Camrose & Area Lodge Authority – Operational Meeting
Heritage Building 1st Floor Boardroom/Zoom
December 5, 2025 @ 9:00am

ORGANIZATIONAL MEETING MINUTES

Town of Bashaw:	Cindy Orom		
Camrose County:	Carlene Wetthuhn	Doug Lyseng	
City of Camrose:	David Francoeur	Joy-Anne Murphy	Don Rosland
The Bethany Group:	Carla Beck	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.	Board Chair Carla Beck called for nominations for the position of Board Chairperson. David Francoeur nominated Carlene Wetthuhn, who accepted the nomination. A second and third call was made with no further nominations received. Carlene Wetthuhn was declared Chairperson of the Camrose & Area Lodge Authority. The Chair duties were relinquished to Carlene for the remainder of the meeting.
	b.	Board Vice Chair Carlene Wetthuhn called for nominations for the position of Board Vice-Chairperson. Don Rosland nominated David Francoeur , who accepted the nomination. A second and third call was made with no further nominations received. David Francoeur was declared Vice Chairperson of the Camrose & Area Lodge Authority.
3.	Signing Authority The signing authorities 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.	

	CALA ORG 25-12-01 MOVED by J. Murphy to approve the signing authorities as follows: Signing Authority for operating accounts to be Chief Executive Officer, Senior Director Corporate Services, Senior Director Housing and Lodges, Manager of Finance: • • Chief Executive Officer - Carla Beck • • Senior Director Corporate Services - Judy Lowe • • Senior Director of Housing and Lodges – Shannon Holtz • • Manager of Finance – Amanda Leckie 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 Senior Director, Corporate Services. These positions may delegate to other staff as approved by the Chief Executive Officer in writing: • • Manager of Finance – Amanda Leckie • • Senior Director Corporate Services - Judy Lowe 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: • • Manager of Finance – Amanda Leckie 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: • • Chief Executive Officer - Carla Beck • • Board Chairperson – Carlene Wetthuhn • • Board Vice Chairperson – David Francoeur **CARRIED**
4.	**QUORUM** Reviewed quorum information and meeting processes memo.
5.	2026 Meeting Dates The proposed 2026 meeting dates are February 6, March 27, May 1, June 26, October 2 and December 4. Asked to Move the May meeting to the 8th and arrange the June meeting at Bashaw Meadows. **CALA ORG 25-12-02 MOVED by D. Francoeur to approve the Board Meeting dates for 2026 as amended. CARRIED**

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6.	Adjournment The Organizational Meeting was declared adjourned at 9:23 am.

Carlene Wetthuhn, Board Chair	Carla Beck, The Bethany Group
February 6, 2026	February 6, 2026
Date	Date