

Northern Community Development Services  
Board of Directors Meeting – Minutes



**Tuesday, September 12, 2017 - 5:30pm**  
**NCDS office – 304 Scott St.**

**In attendance**

Gerd O’Sullivan	Vice President	Nicke Paddock	Executive Director
Carol Ewacha	Secretary/Treasurer	Sheryl Supinski	Recording Secretary
Trevor Fitzgerald	Director	Heather McLean	Financial Administrator
Gary Gamsby	Director		

**Regrets**

Mark Caron                      Director

	<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>
	Welcome Remarks/Orientation	<b>Gerd O’Sullivan</b>		<b>Meeting called to order @ 6:00pm</b>
1.	Acceptance of the Agenda	<b>Gerd O’Sullivan</b>		<b>Motion to accept the Agenda as presented:</b> Moved by – C. Ewacha 2 <sup>nd</sup> by – T. Fitzgerald
2.	Approval of Minutes – June 7, 2017	<b>Gerd O’Sullivan</b>		<b>Motion to approve the June Minutes:</b> Moved by – C. Ewacha 2 <sup>nd</sup> by – G. O’Sullivan
3.	New Business N/A	<b>Gerd O’Sullivan</b>		No new business

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4.	Other business a) Succession Plan for Board of Directors  b) Retirement of Officers  c) Executive Director Evaluation	<b>Nicke Paddock</b>    <b>Gerd O'Sullivan</b>		<p>a) Motion to extend the terms of C. Ewacha and G. Gamsby for an additional six months: Moved by – T. Fitzgerald 2<sup>nd</sup> by – C. Ewacha G. O'Sullivan hand in her resignation from the Board effective after the Annual General Meeting next week. New candidates will be contacted to fill vacant positions. Will be brought forward to October meeting for follow up.</p> <p>b) Following the odd/even schedule the position of President is to be retired. This position is currently vacant.</p> <p>c) The Executive Director Evaluation will be brought forward to the October meeting. C. Ewacha and G. Gamsby will head this task. S. Supinski will send templates to use as example evaluations.</p>
5.	Financial Report	<b>Nicke Paddock</b>		<p><b>Motion to approve the Financial Report as presented:</b> Moved by – G. Gamsby 2<sup>nd</sup> by – T. Fitzgerald</p>
6.	Executive Director Report	<b>Nicke Paddock</b>		<p><b>Motion to accept the Executive Director's Report:</b> Moved by- C. Ewacha 2<sup>nd</sup> by – T. Fitzgerald</p>

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7.	Board Information a) Personnel Matter	<b>Gerd O'Sullivan/Nicke Paddock</b>		<p>a) <b>Motion to go in camera @ 6:50pm:</b> Moved by – T. Fitzgerald 2<sup>nd</sup> by – G. Gamsby</p> <p><b>Motion to go out of camera @ 7:15pm:</b> Moved by – C. Ewacha 2<sup>nd</sup> by – G. Gamsby</p> <p><b>Motion to have N. Paddock contact the lawyer about the next step in the matter:</b> Moved by – G. Gamsby 2<sup>nd</sup> by – T. Fitzgerald</p>
8.	Next Meeting Date	<b>Gerd O'Sullivan</b>		<p>Next meeting date will be the Annual General Meeting – Tuesday, September 19, 2017 @ 6:30pm</p> <p>Next monthly meeting date will be Tuesday, October 10, 2017 @ 5:30pm</p>
9.	Adjournment	<b>Gerd O'Sullivan</b>		<p><b>Motion to adjourn:</b> <b>Moved by – C. Ewacha</b> <b>Meeting adjourned at 7:30pm</b></p>