

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday May 30, 2018
@ 3:30 pm – Conference Room at Tideview Terrace
74 Pleasant Street

A regular meeting of the Board of Directors of the Digby Town and Municipal Housing Corporation was held on Wednesday May 30, 2018 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

MEMBERS PRESENT: Keith Comeau
Arnold Trask
Alnoor Kassam
George Manzer, Vice Chair

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager
Jessica Pulley, Neighbourhood Manager
Ariel Rice, Neighbourhood Manager
Darlene Cook, Neighbourhood Manager, DOC

REGRETS: Danny Harvieux, Chair
Donald Robertson
Mariah Brown, Neighbourhood Manager
Meredith Alexander, Neighbourhood Manager, ADOC

1.0 CALL TO ORDER

George Manzer, called the meeting to order at 3:30 pm.

1.1 Conflict of Interest Disclosure – no conflicts

1.2 Board Member Vacancy

1.2.1 Approval from Town of Digby

Council approved 3 year term for Arnold and 4 year term for Don.

2.0 AGENDA

Moved that the agenda be accepted.

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of April 25, 2018 be accepted.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Advocacy – Placement process – Letter to MOH

Debra to write a letter outlining TVT's concerns and attach the original letter.

5.0 FINANCIAL REPORT

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and initialed.

5.2 Report from Finance Committee

Appendix 1 of the draft financial statement was reviewed. Audited financial statements will be presented on July 10, 2018 at the AGM.

6.0 ADMINISTRATOR'S REPORT

Annual Report

Draft annual report was reviewed. It is in line with the 3 strategic directions. Board members to provide suggestions and recommendations to Debra.

Milestone 3 Celebration

Board members will BBQ at the celebration. Tentative date August 17, 2018.

7.0 NEW BUSINESS

7.1 None

8.0 CORRESPONDENCE

8.1 Letter from O'Neil Family

9.0 IN CAMERA SESSION – none

10.0 NEXT MEETING – AGM July 10, 2018 @ 3:30pm

10.1 Board Meeting Evaluation

Handout provided, members to complete and return.

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 4:00 pm.

Motion Carried

CHAIR

SECRETARY