

Northern Community Development Services
Board of Directors Meeting – Minutes



Tuesday, February 9, 2016 - 5:30pm

NCDS Office – 304 Scott St

In attendance

Steve Maki	President	Trevor Fitzgerald	Director
Gerd O’Sullivan	Vice President	Nicke Paddock	Executive Director
Gary Gamsby	Director	Sheryl Supinski	Recording Secretary
Mark Caron	Director	Heather McLean	Guest

Regrets

Carol Ewacha	Secretary/Treasurer
Jeanette Cawston	Director

	Agenda Item and Time	People Responsible The Objective: Decision, Input or Information	Background Info	Outcomes, Decisions and Commitment to Action
	Welcome Remarks/Orientation	Steve Maki		Meeting called to order at 5:59pm
1.	Acceptance of the Agenda	Steve Maki		Motion to accept the Agenda as presented: Moved by – G. Gamsby 2 nd by – M. Caron
2.	Approval of Minutes – January 11, 2015	Steve Maki		Motion to approve the January Minutes: Moved by – G. Gamsby 2 nd by – M. Caron
3.	New Business			N/A

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4.	Other business a) NCDS Policy & Procedures b) ED's annual evaluation c) Audited Financial Report	Nicke Paddock Steve Maki		<p>a) Motion to approve addition of 1.6 AODA – Accessibility Standards for Customer Service Policy to the NCDS Policy and Procedure Manual: Moved by – G. O'Sullivan 2nd by – T. Fitzgerald</p> <p>b) Motion to accept the Executive Director's Annual Appraisal as presented: Moved by – G. O'Sullivan 2nd by – M. Caron N. Paddock to source two appraisal tools specifically focused toward Executive Director's</p> <p>c) Signature required on Audited Financial Statement received from M. Fillion – signed by S. Maki and G. O'Sullivan</p>
5.	Financial Report	Nicke Paddock		Motion to approve the Financial Report: Moved by – G. Gamsby 2 nd by – M. Caron
6.	Executive Director Report	Nicke Paddock		Motion to accept the Executive Director's Report: Moved by – T. Fitzgerald 2 nd by – G. O'Sullivan

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7.	Board Information a) Staff wage increases	Nicke Paddock		<p>a) Motion to go in camera @ 6:55 pm: Moved by G. O’Sullivan 2nd by – M. Caron</p> <p>Motion to go out of camera @ 7:21pm: Moved by – G. O’Sullivan 2nd by – M. Caron</p> <p>Motion to extend Executive Director’s (Nicke Paddock) contract one year: Moved by – G. Gamsby 2nd by – T. Fitzgerald</p> <p>N. Paddock to work on sourcing additional revenue to increase the wage budget</p>
8.	Next Meeting Date	Steve Maki		Tuesday, March 8th, 2016 @ 5:30pm
9.	Adjournment	Steve Maki		<p>Motion to adjourn: Moved by – G. O’Sullivan Meeting adjourned at 7:35pm</p>

President _____

Vice President _____

Treasurer/Secretary _____

Director _____

Director _____

Director _____

Director _____