

Northern Community Development Services
Annual General Meeting - Minutes



Tuesday, September 13, 2016- 6:30pm
NCDS Office – 304 Scott St.

In attendance

Steve Maki	President	Nicke Paddock	Executive Director
Gerd O’Sullivan	Vice President	Sheryl Supinski	Recording Secretary
Carol Ewacha	Secretary/Treasurer	Heather McLean	Finance Administrator
Gary Gamsby	Director	Brittany Beyak-Freamo	Auditor
Mark Caron	Director	Bridget McGinnis	Guest
Trevor Fitzgerald	Director	Crystal George	Guest

Regrets

N/A

	Agenda Item and Time	People Responsible The Objective: Decision, Input or Information	Background Info	Outcomes, Decisions and Commitment to Action
1.	Call to Order	Steve Maki		Meeting called to order at 6:31pm
2.	Welcome and Board of Directors Report	Steve Maki		S. Maki presented a brief report of Board of Director activities and community involvement over the past year.
3.	Introduction of Slate of Directors and Officers	Steve Maki		Steve Maki – President Gerd O’Sullivan – Vice President Carol Ewacha – Secretary/Treasurer Gary Gamsby – Director Mark Caron – Director Trevor Fitzgerald - Director

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4.	Approval of Minutes of Previous Meeting: September 15, 2015	Steve Maki		Motion to approve the Annual General Meeting Minutes from September 15, 2015: Moved by – C. Ewacha 2 nd by – M. Caron
5.	Auditor's Report and Approval of Financial Statements	Brittany Beyak-Freamo		Motion to accept the Auditor's Report as presented: Moved by – C. Ewacha 2 nd by – G. O'Sullivan
6.	Appointment of Auditors	Steve Maki		Motion to appoint Stewart & Sande to complete the 2016/2017 Financial Audit for Northern Community Development Services: Moved by – G. O'Sullivan 2 nd by – G. Gamsby
7.	Executive Director Comments	Nicke Paddock		Motion to accept the Executive Director's Comments as presented: Moved by – M. Caron 2 nd by – T. Fitzgerald
8.	Items for the Secretary/Treasurer to review	Nicke Paddock		The following items were presented to the Secretary/Treasurer for review: 1) Corporate Calendar 2) Articles of Incorporation 3) Filed GST/HST rebate 4) Charity Information Return/Corporations Information Act Annual Return 5) Unaudited Charity Fund Financial Statement March 31/16

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				6) Audited Financial Statement March 31/16 7) Reconciliation for Employment Services 8) Annual payroll return 9) Insurance Policy 10) End-of-Contract Statistical Information 11) Employment Ontario Contract
9.	Next AGM Provisional Date	Steve Maki		Date of the next Annual General Meeting – Tuesday, September 12, 2017
10.	Adjournment	Steve Maki		Motion to adjourn: Moved by – C. Ewacha Meeting adjourned at 7:05pm