Vice-Chairperson. Lucas Banack nominated Tina Sroka, who accepted the nomination.</p> <p>A second and third call was made with no further nominations received. Tina Sroka was declared Vice Chairperson of the Camrose & Area Lodge Authority.</p>
3.	Signing Authority	<p>The signing authorities were reviewed.</p> <p>CALA ORG 23-11-01 MOVED by D. Lyseng to approve the signing authorities as follows:</p> <p>Signing Authority for operating accounts to be Chief Executive Officer, Director Corporate Services, Director Housing and Lodges, Manager of Finance:</p> <ul style="list-style-type: none"> • • Chief Executive Officer - Carla Beck • • Director Corporate Services - Judy Lowe • • Director of Housing and Lodges – Shannon Holtz • • Manager of Finance – Amanda Leckie



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	<ul style="list-style-type: none"> • Board Chairperson – Agnes Hoveland • Board Vice Chairperson – Tina Sroka <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 of Finance – Amanda Leckie • Director Corporate Services - Judy Lowe <p>Canada Revenue Agency - CRA 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 of Finance – Amanda Leckie <p>Signing Authority for Investment Accounts to be Chief Executive Officer, Board Chairperson, Board Vice Chairperson and 1 other Board member as approved by the Board:</p> <ul style="list-style-type: none"> • Chief Executive Officer - Carla Beck • Board Chairperson – Agnes Hoveland • Board Vice Chairperson – Tina Sroka • Board Member – Lucas Banack <p>CARRIED</p>
4.	<p>2024 Meeting Dates</p> <p>The proposed 2024 meeting dates are February 2, March 22, May 3, June 21, October 4 and November 29.</p> <p>CALA ORG 23-11-03 MOVED by T. Sroka to approve the Board Meeting dates for 2024 as presented. CARRIED</p>
5.	<p>Adjournment</p> <p>The Organizational Meeting was declared adjourned at 9:11am.</p>

Agnes Hoveland

Agnes Hoveland, Board Chair

Carla Beck

Carla Beck, The Bethany Group
or Shannon Kelly

Feb 2, 2024

Date

Feb 2, 2024

Date