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CommunityCare NORTHUMBERLAND

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Board of Directors Meeting Minutes
Virtual – Wednesday, Oct. 22, 2025 – 10:00 am

Present: Elaine Azzopardi, Stephen Beauchamp, Angela Grogan, Nadine Lee, Nora Jones, Janet Burn, Judy McLean, Trish Baird, Tina Stephens, Joel Scott

Regrets: Tim Miller, Sharron MacDonald, Jessica Clarke

Topic	Discussion	Decision/Action
Board Education	Donor Relations Update – Director of Donor Relations, Joel Scott, presented the Board with Donor Relations report outlining donation activities and strategies.	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. 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: Stephen Beauchamp. Carried.
1.4 Approval of Agenda	Approval of Agenda *Addition of Lease Agreements	Motion by: Nora Jones to approve the amended agenda. 2nd by: Angela Grogan Carried.
3. Business Arising from Minutes	3.1 No business arising	For Information Purposes
4. Board Business/Committee Matters	4.1 Governance Committee – At their last meeting, the Governance Committee discussed setting up a mentor program for the new Board members. Judy, Elaine and Stephen all offered to help. Trish will arrange in the next month a tour of our offices for the Board to see our locations. 4.2 CEO Recruitment Committee There have been three virtual interviews completed, with one more to possibly schedule. In person interviews are being scheduled. 4.3 Foundation Update There was a meeting last week and financials and workplan were reviewed. Policies and Procedures are	Tina will email out a contact list of Board members who will be a mentor to the new members. For Information Purposes

	being put on hold while both boards are working through a strategic plan as to how to move forward. 4.4 OHT-N/Governance Advisory Committee No news to report on the OHT-N and the Governance Advisory Committee which meets 2x a year has been rescheduled. 4.5 Lease Agreements Trish was able to negotiate a more favorable lease for the Brighton office. This is a 5-year lease, and this will be signed. The landlord has committed to a $8,000 annual donation for the term of the lease that will offset a portion of the monthly rate increase. A 'Donor Commitment' has been received by the landlord. A new lease will be signed for the Cobourg office as well. After some careful consideration, a move to another location would have had an unfavorable impact on service delivery, so a decision was made to stay at the current location. 4.6 November Meeting update & Board Member profile Tina informed the Board that the Nov. Board meeting will be in person in the Education Room at Ed's House beginning at 10:30 am. There will be a Christmas lunch to follow the meeting. Also, she requested new Board members send her a little bio that can be shared on the website.	 For Information Purposes For Information Purposes For Information Purposes
5. Termination		Motion by: Stephen Beauchamp

Next Meeting – Wednesday, Nov. 26, 2025 – 10:30 am
In person – Education Room – Ed's House

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Finance Committee Meeting Minutes
Zoom Meeting – Friday, Nov. 7, 2025 – 9:00 am

Present: Judy McLean, Angela Grogan, Nora Jones, TIm Miller, Stephen Beauchamp, Jordyn Boivin (Analyst, CMH), Adam Kolisnyk (CFO, CMH), Tina Stephens, Trish Baird

Regrets: Elaine Azzopardi

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	The meeting was called to order by Judy McLean, and a quorum was present.	Motion by: Tim Miller to approve the agenda. 2nd: Nora Jones Carried.
2. Approval of Minutes	2.1 Approval of previous minutes – Sept. 12, 2025	Motion by: Tim Miller to approve the previous minutes of Sept. 12, 2025. 2nd: Stephen Beauchamp Carried.
3. Financial Statements	3.1 – CCN Q2 Financial Results Jordyn presented the Committee with the Q2 financial results. Overall, a positive picture heading into Q3 with a forecasted possible small surplus for fiscal yearend. A proposal was presented for the High Interest Savings Account, to possibly reinvest to maximize the interest income potential. Trish will contact Jeremy Hall from CIBC, to see if he can put together a proposal for the Jan. meeting. Also suggested, to look at each program, its funding pot, and the expense breakdown. In Q3 all 5 funding buckets will be presented, and the Transportation program will be reviewed. 3.2 Q2 Internal Controls Q2 Internal Control document was presented by Jordyn.	Motion by: Nora Jones to accept the Q2 Financial Results as presented. 2nd: Angela Grogan Carried. For Information Purposes
4. Work Plan Item	4. MSAA Update Trish informed the Committee that she anticipates an MSAA extension coming for 2026/2027. Therefore, a CAPS budget submission will not be necessary, although CCN will have a budget for the Committee to review. Work on this will begin in Nov, Dec.	For Information Purposes

5. Policy Review7.	6. Policy Review F-140 Petty Cash – Tina informed the Committee that Trish and Senior management are doing an internal audit of the current Petty Cash situation. This policy will be updated according to the outcome of the audit. More to come with this policy. It was suggested that an Approval Limits policy be created. Adam offered to help Tina create this policy. F-170 Reimbursement – There were some internal controls added to this policy. The Committee felt the policy was good to use in its current state but suggested it be brought back when the Approval policy is created and see how the two policies align. Tina also reminded the committee that this will be the last year of KPMG as our auditors, and it will be time to put out a RFP next year. Tina will add this to the agenda for the January meeting for further discussion.	For Discussion For Information Purposes

Next Meeting: Friday, Jan. 9, 2026 – 9:00 am - Zoom

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INTERNAL CONTROLS/RISK MANAGEMENT

Quarterly Reporting of Remittances
July 1, 2025 – Sept. 30, 2025

Community Care Northumberland's compliance with the financial and reporting obligations as set out by the following Government Ministries is as follows:

Canada Revenue Agency: All employee payroll deductions and employer contributions including Income Tax, Canada Pension Plan, Employer Health Tax and Employment Insurance premiums have been remitted.

Workplace Safety & Insurance Board: All Workplace Safety & Insurance Board premiums and assessments have been remitted in accordance with requirements.

Ontario Ministry of Health: All required reporting to Ontario Health East and Ministry of Health and Long-Term Care have been remitted in accordance with requirements.

Completed by:

Jordyn Boivin	Trish Baird
Jordyn Boivin Financial Analyst Campbellford Memorial Hospital	Trish Baird Chief Executive Officer Community Care Northumberland
Signature: Jordyn Boivin Jordyn Boivin (Oct 30, 2025 07:25:18 EDT)	**Signature:** Trish Baird Trish Baird (Oct 29, 2025 09:43:21 EDT)
Email: jboivin@cmh.ca	**Email:** t.baird@commcare.ca