

Northern Community Development Services
Board of Directors Meeting – Minutes



Tuesday, March 19, 2019 – 12:00pm
NCDS office – 304 Scott St.

In attendance

Mark Caron	President	Nicke Paddock	Executive Director
Charlene Strain	Secretary/Treasurer	Sheryl Supinski	Recording Secretary
Adrian Chapman	Director	Nicole Wall	Finance Administrator
Angela Halvorsen	Director		

Regrets

Angela Mainville	Director	Trevor Fitzgerald	Vice President
------------------	----------	-------------------	----------------

	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 12:25pm
2.	Acceptance of the Agenda/Additions to Agenda	Mark Caron		Motion to accept the Agenda as presented: Moved by – A. Halvorsen 2 nd by – C. Strain Carried.
3.	Approval of Minutes – a) February 13, 2019	Mark Caron		Motion to approve February Minutes: Moved by – C. Strain 2 nd by – A. Halvorsen Carried.
4.	New Business N/A	Mark Caron		No new business

	Agenda Item and Time	People Responsible The Objective: Decision, Input or Information	Background Info	Outcomes, Decisions and Commitment to Action
5.	In Camera a) HR update	Mark Caron		<p>a) Motion to go in camera at 12:26pm Moved by – C. Strain 2nd by – A. Halvorsen</p> <p style="text-align: right;">Carried.</p> <p>M. Caron declared in camera discussion over at 12:29pm</p>
6.	Old Business a) Policy & Procedures b) ED Evaluation c) Board Training	Mark Caron		<p>a) Motion to approve 2.28 Whistleblower Policy and 2.5 Complaint Resolution: Moved by – A. Chapman 2nd by – A. Halvorsen</p> <p style="text-align: right;">Carried.</p> <p>Changes will be made to policy 2.29 Employee Health Spending Account and brought to the April meeting.</p> <p>b) M. Caron and T. Fitzgerald met and went over the ED Evaluation from last year. S. Supinski will talk to T. Fitzgerald.</p> <p>c) N. Paddock will send out the video link for online training. Board training will remain on the Agenda as ongoing.</p>

	Agenda Item and Time	People Responsible The Objective: Decision, Input or Information	Background Info	Outcomes, Decisions and Commitment to Action
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. Halvorsen 2 nd by – A. Chapman Carried.
9.	Next Meeting Date	Mark Caron		Next meeting date will be Tuesday, April 9 th , 2019 @ 12:00pm
10.	Adjournment	Mark Caron		Motion to adjourn: Moved by – A. Halvorsen Meeting adjourned at 1:15pm