

Northern Community Development Services  
Annual General Meeting - Minutes



**Tuesday, September 8, 2019 - 6:00pm**

**Via Zoom**

**In attendance**

Mark Caron	President	Nicole Wall	Finance Administrator
Adrian Chapman	Secretary/Treasurer	Taylor Radford	Auditor
Trevor Fitzgerald	Director	Sheryl Supinski	Recording Secretary
Dana Cridland	Director	Bridget McGinnis	Guest
Nicke Paddock	Executive Director		

**Regrets**

Angela Halvorsen	Director	Charlene Strain	Vice President
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	<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	<b>Mark Caron</b>		<b>Meeting called to order at 6:02</b> No conflict of interest declared
2.	Welcome and Board of Directors Report	<b>Mark Caron</b>	Included in package	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 Charlene Strain – Vice President Adrian Chapman – Secretary/Treasurer Dana Cridland – Director Angela Halvorsen - Director

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4.	Approval of Minutes of Previous Meeting: September 10, 2019	<b>Mark Caron</b>		<b>Motion to approve the Annual General Meeting Minutes from September 10, 2019:</b> Moved by – T. Fitzgerald 2 <sup>nd</sup> by – A. Chapman Carried.
5.	Auditor's Report and Approval of Financial Statements	<b>Taylor Radford</b>		<b>Motion to approve the Auditor's Report as presented:</b> Moved by – A. Chapman 2 <sup>nd</sup> by – D. Cridland Carried.
6.	Appointment of Auditors	<b>Mark Caron</b>		MNP will fulfil the three year term of the agreement from 2018
7.	Executive Director Comments	<b>Nicke Paddock</b>		<b>Motion to accept the Executive Director's Comments as presented:</b> Moved by – T. Fitzgerald 2 <sup>nd</sup> by – D. Cridland 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 31/20 6) Audited Financial Statement March 31/20 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 for the next Annual General Meeting – <b>Tuesday, September 14, 2021</b>
10.	Adjournment	<b>Mark Caron</b>		<b>Motion to adjourn:</b> Moved by – T. Fitzgerald <b>Meeting adjourned at 6:23pm</b>