

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday August 27th, 2014
@ 5:00 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, August 27, 2014 – 5:00 pm at Tideview Terrace (74 Pleasant Street) Conference room.

MEMBERS PRESENT: Danny Harvieux – Chair
Jimmy MacAlpine
Arnold Trask
Mason VanTassell
Donald Robertson
George Manzer

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager
Meredith Alexander, Assistant Director of Care
Darlene Cook, Director of Care
Joanne Llewellyn, Neighborhood Manager
Judy Lowe, Director of Support Service

REGRETS: none

1.0 CALL TO ORDER

Danny Harvieux, called the meeting to order at 5:00 pm.

1.1 Introduction of new board members

Danny welcomed Arnold Trask and Donald Robertson to the board.

1.2 Board meeting evaluation

Board meeting evaluations that were done on June 25, 2014 had good ratings of 6-7.

2.0 AGENDA

Moved that the agenda be accepted with the following additions:

4.5 Road signage

5.4 Appointment of members to finance committee

6.0 LEED Certification

Motion Carried

3.0 MINUTES

- 3.1 Moved that the minutes of June 25, 2014 be accepted as read.**

Motion Carried

- 3.2 Review AGM minutes**
Reviewed and no changes noted. To be approved at 2015 AGM.

4.0 BUSINESS ARISING FROM MINUTES

- 4.1 Old Site – sale of land**
Property was on the market for 90 days with no offers. Property is off the market and Debra has contacted DHW to determine what the next steps are. Vacant land is on the agenda for the September board retreat.
- 4.2 Board Education / Planning Day**
September 19 & 20 at TVT. Debra has a conference call to discuss the agenda. Items that will be discussed are:
- Review the charter and update if needed
 - Mission, vision and strategic direction
 - Land use, vacant lot
 - Determine how TVT measures success
 - Update on the work of Change Management
- 4.3 Board member – citizen appointment**
The Municipality of Digby's ad closes on August 29 at noon. It is hoped that new board member will be appointed before the September retreat.
- Jimmy MacAlpine gave an overview of why there are now citizen appointments on the board and not just councilors.
- 4.4 Insurance Options – Business Interruption**
Debra gave a summary of the 4 options available. Debra is to find out if other not for profit homes have business interruption insurance. A decision will be made at the next meeting.
- 4.5 Road Signage**
Danny Harvieux reported that the Town and Municipality of Digby will share the cost of putting signs on Pleasant Street to make it safer for residents.

5.0 Financial Report

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and signed.

5.2 Report from finance committee

Jimmy MacAlpine reported that the finance committee reviewed the financial report as at July 31, 2014. Jimmy reported that nothing unusual was noted.

5.3 Bank Signing Authority

Moved that Danny Harvieux and George Manzer act as signing authority.

Motion Carried

5.4 Appointment of Finance Committee

Moved that Mason VanTassell and Arnold Trask serve on the finance committee.

Motion Carried

6.0 Administrator's Report

DHW License inspection report – Debra provided a summary of the findings and TVT's response to the findings.

LEED Certification

TVT has received Silver LEED Certification. A plaque will be displayed on the wall. Danny will contact Digby Courier when the plaque is unveiled.

7.0 New Business

7.1 Meeting times

Finance committee meeting will now be at 3:00 with the board meeting following at 3:30.

8.0 Correspondence

8.1 HANS Health Association Reports – emailed July 21, 2014

8.2 Nova Scotia Center on Aging Spring 2014 Newsletter – TVT photo

9.0 In Camera Session – none

10.0 Next Meeting – September 24, 2014

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 5:45pm.

Motion Carried

CHAIR

SECRETARY