

Northern Community Development Services
Board of Directors Meeting – Minutes



Tuesday, April 20, 2021 –12:00pm

Zoom

In attendance

Mark Caron	President	Dana Cridland	Director
Charlene Strain	Vice President	Trevor Fitzgerald	Director
Adrian Chapman	Secretary/Treasurer	Nicke Paddock	Executive Director
Angela Halvorsen	Director	Sheryl Supinski	Recording Secretary

Regrets

Nicole Wall Financial Administrator

	Agenda Item and Time	People Responsible The Objective: Decision, Input or Information	Background Info	Outcomes, Decisions and Commitment to Action
1.	Welcome Orientation/Declaration of any Conflict of Interest 1 minute	Mark Caron		Meeting called to order at 12:04pm No conflict of interest declared
2.	Acceptance of the Agenda/Additions to Agenda 2 minutes	Mark Caron		Motion to accept the agenda with the following additions: 4. b) Transfer to the charity account 4. c) Health & Safety policy Moved by – A. Chapman 2 nd by – C Strain Carried.
3.	Approval of Minutes – a) March 9, 2020 2 minutes	Mark Caron		Motion to approve the March Minutes: Moved by – A. Halvorsen 2 nd by – A. Chapman Carried.

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4.	<p>New Business</p> <p>a) Charitable receipt for Fort Frances High School</p> <p>b) Transfer from Charity account</p> <p>c) Personal Safety policy</p>	Nicke Paddock		<p>a) Motion to approve the donation from Boston Pizza for Fort Frances High School: Moved by – C. Strain 2nd by – A. Halvorsen <p style="text-align: right;">Carried.</p> </p> <p>b) Motion to transfer the final payment of \$300.91 from the Charity account to O’Neill & Associates: Moved by – D. Cridland 2nd by – T. Fitzgerald <p style="text-align: right;">Carried.</p> </p> <p>c) Changes need to be made to the policy 5.4 Personal Safety due to providing workshops outside of regular office hours. N. Paddock will look into a panic button.</p>
5.	In Camera	Mark Caron		N/A

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6.	Old Business a) ED Evaluation Approval b) Board of Director's Manual revisions c) Strategic Plan	Mark Caron Nicke Paddock		a) Motion to approve the performance evaluation of N. Paddock: Moved by – T. Fitzgerald 2 nd by – A. Chapman Carried. b) Item to be brought forward to the May agenda in order for further review. c) Reminder that Strategic Planning is on hold.
7.	Financial Report	Nicole Wall		Motion to approve the Financial Report as presented: Moved by – C. Strain 2 nd by – A. Halvorsen Carried.
8.	Executive Director Report	Nicke Paddock		Motion to accept the Executive Director's Report: Moved by – T. Fitzgerald 2 nd by – A. Chapman Carried.
9.	Next Meeting Date	Mark Caron		Next meeting date will be Tuesday, May 11, 2021 @ 12:00pm
10.	Adjournment	Mark Caron		Motion to adjourn: Moved by – T. Fitzgerald Meeting adjourned at 12:34pm