

Northern Community Development Services  
Annual General Meeting - Minutes



**Tuesday, September 10, 2019 - 6:00pm**  
**NCDS Office – 304 Scott St.**

**In attendance**

Mark Caron	President	Nicole Wall	Finance Administrator
Trevor Fitzgerald	Vice President	Brittany Beyak-Freamo	Auditor
Charlene Strain	Secretary/Treasurer	Sheryl Supinski	Recording Secretary
Adrian Chapman	Director	Bridget McGinnis	Guest
Angela Halvorsen	Director	Crystal George	Guest
Nicke Paddock	Executive Director		

**Regrets**

Angela Mainville      Director

	<b>Agenda Item and Time</b>	<b>People Responsible The Objective: Decision, Input or Information</b>	<b>Background Info</b>	<b>Outcomes, Decisions and Commitment to Action</b>
1.	Call to Order/Conflict or interest	<b>Mark Caron</b>		<b>Meeting called to order @ 6:03pm</b> No conflict of interest declared
2.	Welcome and Board of Directors Report	<b>Mark Caron</b>		M. Caron presented a brief report of Board of Director activities and community involvement over the past year.
3.	Introduction of Slate of Directors and Officers	<b>Mark Caron</b>		Mark Caron - President Trevor Fitzgerald - Vice President Charlene Strain - Secretary/Treasurer Angela Mainville - Director Adrian Chapman - Director

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				Angela Halvorsen - Director Dana Cridland - Director
4.	Approval of Minutes of Previous Meeting: September 11, 2018	<b>Mark Caron</b>		<b>Motion to approve the Annual General Meeting Minutes from September 11, 2018:</b> Moved by – T. Fitzgerald 2 <sup>nd</sup> by – C. Strain  Carried.
5.	Auditor's Report and Approval of Financial Statements	<b>Brittany Beyak-Freamo</b>		<b>Motion to approve the Auditor's Report as presented:</b> Moved by – A. Halvorsen 2 <sup>nd</sup> by – C. Strain  Carried.
6.	Appointment of Auditors	<b>Mark Caron</b>		Stewart & Sande have changed over to Myers, Norris & Penny but will fulfil the three year term agreement set last year.
7.	Executive Director Comments	<b>Nicke Paddock</b>		<b>Motion to accept the Executive Director's Comments as presented:</b> Moved by – A. Chapman 2 <sup>nd</sup> by – T. Fitzgerald  Carried.
8.	Items for the Secretary/Treasurer	<b>Nicke Paddock</b>		The following items were reviewed by the Secretary/Treasurer before the meeting: <ol style="list-style-type: none"> <li>1) Corporate Calendar</li> <li>2) Articles of Incorporation</li> <li>3) Filed GST/HST rebate</li> <li>4) Charity Information Return/Corporations Information Act Annual Return</li> </ol>

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				5) Unaudited Charity Fund Financial Statement March 31/19 6) Audited Financial Statement March 31/19 7) Reconciliation for Employment Services 8) Annual payroll return 9) Insurance Policy 10) End-of-Contract Statistical Information 11) Employment Ontario Contract
9.	Next AGM Provisional Date	<b>Mark Caron</b>		Date of the next Annual General Meeting – <b>Tuesday, September 8, 2020</b>
10.	Adjournment	<b>Mark Caron</b>		<b>Motion to adjourn:</b> Moved by – T. Fitzgerald <b>Meeting adjourned at 6:24pm</b>