

**DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS**

Wednesday September 26, 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 September 26, 2018 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

MEMBERS PRESENT: Danny Harvieux, Chair
George Manzer, Vice Chair
Keith Comeau

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager

REGRETS: Donald Robertson
Jessica Pulley, Neighbourhood Manager
Ariel Rice, Neighbourhood Manager
Darlene Cook, Neighbourhood Manager, DOC
Meredith Alexander, Neighbourhood Manager, ADOC
Katie Booth, Neighbourhood Manager

1.0 CALL TO ORDER

Danny Harvieux, called the meeting to order at 3:22 pm.

1.1 Conflict of Interest Disclosure – no conflicts

1.2 Board Member Vacancy – Municipality and Town
Doug Woodman was appointed to a 2 year term by the Municipality of the District of Digby.

Debra will contact the Town of Digby to recommend appointing a resident.

1.3 Board Annual Evaluation

Debra will e-mail to board members.

2.0 AGENDA

Moved that the agenda be accepted with the following addition/change:

7.1 Meeting Time

5.2 Financial Report

Motion Carried

3.0 MINUTES

3.1 Moved that the minutes of May 30, 2018 be accepted.

Motion Carried

3.2 Moved that the AGM minutes of July 10, 2018 be accepted.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Finance Committee vacancy – table to next meeting with full board

5.0 FINANCIAL REPORT

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and initialed.

5.2 Finance Report

July 31, 2018 budget report was provided.

6.0 ADMINISTRATOR'S REPORT

FOIPOP Requests

Board reviewed the report from PPCA with blanked out sections that was provided to the FOIPOP request. Board received CGO Key Messages in case board is contacted by media. Debra gave an overview of wound care policy.

CGONS AGM

TVT is a member of CGONS and Debra is chair. AGM booklet was provided to board members.

7.0 NEW BUSINESS

7.1 Meeting Time

New meeting time is 10:00am.

8.0 CORRESPONDENCE

8.1 None

9.0 IN CAMERA SESSION – none

10.0 NEXT MEETING – Oct 31, 2018 @ 10:00 am

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 4:15 pm.

Motion Carried

CHAIR

SECRETARY

