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Community Care NORTHUMBERLAND

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Finance Committee Meeting Minutes
Zoom Meeting – Friday, Sept. 12, 2025 – 9:00 am

Present: Judy McLean, Tim Miller, Elaine Azzopardi, Stephen Beauchamp, Jordyn Boivin (Analyst, CMH), Adam Kolisnyk (CFO, CMH), Tina Stephens

Regrets: Angela Grogan, Nora Jones, Trish Baird

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	The meeting was called to order by Judy McLean, and a quorum was present. Judy informed the Committee that the Community Member, Donna Moultons's term on the committee was completed. Due to other obligations, she was unable to join. If anyone knows of any community members that may be interested in joining the committee, please let Trish know.	Motion by: Tim Miller to approve the agenda. 2nd: Elaine Azzopardi Carried.
2. Approval of Minutes	2.1 Approval of previous minutes – June 17, 2025	Motion by: Elaine Azzopardi to approve the previous minutes of June 17, 2025. 2nd: Tim Miller Carried.
3. Financial Statements	3.1 & 3.2 – Q1 + July 31, 2025 – Financial Results Jordyn presented a high level Q1 and up to July 31, 2025, financial result. Overall, there was a positive outlook going into Q2. Highlights included explanations on revenue and expense variances. 3.3 Q1 Internal Controls Q1 Internal Control document was presented by Jordyn.	Motion by: Elaine Azzopardi to accept the Q1 Financial Results as presented. 2nd: Stephen Beauchamp For Information Purposes
4. 2025/2026 Work Plan	4. 2025/2026 Work Plan The work plan for 2025/2026 was reviewed. Adam advised that he will discuss with Trish what the expectations are regarding the Risk Register. Overall, the work plan looks good. Tina will email out the 2025/2026 Work Plan to the Committee.	For Information Purposes
5. Review of Terms of Reference	5. Terms of Reference Terms of Reference look good for this year.	For Information Purposes

6. Policy Review	6. Policy Review There are 5 policies that are due to be reviewed for 2025/2026. Judy asked that the F-140 Petty cash be brought forth at the next meeting. Tina informed the Committee that work is currently being done on F-170 Reimbursements, and the draft of this policy will be ready for the next meeting.	F-140 Petty Cash & F-170 Reimbursement polices will be brought forth to the next meeting.

Next Meeting: Friday, Nov. 7, 2025 – 9:00 am - Zoom

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Board of Directors Meeting Minutes
Virtual – Wednesday, Sept. 24, 2025 – 10:00 am

Present: Elaine Azzopardi, Jessica Clarke, Tim Miller, Stephen Beauchamp, Angela Grogan, Nadine Lee, Nora Jones, Janet Burn, Judy McLean, Trish Baird, Tina Stephens,

Regrets: Sharron MacDonald

Topic	Discussion	Decision/Action
Board Education	Tina presented a tour of the CCN Board Portal.	For Information Purposes
1.1 & 1.2 Quorum & Declaration of Conflict of Interest	The meeting was called to order by Elaine Azzopardi who welcomed everyone and introduced the new Board members. 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: Judy McLean to approve the consent agenda. 2nd by: Jessica Clarke Carried.
1.4 Approval of Agenda	Approval of Agenda	Motion by: Angela Grogan to approve the agenda. 2nd by: Stephen Beauchamp Carried.
3. Business Arising from Minutes	3.1 CCN/Ed's House Governance Planning Session Update Elaine informed the Board that a small committee met with Danielle Rocheleau from Laridae to discuss how to move forward with the CCN/Ed's House Foundation boards. A planning session has been scheduled for Oct. 1, 2025, at 1:00 pm in the Education room at Ed's House. Trish will email out information from the last planning session to the entire board.	For Information Purposes
4. Board Business/Committee Matters	4.1 Finance Committee – Q1 + July 31, 2025, Results. Judy presented the Board with the Q1 and up to July 31, financial results. Overall, the financial position of CCN looks positive. Discussion on the need for more fundraising for the CCN client service side. 4.2 CEO Recruitment Committee Jessica informed the Board that the Recruitment Committee has narrowed down the applicants for the CEO	Motion by: Judy McLean to accept the Q1 Financial results as presented. 2nd by: Tim Miller. Carried. For Information Purposes

	position to 4 candidates. These 4 people will be interviewed virtually and then it will move to an in-person interview. 4.3 Foundation Update The draft audited statements were presented at the last meeting. The annual meeting for the Foundation is scheduled for Oct. 1, 2025, at 11:00 am in the Education room at Ed's House. All are welcome to attend. 4.4 OHT-N/Governance Advisory Committee The OHT-N have made several announcements around streamlining primary care access. The Governance Advisory Committee is looking for volunteers. Angela Grogan volunteered to be CCN representative on the Committee. 4.5 In-Camera Session .	 For Information Purposes For Information Purposes Motion by: Jessica Clarke to move into camera. 2nd by: Judy McLean. Carried. Motion by: Judy McLean to move out of camera. 2nd by: Tim Miller. Carried.
5. Termination		Motion by: Jessica Clarke

Next Meeting – Wednesday, Oct. 22, 2025 – 10:00 am – Zoom

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Governance Committee Meeting Minutes
Zoom Meeting – Friday, Oct. 3, 2025 – 9:00 am

Present: Jessica Clarke, Angela Grogan, Nadine Lee, Janet Burn, Trish Baird, Tina Stephens,

Regrets:

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	There was a quorum present.	Motion by: Jessica Clarke to approve the agenda. 2nd by: Janet Burn. Carried.
2. Approval of Minutes	2.1 Approval of Previous Minutes – April 4, 2025	Motion by: Jessica Clarke to approve the minutes of April 4, 2025. 2nd by: Janet Burn. Carried.
3. Business Arising	3.1 Board Assessment Results Tina shared a high-level report on the results of the Board Assessment for 2024/2025. Overall, the results were positive. With a new CEO coming in the new year, it was decided to keep the current assessment. 3.2 Whistleblower Policy – Trish let the Committee know that a Whistleblower Policy has been developed with the assistance of our Ethicist, Josh Landry.	For Information Purposes Trish will email out the policy after the meeting.
4. Work Plan Items	4.1 Work Plan 2025/2026 Trish suggested adding a review of the Bylaws to February of 2026. This way if changes need to be made, there is time to do that at the annual meeting in June. Reword 3.2 to "Review results of Board Member Evaluation", Annual Board Declarations – Add more description. 4.2 Review Terms of Reference Terms of Reference look good. No changes are needed.	For Discussion Purposes For Discussion Purposes
5. Policies	5.1 Policies for Review BD – 10 New Member Orientation Suggested to change the orientation from 3 months to 6 months. Also, we will bring up at the next Board meeting that Governance is recruiting volunteers to be mentors to the new Board members. Tina will create a "mentor" list with contact information. BD-115 Board Committees & Committee Chairs This policy looks good, no changes needed.	For Discussion Purposes.
Terminate		Motion by: Jessica to Terminate

Next Regular Meeting: Dec. 5th, 2025 – 9:00 am - Zoom