

Northern Community Development Services
Board of Directors Meeting – Minutes



Tuesday, January 8, 2019 – 12:00pm
NCDS office – 304 Scott St.

In attendance

Mark Caron	President	Nicke Paddock	Executive Director
Trevor Fitzgerald	Vice President	Sheryl Supinski	Recording Secretary
Adrian Chapman	Director	Nicole Wall	Finance Administrator
Angela Halvorsen	Director		

Regrets

Charlene Strain	Secretary/Treasurer	Angela Mainville	Director
-----------------	---------------------	------------------	----------

	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	Mark Caron		Meeting called to order at 12:15pm
2.	Acceptance of the Agenda/Additions to Agenda	Mark Caron		Motion to accept the agenda with the following additions: 4. New Business c) Finance backup 6. Old Business b) Board training c) ED Evaluation Moved by – T. Fitzgerald 2 nd by – A. Chapman Carried.

	Agenda Item and Time	People Responsible The Objective: Decision, Input or Information	Background Info	Outcomes, Decisions and Commitment to Action
3.	Approval of Minutes – a) November 13, 2018	Mark Caron		<p>Motion to approve the November minutes: Moved by – T. Fitzgerald 2nd by – A. Halvorsen Carried.</p> <p>Motion to approve the In Camera minutes from November: Moved by – A. Halvorsen 2nd by – T. Fitzgerald Carried.</p>
4.	New Business a) Policy & Procedures b) Letter of Interest for Auditor - responses	Mark Caron		<p>a) After discussion these policies will be further reviewed and brought forward to the February meeting.</p> <p>b) Motion to have Stewart & Sande perform the financial audit for the 2018/19, 2019/20 and 2020/21 fiscal years: Moved by – A. Halvorsen 2nd by – A. Chapman</p>
5.	In Camera a) Staff vacant positions	Mark Caron		<p>a) Motion to go in camera at 12:55pm: Moved by – T. Fitzgerald 2nd by – A. Chapman Carried.</p> <p>M. Caron declared in camera discussion over at 1:20pm</p>

	Agenda Item and Time	People Responsible The Objective: Decision, Input or Information	Background Info	Outcomes, Decisions and Commitment to Action
6.	Old Business a) Staff vacant positions b) Board training c) ED Evaluation	Nicke Paddock		a) Moved to in camera for discussion b) Paula McLean the board consultant could come to provide training. In the meantime brainstorm any questions for her. c) Item to be brought forward to February meeting.
7.	Financial Report	Nicole Wall		Motion to approve the Financial Report as presented: Moved by – A. Chapman 2 nd by – A. Halvorsen Carried.
8.	Executive Director Report	Nicke Paddock		Motion to accept the Executive Director's Report: Moved by – A. Chapman 2 nd by – T. Fitzgerald Carried.
9.	Next Meeting Date	Mark Caron		Next meeting date will be Tuesday, February 12, 2019 @ 12:00pm
10.	Adjournment	Mark Caron		Motion to adjourn: Moved by – T. Fitzgerald Meeting adjourned at 1:32pm