

**DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
ANNUAL GENERAL MEETING
July 10, 2018
@ 3:30 Conference Room – Tideview Terrace**

The **Annual General Meeting** of the Board of Directors of the Digby Town and Municipal Housing Corporation was held on Tuesday July 10th – 3:30 at Tideview Terrace Conference Room.

MEMBERS PRESENT: Danny Harvieux – Chair
Arnold Trask
Alnoor Kassam
Donald Robertson
George Manzer – Vice Chair
Keith Comeau

ALSO PRESENT: Debra Boudreau - Administrator
Kara Gilliatt - Finance Manager
Darlene Cook – Neighbourhood Manager/DOC
Jessica Pulley – Neighbourhood Manager
Ariel VanTassell – Neighbourhood Manager
Gloria Banks - Grant Thornton
Aaron Kelly – Grant Thornton

REGRETS: Meredith Alexander – Neighbourhood Manager/ADOC
Mariah Brown - Neighbourhood Manager

1.0 CALL TO ORDER

The Chair, Danny Harvieux, called the meeting to order at 3:35pm.

2.0 AGENDA

Moved that the agenda be accepted as read.

Motion Carried

3.0 PRESENTATION OF THE AUDITED FINANCIAL STATEMENTS

Gloria Banks presented the audited financial statements and statement of protected funding.

Moved to accept the auditor reports.

Motion Carried

Gloria and Aaron left the meeting.

4.0 MINUTES

Moved that the minutes of the June 28th, 2017 AGM be accepted as read.

Motion Carried

5.0 BUSINESS ARISING FROM THE MINUTES

No business arising from the minutes.

6.0 CORRESPONDENCE

No correspondence.

7.0 CHAIR'S ANNUAL REPORT

Danny Harvieux gave a verbal report. Tideview continues to move forward and there is always something new at meetings. The doctor shortage is concerning and is affecting Tideview. Push Gordon Wilson for change. Congratulations on Milestone 3. PATH training is good. Building is only 5 years old and already needs repairs because the building operates 24hrs a day. Proud to be part of the TVT board. Proud of all employees as they go above and beyond in their job.

Moved to accept the Chair's Annual Report.

Motion Carried

8.0 ADMINISTRATOR'S ANNUAL REPORT

Debra reviewed the facility's annual report.

ADOC is off and receiving sick pay. Her absence is causing a significant impact on the remaining staff's work load. TVT will extend the temporary employees term position for 6 months, which may cause nursing wages to be over budget.

Moved to accept the Administrator's Annual Report.

Motion Carried

9.0 ELECTION OF OFFICERS

George Manzer took on the role of chair.

Motion made to appoint Danny Harvieux as chair.

Motion Carried

Danny Harvieux took on the role of chair.

Motion made to appoint George Manzer as vice chair.

Motion Carried

Motion made for Arnold Trask and Don Robertson to remain on the Finance Committee.

Motion Carried

10.0 APPOINTMENT OF AUDITOR

Motion to accept RFQ from Grant Thornton for audit services for fiscal years
March 31, 2019 – March 31, 2021.

Motion Carried

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 4:30 p.m.

Motion Carried

CHAIR

SECRETARY