

Northern Community Development Services  
Annual General Meeting – Minutes



**Tuesday, September 11, 2018- 6:00pm**

**NCDS Office – 304 Scott St.**

**In attendance**

Mark Caron	President	Nicke Paddock	Executive Director
Trevor Fitzgerald	Vice President	Brittany Beyak-Freamo	Auditor
Charlene Strain	Secretary/Treasurer	Sheryl Supinski	Recording Secretary
Gary Gamsby	Director	Bridget McGinnis	Guest
Angela Mainville	Director	Crystal George	Guest
Adrian Chapman	Director		

**Regrets**

Carol Ewacha                      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>
1.	Call to Order/Conflict of interest	<b>Mark Caron</b>		<b>Meeting called to order @ 6:03pm</b> No conflict of interest declared
2.	Welcome and Board of Directors Report	<b>Mark Caron</b>	Included in package	M. Caron presented a brief report of Board of Director activities and community involvement over the past year.
3.	Introduction of Slate of Directors and Officers	<b>Mark Caron</b>		Mark Caron - President Trevor Fitzgerald - Vice President Charlene Strain - Secretary/Treasurer Angela Mainville - Director Adrian Chapman - Director Gary Gamsby - Director Carol Ewacha - Director

4.	Approval of Minutes of Previous Meeting: September 19, 2017	<b>Mark Caron</b>		<p><b>Motion to approve the Annual General Meeting Minutes from September 19, 2017:</b>  Moved by – T. Fitzgerald  2<sup>nd</sup> by – M. Caron</p> <p style="text-align: right;">Carried.</p>
5.	Auditor's Report and Approval of Financial Statements	<b>Brittany Beyak-Freamo</b>		<p><b>Motion to approve the Auditor's Report as presented:</b>  Moved by – A. Mainville  2<sup>nd</sup> by – A. Chapman</p> <p style="text-align: right;">Carried.</p>
6.	Appointment of Auditors	<b>Mark Caron</b>		<p><b>Motion to have N. Paddock draft and send letter of tender to three accounting firms for the 2018/2019/2020 years:</b>  Moved by – G. Gamsby  2<sup>nd</sup> by – T. Fitzgerald</p> <p style="text-align: right;">Carried.</p>
7.	Executive Director Comments	<b>Nicke Paddock</b>		<p><b>Motion to accept the Executive Director's Comments as presented:</b>  Moved by – A. Chapman  2<sup>nd</sup> by – G. Gamsby</p> <p style="text-align: right;">Carried.</p>
8.	Items for the Secretary/Treasurer	<b>Nicke Paddock</b>		<p>The following items were reviewed by the Secretary/Treasurer as due diligence:</p> <ol style="list-style-type: none"> <li>1) Corporate Calendar</li> <li>2) Articles of Incorporation</li> <li>3) Filed GST/HST rebate</li> <li>4) Charity Information Return/Corporations Information Act Annual Return</li> <li>5) Unaudited Charity Fund Financial</li> </ol>

				<p>Statement March 31/18</p> <p>6) Audited Financial Statement March 31/18</p> <p>7) Reconciliation for Employment Services</p> <p>8) Annual payroll return</p> <p>9) Insurance Policy</p> <p>10) End-of-Contract Statistical Information</p> <p>11) Employment Ontario Contract</p>
9.	Next AGM Provisional Date	<b>Mark Caron</b>		Date of the next Annual General Meeting - <b>Tuesday, September 10, 2019</b>
10.	Adjournment	<b>Mark Caron</b>		<p><b>Motion to adjourn:</b></p> <p>Moved by – T. Fitzgerald</p> <p>2<sup>nd</sup> by – A. Chapman</p> <p><b>Meeting adjourned at 6:34pm</b></p>