

Northern Community Development Services
Board of Directors Meeting – Minutes



Tuesday, November 8, 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
Carol Ewacha	Secretary/Treasurer	Heather McLean	Financial Administrator
Gary Gamsby	Director		

Regrets

Mark Caron	Director
Sheryl Supinski	Recording Secretary

	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 5:45pm
1.	Acceptance of the Agenda	Steve Maki		Motion to accept the Agenda as presented: Moved by – G. O’Sullivan 2 nd by – G. Gamsby
2.	Approval of Minutes – September 13, 2016	Steve Maki		Motion to approve the September Minutes: Moved by – C. Ewacha 2 nd by – T. Fitzgerald
3.	New Business a) OFSAA request	Steve Maki		a) Motion to approve a \$1000 donation to OFSAA 2017 from the NCDS Charity account: Moved by – G. O’Sullivan 2 nd by – G. Gamsby

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	b) NCDS Policy & Procedures Manual addition and revision			b) Motion to approve addition to the NCDS Policy & Procedure Manual – 2.27 Purchasing Policy: Moved by – G. O’Sullivan 2 nd by – C. Ewacha Motion to accept revisions to 6.2 Sample Performance Appraisal from the NCDS Policy & Procedure Manual: Moved by – C. Ewacha 2 nd by – G. Gamsby
4.	Other business a) Canada Revenue	Heather McLean		a) H. McLean to draft a letter to Canada Revenue requesting N. Paddock and H. McLean have signing authority for NCDS
5.	Financial Report	Heather McLean		Motion to approve the Financial Report as presented: Moved by – C. Ewacha 2 nd by – T. Fitzgerald
6.	Executive Director Report	Nicke Paddock		Motion to accept the Executive Director 2016 Plan as presented: Moved by – C. Ewacha 2 nd by – G. O’Sullivan
7.	Board Information a) 2017 Meeting Schedule			a) 2017 Meeting Schedule provided in package
8.	Next Meeting Date	Steve Maki		Tuesday, January 10th, 2017 @ the NCDS office
9.	Adjournment	Steve Maki		Motion to adjourn: Moved by – G. O’Sullivan Meeting adjourned @ 6:40pm

President _____

Vice President _____

Treasurer/Secretary _____

Director _____

Director _____

Director _____

Director _____