

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday October 25th, 2017
@ 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 October 25th, 2017 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

MEMBERS PRESENT: Danny Harvieux, Chair
Donald Robertson
Arnold Trask
Alnoor Kassam
Samuel Barnes
George Manzer, Vice Chair

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager
Jessica Pulley, Dietician
Mariah Brown, Neighbourhood Manager

REGRETS: Darlene Cook, Director of Care
Meredith Alexander, Assistant Director of Care

1.0 CALL TO ORDER

Danny Harvieux, called the meeting to order at 3:30 pm.

2.0 AGENDA

Moved that the agenda be accepted with the following additions:

5.3 CEO Expenses

8.3 NS Municipal Finance Corporation Annual Report

Motion Carried

Debra invited board for a tour of the boiler room after the meeting.

2.1 Robert's Rules of Order

At the AGM there is a point of order in the election where the chair hands the meeting to the vice chair for the election of chair. Per Robert's rules of order the chair can hand over the meeting to the vice chair or the chair can remain as chair. TVT's process is correct.

Currently the AGM minutes are approved at the AGM the following year. Per Robert's rules of order they can be approved at the next regular meeting. Board members agreed to approve the AGM minutes at the next regular meeting.

2.2 CRA update

Debra read the disclosure from the registered charity information return regarding TVT providing the CRA personal information of board members.

3.0 MINUTES

3.1 Moved that the minutes of July 26th, 2017 be accepted.

Motion Carried

3.2 Moved that the minutes of September 27th, 2017 be accepted.

Motion Carried

3.3 Moved that the minutes of October 6th, 2017 be accepted.

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

4.1 Salary Adjustment Memo from DHW

Item remains tabled until the annual 2017/18 budget is received.

4.2 Advocacy – Placement process – Letter to MOH

Item remains tabled until the new placement policy is released.

5.0 FINANCIAL REPORT

5.1 Monthly Remittances

Monthly remittances were made available. Board reviewed and initialed.

5.2 Report from finance committee

Danny gave a verbal report. Reviewed the Aug 31, 2017 budget report. Raw foods is on budget. In the past it was over budget. The finance committee is reviewing the purchasing and tendering policy.

5.3 CEO Expenses

Debra asked the finance committee if they wanted to review, as a committee or full Board, TVT's policies regarding CEO expenses given the news reports on the IWK. Finance committee wanted to discuss it at

the board level. Debra explained that the chair approves her expense reports. All expenses are supported by receipts. The cheque is signed by a board member as well. Kara and Debra discuss unusual items. One additional control could be to have Kara initial the expenses reports that Kara and Debra have discussed. Board agreed to add this control.

6.0 Administrator's Report

TREC

Debra gave a presentation on the work of TREC.

7.0 NEW BUSINESS

7.1 Board members involvement TVT work – conflict of interest policy

Debra provided a copy of the policy from the employee handbook. Provided a second handout – board training on governance, how board members maybe in conflict.

Moved to add call for disclosure of any conflict of interest to the beginning of the agenda.

Motion Carried

8.0 CORRESPONDENCE

8.1 Thank you from Cape Breton CCA student

In appreciation for doing her CCA hours at TVT she gave \$100 for the residents and a quilt for a mural.

8.2 CGO letter from Chair- handout

8.3 NS Municipal Finance Corporation Annual Report – copy is available

9.0 IN CAMERA SESSION - none

10.0 NEXT MEETING – November 29th, 2017

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 4:40 pm.

Motion Carried

CHAIR

SECRETARY