

DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION
BOARD OF DIRECTORS
Wednesday January 31, 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 January 31, 2018 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

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

ALSO PRESENT: Debra Boudreau, Administrator
Kara Gilliatt, Finance Manager
Mariah Brown, Neighbourhood Manager
Ariel Rice, 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. Ariel Rice was welcomed as the new Neighbourhood Manager, volunteer lead.

1.1 Conflict of Interest Disclosure – no conflicts

1.2 Board Evaluation – Danny reported good results

1.3 Resignation of board member

Samuel Barnes resigned effective January 30, 2018 as he has a new job and is unable to work around meeting times. Debra notified Linda Fraser at the Municipality of the District of Digby as the appointment comes from the Municipality. An email and card was sent to Sam thanking him for his contributions.

2.0 AGENDA

Moved that the agenda be accepted with the following additions and changes:

1.3 Resignation board member

5.3 Motion to invest with Municipal Finance Corporation

Motion Carried

3.0 MINUTES

- 3.1 Moved that the minutes of November 29th, 2017 be accepted.**

Motion Carried

4.0 BUSINESS ARISING FROM MINUTES

- 4.1 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**
December budget report was reviewed. 2% over budget. Repairs and maintenance is \$121,000 over budget, which was expected given the cost of the removal of the solar panel. Unprotected wages are under budget to offset the deficit in operations. Protected wages are 1% over budget due to time bank payouts at the end of the year.

Moved that the financial report be accepted.

Motion Carried

- 5.3 Motion to Invest with Municipal Housing Corporation**

Motion to authorize entering into the high interest savings account program now available thru MHC, on Tideview Terrace's behalf.

Motion Carried

6.0 Administrator's Report

% Bed Turnover – handout provided. Discussion on information.

Waiting List #'s - handout provided. Discussion on information.

CGONS – WCB Presentation - TVT is in a merit position. Surplus of \$9,000 is being used by JOHS committee to promote safety.

7.0 NEW BUSINESS

7.1 None

8.0 CORRESPONDENCE

8.1 HANS annual report 2016/17

8.2 Thank you – Troupe Family

8.3 Southwest African Heritage Month Committee – Board members to let Debra know if they plan to attend so we can arrange ticket purchases.

Motion to purchase tickets for board members and guests.

Motion Carried

9.0 IN CAMERA SESSION - none

10.0 NEXT MEETING – February 28th, 2018

11.0 ADJOURNMENT

Moved that the meeting be adjourned at 4:35 pm.

Motion Carried

CHAIR

SECRETARY