

Northern Community Development Services
Board of Directors Meeting – Minutes



Wednesday, May 22, 2019 – 12:00pm
NCDS office – 304 Scott St.

In attendance

Mark Caron	President	Nicke Paddock	Executive Director
Adrian Chapman	Director	Sheryl Supinski	Recording Secretary
Angela Halvorsen	Director	Nicole Wall	Financial Administrator

Regrets

Trevor Fitzgerald	Vice President	Angela Mainville	Director
Charlene Strain	Secretary/Treasurer		

	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	Mark Caron		Meeting called to order at 12:28pm
2.	Acceptance of the Agenda/Additions to Agenda	Mark Caron		Motion to accept agenda as presented: Moved by – A. Chapman 2 nd by – A. Halvorsen Carried.
3.	Approval of Minutes – a) April 9, 2019	Mark Caron		a) Motion to approve the April minutes: Moved by – A. Halvorsen 2 nd by – M. Caron Carried

	Agenda Item and Time	People Responsible The Objective: Decision, Input or Information	Background Info	Outcomes, Decisions and Commitment to Action
6.	Old Business a) Policy & Procedures b) Board Training	Mark Caron		<p>a) Motion to approve the following policy wording changes from the NCDS Policy and Procedure manual: 2.25 Flex Time 2.27 Purchasing Policy 4.2 Confidentiality Moved by – A. Chapman 2nd by – A. Halvorsen Carried.</p> <p>b) Discussed Module 2. Module 3 will be the topic for June meeting.</p>
7.	Financial Report	Nicole Wall		N. Wall provided a verbal update on the Audit and CRA Audit. Both went well.
8.	Executive Director Report	Nicke Paddock		<p>Motion to accept the Executive Director's Report: Moved by – A. Chapman 2nd by – A. Halvorsen Carried.</p>
9.	Next Meeting Date	Mark Caron		Next meeting date will be Tuesday, June 11 th , 2019 @ 12:00pm
10.	Adjournment	Mark Caron		<p>Motion to adjourn: Moved by – A. Chapman Meeting adjourned at 1:10 pm</p>