

Present: Board Chair, Member at Large Stuart Houston
Vice Chair, Councillor Melanie Loyns, Town of Stony Plain
Councillor Jan Gillett, City of Spruce Grove
Councillor Ben Jespersen, Parkland County
Member at Large Randy Dubord
Member at Large Cheryl Budzinski
Member at Large Yvan Boutin

Staff: Lori-Anne St. Arnault, Executive Director
Doreen Engelhardt, Director of Finance
Virginia Mayer, Director of Housing
Stuart Fehr, Director of Maintenance & Asset Management
Tera Innes, Recording Secretary

1. Call to order

Executive Director Lori-Anne St. Arnault called the organizational meeting of November 27, 2025 to order at 9:11 am.

2. Adoption of agenda

Resolution #062/2025:

Moved by Councillor Melanie Loyns to adopt the November 27, 2025 organizational agenda as presented.

Carried Unanimously

3. Board orientation

3.1 PowerPoint Presentation

Administration conducted a presentation to provide a refresher of Meridian Housing Foundation's Board Orientation.

4. Appointment and duties of the Board

4.1 Board Member Job Description

Administration presented the Board with the Board Member job description.

4.2 Board Chair Job Description

Administration presented the Board with the Board Chair job description.

4.3 Board Vice Chair Job Description

Administration presented the Board with the Board Vice Chair job description.

Resolution #063/2025:

Moved by Member at Large Cheryl Budzinski that Councillor Melanie Loyns, Councillor Jan Gillett, Councillor Ben Jespersen, Member at Large Randy Dubord, Member at Large Yvan Boutin, Member at Large Cheryl Budzinski, and Member at Large Stuart Houston will form the 2025/2026 Meridian Housing Foundation Board of Directors.

Carried Unanimously

5. Election of Chair and Vice Chair

Executive Director Lori-Anne St Arnault made the first call for nominations of Board Chair. Councillor Melanie Loyns nominated Member at Large Stuart Houston for the position of Board Chair. Councillor Ben Jespersen nominated Member at Large Yvan Boutin for the position of Board Chair; however, Member at Large Yvan Boutin declined the nomination. Executive Director Lori-Anne St. Arnault made the second and third call for nominations with no further nominations put forward. Executive Director Lori-Anne St. Arnault ceased nominations for Board Chair.

Member at Large Stuart Houston accepted the position of Board Chair.

Executive Director Lori-Anne St. Arnault made the first call for nominations of Board Vice Chair. Councillor Jan Gillett nominated Councillor Melanie Loyns for the position of Board Vice Chair. Executive Director Lori-Anne St. Arnault made the second and third call for nominations with no further nominations put forward. Executive Director Lori-Anne St. Arnault ceased nominations for Board Vice Chair.

Councillor Melanie Loyns accepted the position of Board Vice Chair.

Resolution #064/2025:

Moved by Councillor Jan Gillett to accept Member at Large Stuart Houston as Meridian Housing Foundation's Board Chair and Councillor Melanie Loyns as the Vice Chair for the term.

Carried Unanimously

Member at Large Stuart Houston assumed the role of Chair for the remainder of the meeting.

6. Code of conduct and confidentiality agreement

Administration presented the Board with renewed Code of Conduct and Confidentiality Agreements for signature.

7. Banking

7.1 Bank Signing Authority

Resolution #065/2025:

Moved by Councillor Ben Jespersen that the Chair, Member at Large Stuart Houston, Vice Chair, Councillor Melanie Loyns, Executive Director, or the Director of Finance have bank signing authority on behalf of the Meridian Housing Foundation. Two signatures are required; one from either the Board Chair or Vice Chair, and one from either the Executive Director or the Director of Finance.

Carried Unanimously

7.2 Authority for Banking Transfers

Resolution #066/2025:

Moved by Member at Large Cheryl Budzinski that the Executive Director and/or Director of Finance, accounting/payroll personnel have authority on behalf of Meridian Housing Foundation for bank transfers and banking inquiries.

Carried Unanimously

7.3 Authority to Open and Close Bank Accounts

Resolution #067/2025:

Moved by Councillor Jan Gillett that the Chair, Member at Large Stuart Houston, Vice Chair, Councillor Melanie Loyns, Executive Director or the Director of Finance has authority on behalf of the Meridian Housing Foundation to open and close bank accounts. Two signatures are required; one from either the Board Chair or Vice Chair, and one from either the Executive Director or the Director of Finance.

Carried Unanimously

8. Scheduling of regular board meetings

8.1 2026 Meridian Housing Foundation Regular Board Meeting Schedule

- Thursday, March 12, 2026 at 9:00 am
- Thursday, April 23, 2026 at 9:00 am
- Thursday, June 25, 2026 at 9:00 am
- Thursday, October 1, 2026 at 9:00 am
- Thursday, November 26, 2026 at 9:00 am

Resolution #068/2025:

Moved by Member at Large Yvan Boutin to adopt the 2026 Meridian Housing Foundation Regular Board Meeting Schedule as presented.

Carried Unanimously

9. Adjournment

Resolution #069/2025:

Moved by Councillor Jan Gillett to adjourn the meeting at 10:21 am.

Carried Unanimously

The Chair, Member at Large Stuart Houston declared the meeting adjourned at 10:21 am.

These minutes were approved on the 12 day of March, 2026.



Chair of the Board



Vice-Chair