

Northern Community Development Services
Board of Directors Meeting – Minutes



Tuesday, September 8, 2020 – 5:15pm

Zoom

In attendance

Charlene Stain	Secretary/Treasurer	Mark Caron	President
Trevor Fitzgerald	Vice President	Nicke Paddock	Executive Director
Dana Cridland	Director	Sheryl Supinski	Recording Secretary
Adrian Chapman	Director	Nicole Wall	Financial Administrator

Regrets

Angela Halvorsen 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	Charlene Strain		C. Strain was appointed to chair the meeting. Meeting called to order at 5:29pm
2.	Acceptance of the Agenda/Additions to Agenda	Charlene Strain		Motion to accept the agenda as presented: Moved by – T. Fitzgerald 2 nd by – D. Cridland Carried.
3.	Approval of Minutes – a) June 9, 2020	Charlene Strain		a) Motion to approve the June minutes: Moved by – A. Chapman 2 nd by – D. Cridland Carried.

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4.	New Business a) Retirement of Officers	Nicke Paddock		<p>a) C. Strain and T. Fitzgerald's two year term as Secretary/Treasurer and Vice President were complete.</p> <p>C. Strain was nominated for the position of Vice President by T. Fitzgerald.</p> <p>T. Fitzgerald was nominated for the position of Vice President by C. Strain <i>T. Fitzgerald declined the nomination. C. Strain accepted the nomination for Vice President</i></p> <p>Motion to have C. Strain fill the position of Vice President for a two year term: Moved by – T. Fitzgerald 2nd by – A. Chapman</p> <p>A. Chapman was nominated for position of Secretary/Treasurer by C. Strain. <i>No other nominations came forward. A. Chapman accepted the nomination for Secretary/Treasurer.</i></p> <p>Motion to have A. Chapman fill the position of Secretary/Treasurer for a two year term: Moved by – C. Strain 2nd by – D. Cridland</p> <p style="text-align: right;">Carried.</p>

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5.	In Camera	Charlene Strain		N/A
6.	Old Business a) Board Training b) ED Evaluation c) NCDS Policies & Procedures	Charlene Strain		<p>a) Discussed Module 7 and will review Module 8 before the next meeting</p> <p>b) C. Strain will get information from T. Fitzgerald and work with M. Caron on the evaluation of the ED</p> <p>c) Motion to approve the revisions to policies 2.12 Harassment and 1.5 Customer Service Charter: Moved by – T. Fitzgerald 2nd by – A. Chapman Carried.</p> <p><i>Changes will be made to policy 2.31 Working from Home and the item will be moved to the October agenda</i></p>
7.	Financial Report	Nicole Wall		<p>Motion to approve the Financial Report as presented: Moved by – D. Cridland 2nd by – M. Caron Carried.</p>
8.	Executive Director Report	Nicke Paddock		<p>Motion to accept the Executive Director's report: Moved by A. Chapman 2nd by – T. Fitzgerald Carried.</p>
9.	Next Meeting Date	Charlene Strain		Next meeting date will be Tuesday, October 13, 2020 @ 12:00pm

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10.	Adjournment	Charlene Strain		Motion to adjourn: Moved by – T. Fitzgerald Meeting adjourned at 5:46pm