

Northern Community Development Services  
Board of Directors Meeting – Minutes



**Tuesday, June 11, 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	Financial Administrator
Charlene Strain	Secretary/Treasurer		

**Regrets**

Angela Halvorsen	Director	Angela Mainville	Director
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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.	Welcome Orientation/Declaration of any Conflict of Interest	<b>Mark Caron</b>		<b>Meeting called to order at 12:20pm</b>
2.	Acceptance of the Agenda/Additions to Agenda	<b>Mark Caron</b>		<b>Motion to accept the agenda with the amended date:</b> Moved by – T. Fitzgerald 2 <sup>nd</sup> by - A. Chapman  Carried.
3.	Approval of Minutes – a) May 22, 2019	<b>Mark Caron</b>		<b>Motion to approve the May minutes:</b> Moved by – A. Chapman 2 <sup>nd</sup> by – M. Caron  Carried.



	<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>
6.	Old Business a) Policy & Procedures	<b>Mark Caron</b>		<p>a) <b>Motion to approve revisions to policy 2.16 Bereavement Leave Benefit:</b>  Moved by – A. Chapman  2<sup>nd</sup> by – T. Fitzgerald  Carried.</p> <p><b>Motion to approve revision to policy 4.8 Exit Interviews:</b>  Moved by – C. Strain  2<sup>nd</sup> by – A. Chapman  Carried.</p>
	b) Board Training  c) ED Evaluation  d) Social Enterprise	<b>Mark Caron</b>		<p><b>Motion to revisions to policy 4.13 Use of Facilities:</b>  Moved by – C. Strain  2<sup>nd</sup> by - A. Chapman  Carried.</p> <p>b) Discussed Module 3 and how it can be used to strengthen our Board of Directors Policy Manual.</p> <p>c) Moved to in camera</p> <p>d) Application for funding was sent in. Hoping to get the cafeteria going for September.</p>

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7.	Financial Report	<b>Nicole Wall</b>		<b>Motion to approve the Preliminary Cash Flow Budget for EO, YJC, YJC:S and COJG:</b> Moved by – A. Chapman 2 <sup>nd</sup> by – T. Fitzgerald  Carried.
8.	Executive Director Report	<b>Nicke Paddock</b>		<b>Motion to accept the Executive Director's Report:</b> Moved by – T. Fitzgerald 2 <sup>nd</sup> by – A. Chapman  Carried.
9.	Next Meeting Date	<b>Mark Caron</b>		Next meeting date will be Tuesday, September 10 <sup>th</sup> , 2019 – AGM
10.	Adjournment	<b>Mark Caron</b>		Motion to adjourn: Moved by – T. Fitzgerald Meeting adjourned at 2:01pm