

Northern Community Development Services
Board of Directors Meeting – Minutes



Tuesday, November 13, 2018 – 12:00pm
NCDS office – 304 Scott St.

In attendance

Mark Caron	President	Nicke Paddock	Executive Director
Trevor Fitzgerald	Vice President	Sheryl Supinski	Recording Secretary
Charlene Strain	Secretary/Treasurer	Nicole Wall	Finance Administrator
Angela Mainville	Director		
Angela Halvorsen	Director		

Regrets

Adrian Chapman 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	Mark Caron		Meeting called to order at 12:14pm
2.	Acceptance of the Agenda/Additions to Agenda	Mark Caron		Motion to accept the agenda as presented: Moved by – T. Fitzgerald 2 nd by – C. Strain Carried.
3.	Approval of Minutes – a) October 9, 2018	Mark Caron		a) Motion to approve the October minutes: Moved by – A. Mainville 2 nd by – C. Strain. Carried.

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4.	New Business a) Staff vacant positions b) Policy & Procedures	Mark Caron		a) After some discussion the topic was tabled until the January meeting. The policy will be emailed for review. b) Motion to approve changes to policy 2.1 Hours of Service, 3.1 Filling Vacant Positions and 3.5 New Staff Orientation: Moved by – A. Mainville 2 nd by – T. Fitzgerald Carried.
5.	In Camera a) Update on personnel matter	Mark Caron		a) Motion to go in camera at 12:38pm: Moved by – T. Fitzgerald 2 nd by – C. Strain Carried. M. Caron declared in camera discussion over at 12:58pm
6.	Old Business a) Fort Frances Homelessness Committee request	Nicke Paddock		a) Motion to donate \$1000 from the NCDS Charity account to the Fort Frances Homelessness Committee: Moved by – A. Halvorsen 2 nd by – A. Mainville Carried.
7.	Financial Report	Nicole Wall		Motion to approve the Financial Report as presented: Moved by – C. Strain 2 nd by – T. Fitzgerald Carried.

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8.	Executive Director Report	Nicke Paddock		Motion to accept the Executive Director's Report: Moved by – C. Strain 2 nd by – A. Mainville Carried.
9.	Next Meeting Date	Mark Caron		Next meeting date will be Tuesday, January 8, 2019 @ 12:00pm
10.	Adjournment	Mark Caron		Motion to adjourn: Moved by – T. Fitzgerald Meeting adjourned at 1:29pm