

Northern Community Development Services
Annual General Meeting - Minutes



Tuesday, September 14, 2021 - 5:30pm

Via Zoom

In attendance

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

Regrets

Angela Halvorsen Director

	Agenda Item and Time	People Responsible The Objective: Decision, Input or Information	Background Info	Outcomes, Decisions and Commitment to Action
1.	Call to Order	Mark Caron		Meeting called to order at 5:33pm No conflict of interest declared
2.	Welcome and Board of Directors Report	Mark Caron		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	Mark Caron		Mark Caron – President Charlene Strain – Vice President Adrian Chapman – Secretary/Treasurer Trevor Fitzgerald - Director Dana Cridland – Director Angela Halvorsen - Director
4.	Approval of Minutes of Previous Meeting: September 8, 2020	Mark Caron		Motion to approve the Annual General Meeting Minutes from September 8, 2020: Moved by – D. Cridland 2 nd by – T. Fitzgerald Carried.

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5.	Auditor's Report and Approval of Financial Statements	Taylor Radford		Motion to approve the Auditor's Report as presented: Moved by – A. Chapman 2 nd by – D. Cridland Carried.
6.	Appointment of Auditors	Mark Caron		Motion to have N. Paddock send letters for tender for a three year term for the annual audit: Moved by – A. Chapman 2 nd by – C. Strain Carried.
7.	Executive Director Comments	Nicke Paddock		Motion to accept the Executive Director's Comments as presented: Moved by – T. Fitzgerald 2 nd by – D. Cridland Carried.
8.	Items for the Secretary/Treasurer	Nicke Paddock		The following items were reviewed by the Secretary/Treasurer before the meeting: <ol style="list-style-type: none"> 1) Corporate Calendar 2) Articles of Incorporation 3) Filed GST/HST rebate 4) Charity Information Return/Corporations Information Act Annual Return 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

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				11) Employment Ontario Contract
9.	Next AGM Provisional Date	Mark Caron		Date for the next Annual General Meeting – Tuesday, September 13, 2022
10.	Adjournment	Mark Caron		Motion to adjourn: Moved by – T. Fitzgerald Meeting adjourned at 6:00pm

Signatures
