

Northern Community Development Services
Board of Directors Meeting – Minutes



Tuesday, October 13, 2015 - 5:30pm
NCDS office – 304 Scott St.

In attendance

Steve Maki President
Gerd O’Sullivan Vice President
Carol Ewacha Secretary/Treasurer
Gary Gamsby Director
Trevor Fitzgerald Director
Nicke Paddock Executive Director
Sheryl Supinski Recording Secretary

Regrets

Jeanette Cawston Director
Mark Caron Director

	Agenda Item and Time	People Responsible The Objective: Decision, Input or Information	Background Info	Outcomes, Decisions and Commitment to Action
	Welcome Remarks/Orientation	Steve Maki		Meeting called to order at 5:55pm
1.	Acceptance of the Agenda	Steve Maki		Motion to accept the Agenda as presented: Moved by – G. O’Sullivan 2 nd by – C. Ewacha
2.	Approval of Minutes – September 15, 2015	Steve Maki		Motion to approve the September Minutes: Moved by – G. Gamsby 2 nd by – T. Fitzgerald

	Agenda Item and Time	People Responsible The Objective: Decision, Input or Information	Background Info	Outcomes, Decisions and Commitment to Action
3.	New Business a) Charity Policy	Steve Maki		a) Motion to approve addition of 2.26 Charity Donation Policy to the NCDS Policy and Procedure Manual: Moved by – C. Ewacha 2 nd by – T. Fitzgerald
4.	Other business a) NCDS Policies and Procedures	Nicke Paddock		a) Motion to amend the following NCDS Policy and Procedures: 1.5 - Customer Service Charter 2.10 - Seniority 4.1 - Hiring/Offer of Employment – Sample Offer to Hire 5.8 - File/Computer Security 6.4 - Sample Request for Time-off 8.5 - Procedures for Training Supports with Purchase Order Moved by – G. O’Sullivan 2 nd by – C. Ewacha
5.	Financial Report	Nicke Paddock		Motion to approve the Financial Report as presented: Moved by – G. Gamsby 2 nd by – T. Fitzgerald
6.	Executive Director Report	Nicke Paddock		Motion to accept the Executive Director’s Report: Moved by – G. O’Sullivan 2 nd by – C. Ewacha
7.	Board Information			N/A
8.	Next Meeting Date	Steve Maki		Tuesday, November 10th, 2015 @ the NCDS office
9.	Adjournment	Steve Maki		Motion to adjourn: Moved by – G. O’Sullivan Meeting adjourned at 6:20pm