

**Board of Directors Meeting Minutes
In Person Meeting – Friday, Sept. 27, 2024
Location: Ed’s House Education Room**

Present: Jackie Gardner-Nix, Angela Grogan, Judy McLean, Sharyl Ann Milligan (via Zoom), Selena Forsyth, Sharron MacDonald (via Zoom), Jessica Clarke, Elaine Azzopardi, Tim Miller, Stephen Beauchamp, Trish Baird, Tina Stephens

Regrets: Cindy Anthony

Topic	Discussion	Decision/Action
1.1 & 1.2 Quorum & Declaration of Conflict of Interest	The meeting was called to order by Elaine Azzopardi who welcomed everyone. There was a quorum present, and no conflicts of interest were declared.	No conflicts were declared.
1.3. Approval of Consent Agenda	Approval of Consent Agenda	Motion by: Selena Forsyth to approve the consent agenda. 2 nd by: Jackie Gardner-Nix Carried.
1.4 Approval of Agenda	Approval of Agenda Add Item 4.5 – HPCO Meeting Information 4.6 - Website	Motion by: Judy McLean to approve the amended agenda. 2 nd by: Jessica Clarke. Carried
3. Business Arising from Minutes	No Business Arising	For Information Purposes
4. Board Business/Committee Matters	4.1 Finance Committee – CCN Q1 Results Finance Chair presented the Q1 financial package. Reviewed the Statements of Operation and financial position as of July 31, 2024. Currently sitting with a deficit of \$130,632.00. Discussion around developing a fundraising strategy, which will be further discussed at the Fundraising Committee table. 4.1.1 – Finance Committee Sept. 13, 2024, Minutes Trish highlighted two areas of the Finance minutes. 1. A recommendation to transfer \$150,000 from the CIBC acct to the RBC operating acct. 2. An application has been put forth at RBC to obtain a \$200,000 line of credit. This will help with cash flow when temporary funds are needed. Trish will send out an email to the Board for approval when the application is completed.	Motion by: Judy McLean to accept the Q1 Results as presented. 2 nd by: Jackie Gardner-Nix Carried. Motion by: Judy McLean to approve the transfer of \$150,000 from CIBC acct to the RBC operating acct with a report back to Finance when the transfer takes place. 2 nd by: Jessica Clarke. Carried.

	<p>4.2 Strategic Plan Report Quarterly strategic plan update was presented. This is a working document senior management use to keep track of progress. Trish called attention to couple of areas.</p> <p>4.3 Foundation Update AGM is being completed today, with a new Board Member being added. Fundraising events are being planned and the Planned Giving Committee has activities planned for October.</p> <p>4.4 OHT-N/Advisory Council Update Governance Advisory Council met last week and will now meet yearly moving forward. Written communication on what the OHT-N is currently working on is being put together to be distributed quarterly. Trish will share information when received.</p> <p>4.5 HPCO Update Elaine shared some highlights from a recent HPCO meeting she attended. The minutes will be shared in the Board portal for those who wish to review.</p> <p>4.6 CCN Website Jackie asked that the profiles of Board members be updated on the website. Trish and Tina will look after that over the next month.</p>	<p>For Information Purposes</p> <p>For Information Purposes</p> <p>For Information Purposes</p> <p>For Information Purposes</p> <p>For Information Purposes</p>
5. Termination		Motion by: Selena Forysth

Next Meeting – Oct. 25, 2024 – 10:00 am - Virtual