

Central Peace Medical Services Corporation

Annual General Meeting Minutes

April 16, 2024

Telehealth Room – Central Peace Medical Clinic

PRESENT:	Tony Van Rootselaar, Chair	MD Spirit River
	Alvin Hubert	Saddle Hills County
	James Thomas	Town of Spirit River
	Roxann Dreger	Village of Rycroft - arrived 9:39am
	Albert Poetker	Birch Hills County - guest
	Gerald Manzulenko	Birch Hills County
	Larry Davidson	Birch Hills County
	Cary Merritt, COO	Saddle Hills County
	Dan Dibbelt	MD Spirit River
	Steve Jack	Town of Spirit River
	Peter Thomas	Village of Rycroft

Call to Order

Chair Van Rootselaar called the meeting to order at 9:05a.m.

1. Adoption of Agenda

Moved by Alvin Hubert to adopt the April 16, 2024 agenda as presented.

CARRIED

2. Adoption of the Previous Minutes

Moved by Gerald Manzulenko that the minutes of December 11, 2023, be adopted as presented.

CARRIED

3. Chief Operating Officer Report

The COO reviewed his report and that of the Building Manager. General discussion included:

- Original building records are now stored on site.
- The Dentist has signed a new 3.5 yr. lease @ \$3,500/month.
- Developed a new tracking sheet for lease renewals.
- Corporation returns are now current, having submitted 2022, 2023 and 2024.
- New lease signed with physiotherapist for 6-month trial starting June 1st. Two rooms - \$800/month + \$100/month for internet for first 3-months and then \$1,200 for the final 3-months.
- The CRA director listing needs to be updated as well as filing of GST for 2022 & 2023.
- Need to set up a check system to monitor water in the basement.

Moved by Alvin Hubert that the COO and Building Manager reports be accepted as information.

CARRIED

Motion Resulting from COO/Building Manager Report

Moved by Gerald Manzulenکو that the board approve a Key Fob replacement fee of \$50 and an NSF charge fee of \$25.

CARRIED

4. Old Business

4.1 Building Signage

Discussion related to installing signage for the medical clinic.

Moved by Alvin Hubert that the \$5,000 budget be increased to \$6,500 for the purpose of constructing a new sign as per board discussion.

CARRIED

5. New Business

5.1 2023 Financial Statements/Requisitions

The board discussed the merits of keeping capital maintenance as an operating expense rather than capitalizing the cost on behalf of the member municipalities who own the assets.

Moved by Roxann Dreger that the board approve the 2023 Financial Statements as presented.

CARRIED

Moved by Gerald Manzulenکو that the board approve sending out the requisitions for 2023 as presented.

CARRIED

6. Information Items/Correspondence

None

7. **Next Meeting** December 3, 2024 @ 9am Telehealth Room Central Peace Medical Clinic

8. **Adjournment** – Chair Tony Van Rootselaar adjourned the meeting at 10:01am.

Chair Van Rootselaar

COO Merritt