

**Board of Directors Meeting Minutes**  
**In-Person – Wednesday, Feb. 25, 2026 – 9:00 am – Virtual**

**Present:** Elaine Azzopardi, Stephen Beauchamp, Angela Grogan, Nadine Lee, Nora Jones, Janet Burn, Tim Miller, Sharron MacDonald, Jessica Clarke, Judy McLean, Jordan Prosper, Tina Stephens

Regrets:

<b>Topic</b>	<b>Discussion</b>	<b>Decision/Action</b>
Call to Order	The meeting was called to order by Elaine Azzopardi.	
1.1 Confirmation of Quorum	A Quorum was confirmed.	
1.2 Land Acknowledgement	Nadine offered a Land Acknowledgement	Sharron MacDonald will offer in March.
1.3 Declaration of Conflict of Interest	No conflicts were declared.	
1.4 Approval of Agenda	Approval of Agenda	Motion by: Judy McLean to approve the amended agenda. 2 <sup>nd</sup> by: Tim Miller. Carried.
3. Business Arising from Minutes	No business arising	
4. Board/Committee Business	<p>4.1 CEO Report Jordan presented the CEO report, highlighting key updates and achievements. The organization is working with a company name White &amp; Gale for a pay equity review, with a proposed summary report expected by June 30, 2026. A unified volunteer/client handbook is being developed, hopefully ready for end of this fiscal year. A 90-day CEO evaluation will be sent out to the Leadership team, and a summary of the results will be shared at the March Board Meeting.</p> <p>*Volunteer Appreciation Event planned for April 22, 2026, at the Keeler Centre in Colborne. This is day of the in-person April Board meeting, which will become virtual beginning at 9:00 am. This will give everyone ample to attend the Volunteer event which begins at Noon.</p>	<p>Jordan will provide a summary of the 90 day CEO evaluation for the March Board meeting.</p> <p>Tina will send out the Event invitation to the Board.</p>

<p>4.2.1 Nominating Committee – Executive Transition Plan A briefing note from the Governance Committee &amp; CEO was circulated. Governance has recommended extending current Board Executive term through 2026-2027 to support organizational stability during the CEO transition.</p> <p>4.2.2 New Board Application A new Board application was circulated. Nadine, Stephen &amp; Elaine all volunteered to sit on the Nominating Committee.</p> <p>Nora suggested a “Board buddy” system to help with new Board members. The Board did discuss this at the October meeting with Judy, Elaine and Stephen all volunteering to be mentors.</p> <p>4.2.3 Risk Management Template Jordan presented the Board with a Risk Management template that he will begin to build with the Leadership team. This will be reviewed quarterly by the Leadership team, with a summary page highlighting key indicators being shared with the Board twice a year.</p> <p>4.3 Finance Committee Judy presented the CCN Q3 results, noting increased revenue and expenses, with a small deficit of \$41,600, and noting positive cash flow projections.</p> <p>4.4 Foundation Update Stephen provided a foundation update, mentioning monthly donors and the Hand Bags for Hospice event.</p>	<p>Motion by: Jessica Clarke to recommend the one-year extension of the terms of the current Board Chair, Vice Chair, and Treasurer through the 2026/2027 Board cycle. 2<sup>nd</sup> by: Sharron MacDonald. Carried.</p> <p>For Information Purposes</p> <p>A summary will be presented to the Board once a year.</p> <p>Motion by: Judy Mclean to accept the Q3 financial results as presented. 2<sup>nd</sup> by: Tim Miller. Carried.</p> <p>For Information Purposes</p>
<p>5. Termination</p>	<p>Motion by: Sharron MacDonald</p>

**Next Meeting – Wednesday, March 26, 2026 – 9:00 am - Virtual**

**Finance Committee Meeting Minutes**  
**Zoom Meeting – Friday, Feb 6, 2026– 9:00 am**

**Present:** Judy McLean, Angela Grogan, Stephen Beauchamp, Tim Miller, Elaine Azzopardi, Jordyn Boivin (Analyst, CMH), Adam Kolisnyk (CFO, CMH), Tina Stephens, Jordan Prosper, Tatiana Lacerda (KPMG)

Regrets: Nora Jones

<b>Topic</b>	<b>Discussion</b>	<b>Decision/Action</b>
<b>1. Quorum &amp; Approval of Agenda</b>	The meeting was called to order by Judy McLean, and a quorum was present.	Motion by: Stephen Beauchamp to approve the agenda. 2nd: Angela Grogan. Carried.
<b>2. Land Acknowledgement</b>	Judy offered a Land Acknowledgement	
<b>3. Approval of Previous Minutes</b>	3.1 Approval of Previous Minutes – Jan. 9, 2026	Motion by: Elaine Azzopardi to approve the minutes of Jan. 9, 2026. 2 <sup>nd</sup> by: Tim Miller. Carried.
<b>4. Auditor Engagement</b>	4.1 Audit Planning Report 2025/2026 Tatiana Lacerda from KPMG presented the Audit Planning Report for year ending March 31, 2026. The audit will take place May 25-May 29, 2026.	For Information Purposes
<b>5. Financial Statements</b>	5. 1 CCN Q3 Results Jordyn presented the committee with the Q3 financial results. Overall CCN is sitting in a stable financial position. An individual financial positions of MOW's, In-Home Services and Transportation was included in the package. An Eastern regional comparison of other Community Care providers was also included in the package. Committee felt the comparison chart would be beneficial to speak to at the Board level.  5.2 Q3 Internal Controls Jordyn presented the signed Internal Controls for Q3.	Motion by: Angela Grogan to accept the Q3 financial results as presented. 2 <sup>nd</sup> by: Elaine Azzopardi. Carried.  For Information Purposes
<b>6. Business Arising</b>	6.1 Auditor Costing Discussion Jordan informed the Committee that he met with Katie Mahon and Tatiana Lacerda from KPMG. With this being the last year of the contract with CCN & KPMG, Jordan asked if KPMG would be willing to provide CCN with a costing proposal for further	Jordan will reach out to KPMG to request a 2-year costing plan. He will present the proposal at the March Finance meeting.

	services. Katie suggested making a 1- or 2-year costing proposal, and then CCN should go out to tender. The Committee felt a 2-year costing plan was appropriate at this time. That information will be brought back to the Committee at the March meeting.	
Terminate		Motion by: Stephen to terminate

**Next Meeting: Friday, March 13, 2026 – 9:00 am - Zoom**

**Finance Committee Meeting Minutes**  
**Zoom Meeting – Friday, March 13, 2026– 9:00 am**

**Present:** Judy McLean, Angela Grogan, Stephen Beauchamp, Tim Miller, Elaine Azzopardi, Nora Jones, Jordyn Boivin (Analyst, CMH), Adam Kolisnyk (CFO, CMH), Tina Stephens, Jordan Prosper

Regrets:

<b>Topic</b>	<b>Discussion</b>	<b>Decision/Action</b>
<b>1. Quorum &amp; Approval of Agenda</b>	The meeting was called to order by Judy McLean, and a quorum was present. *Add the GIC discussion to item 4.4.	Motion by: Stephen Beauchamp to approve the amended agenda. 2 <sup>nd</sup> by: Nora Jones. Carried.
<b>2. Land Acknowledgement</b>	Judy offered a Land Acknowledgement	
<b>3. Approval of Previous Minutes</b>	3.1 Approval of Previous Minutes – Feb. 6, 2026	Motion by: Tim Miller to approve the minutes of Feb. 6, 2026. 2 <sup>nd</sup> by: Nora Jones. Carried.
<b>4. Business Arising</b>	<p>4.1 Final Draft Operating &amp; Capital Budget 2026/2027 Jordyn presented the consolidated draft budget and capital plan for 2026/2027. A \$50,000 capital funding request for IT projects, Firewall Subscriptions and office renovations was also discussed. Jordan recommended updating the budget to reflect \$1.1 million in foundation support rather than \$1.6 million, as this reflects the current factual situation. Another suggested change was changing the funding source for a van to Ontario Health and not the Foundation.</p> <p>Motion for the funding request to the Foundation for 2026/2027 was put forth.</p> <p>4.2 KPMG Costing Proposal The Committee reviewed the 2-year costing proposal from KPMG with an increased cost of \$4,000 - \$5,000 annually.</p>	<p>Motion by: Tim Millert to accept the 2026/2027 Operating &amp; Capital budget as presented and to put forth to the Board for approval. 2<sup>nd</sup> by: Nora Jones. Carried.</p> <p>Motion by: Tim Miller to put forth a request to the Foundation Board for \$1.1 million for 2026/2027. 2<sup>nd</sup> by: Nora Jones. Carried.</p> <p>Motion by: Elaine Azzopardi to accept the KPMG 2-year costing proposal and present to the March Board meeting for final approval. 2<sup>nd</sup> by: Nora Jones. Carried.</p>

	<p>4.3 Draft Policies</p> <p>F-140 Petty Cash – This policy returned with the recommended changes from the Jan. meeting. This will be included in the Consent agenda for the March Board meeting.</p> <p>F-75 Equipment Disposal – This policy returned with the recommended changes from the Jan. meeting. This will be included in the Consent agenda for the March Board meeting.</p> <p>4.4 GIC Investment Renewal The committee discussed renewing two GIC investments with RBC, deciding to renew them as one-year cashable GICs rather than the initially proposed 3-year option. The Committee agreed to recommend this approach to the full board for approval on March 25<sup>th</sup>.</p>	<p>Both policies will be put on the consent agenda for the March Board Meeting.</p> <p>Motion by: Nora Jones to recommend to the Board that both investments get renewed in a 1-year cashable GIC. 2<sup>nd</sup> by: Angela Grogan Carried.</p>
<p>Terminate</p>		<p>Motion by: Nora to terminate</p>

**Next Meeting: Friday, May 8, 2026 – 9:00 am - Zoom**

## Governance Committee Meeting Minutes

### Zoom Meeting – Thursday, Feb. 12, 2026 – 9:00 am

**Present:** Jessica Clarke, Nadine Lee, Janet Burn, Jordan Prosper, Tina Stephens,

**Regrets:** Angela Grogan

Topic	Discussion	Decision/Action
<b>1. Quorum &amp; Approval of Agenda</b>	There was a quorum present.	Motion by: Nadine Lee to approve the agenda. 2 <sup>nd</sup> by: Janet Burn Carried.
<b>2. Land Acknowledgement</b>	Jessica offered the Land Acknowledgement	
<b>3. Approval of Minutes</b>	3.1 Approval of Previous Minutes – Oct. 3, 2025	Motion by: Janet Burn to approve the minutes of Oct. 3, 2025. 2 <sup>nd</sup> by: Nadine Lee. Carried.
<b>4. Business Arising</b>	4.1 Annual Board Declaration Tina informed the Committee that the yearly Board declaration paperwork was sent out to the Board. Everyone has responded and all yearly declaration paperwork is up to date.	For Information Purposes
<b>5. New Items</b>	5.1 Health & Safety Commitment 2026 The yearly Health & Safety Commitment for 2026 was distributed.  5.2 Nominating Committee Discussion Jessica proposed forming a nominating committee to recruit for the two vacant board spots, with the possibility of including an external member. The group discussed Board membership and nominating committee practices, with Jordan raising the question about CEO involvement and is this a conflict of interest. Committee did not feel it was a conflict, but Jordan offered to step aside if needed.  Committee discussed extending current chair’s term for an additional year to provide stability during the transition to a new CEO and ongoing Strategic Planning. All members supported this idea. A proposal will be presented to the Board at the Feb. meeting. Jordan will provide Jessica with a briefing note to review before it is included in the materials for the next Board meeting.	Health & Safety Commitment will be sent to Chair & CEO for signature.  Tina will email Suzanne Lawson who has sat on the Committee in the past.  Jessica will reach out to the Treasurer to discuss transition ideas before the Board meeting.  Jordan will provide briefing note to Jessica for next week.
<b>6. Work Plan Items</b>	6.1 Review CCN Bylaws Overall, the CCN Bylaws look good. Jordan proposed the possibility of moving to bi-monthly meetings for the next Board cycle in Sept.	This discussion will be brought to the March Board agenda.

	<p>Some concerns raised around Board member engagement and learning.</p> <p>6.2 Review Board Skills Matrix The Board matrix showed a good mix of skills with a focus on intermediate-level expertise, though identified gaps in legal, HR, and strategic planning areas. These areas will be targeted within the recruitment materials when recruitment begins. Committee suggested sending out the Matrix to the Board as it is a year old. This will help when recruiting for specific skill sets.</p> <p>6.3 Review Draft Board Member Application The Committee reviewed a new Board application letter that Jordan developed to improve the application process. Committee very supportive and felt it was a positive addition to help align CCN &amp; Foundation board applications. Minor formatting suggestions will be made and shared at the next Board meeting.</p> <p>6.4 Risk Management Plan Jordan proposed a new Risk Management structure document. This document will be reviewed at the Board level twice a year with Senior management review quarterly.</p>	<p>Jordan will work with Communications team to ensure advertising materials are skills focused. Tina will email out matrix to the Board.</p> <p>Motion by: Janet Burn to accept the new Board application. 2<sup>nd</sup> by: Nadine Lee. Carried.</p> <p>The proposed new Risk Management template will be shared as a new item at the February Board meeting.</p>
<b>Terminate</b>		Motion by: Nadine to Terminate

**Next Regular Meeting: April 10th, 2026 – 9:00 am – Zoom**





<b>SECTION:</b>	Financial	<b>POLICY:</b>	Petty Cash
<b>DATE ISSUED:</b>	July 9, 2001	<b>NUMBER:</b>	F-140
<b>APPROVED BY:</b>	Finance Committee		

**DEFINITIONS**

- \***CMH** – Campbellford Memorial Hospital
- \***Administration Office** – 174 Oliver Road, Campbellford, ON K0L 1L0
- \***CEO** – Chief Executive Officer

**POLICY**

To allow for the purchase of minor items all offices/program area will receive a petty cash float.

**PROCEDURE**

1. The amount of petty cash held at each service site will be determined by the Chief Executive Officer to a maximum of \$300.00 and an overall agency total up to \$2000.00.
2. A petty cash custodian will be responsible for the petty cash float and receipts.
3. The float will be secured in a locked container with only the custodian having access.
4. Petty cash submission forms will be signed off by a manager prior to being sent to Accounts Payable. (Submission form attached).
5. An approved petty cash submission form and corresponding receipts will be submitted to CMH Finance staff when cash on hand equals \$50.00, or on a quarterly basis.
6. When the total of the remaining petty cash on hand plus the supporting receipts does not equal the established petty cash fund balance, the custodian must document the discrepancy, investigate the cause, report it to management, and adjust the records accordingly.
7. Reconciliation for year-end will be submitted annually to CMH Finance staff by March 31<sup>st</sup> regardless of the amount of cash on hand.
8. All expenses will be listed and designated to the appropriate budget line.
9. Cheques to reimburse petty cash will be issued to a designated staff member who can cash the cheque at their banking institution. This may not be the custodian.
10. A petty cash inventory will be maintained at the Administration office.

**NEXT REVIEW DATE: Jan/29**

*Reviewed (R)/Revised (RV)		REVISION HISTORY
R/RV	Date	Description
R	Jan/19, May/22	
RV	Jan/16, Jan/26	





<b>SECTION:</b>	Financial	<b>POLICY:</b>	Equipment Disposal
<b>DATE ISSUED:</b>	Feb. 15, 2013	<b>NUMBER:</b>	F-75
<b>APPROVED BY:</b>	Finance Committee		

## POLICY

The purpose of this policy is to establish standardized procedures for the safe, ethical, and compliant disposal of organizational equipment. This includes electronics, vehicles, office furniture, and clinical equipment. The policy ensures protection of information, compliance with regulations, environmental responsibility, and financial stewardship.

## SCOPE

This policy applies to all staff, volunteers, and contractors of Community Care Northumberland. Covered equipment includes electronics, vehicles, office furniture, and clinical equipment.

## PROCEDURE

1. The disposal of any equipment item with a replacement value of over \$3500.00 must be approved by the Chief Executive Officer.
2. Community Care Northumberland will not, without the Ontario Health's prior written consent, sell, lease or otherwise dispose of any assets purchased with Ontario Health funding when the cost of which exceeded \$25,000 at the time of purchase.
3. All equipment (for example, electronic devices and storage media) must be properly sanitized of confidential information and have licensed software removed before being recycled or donated. Non-working hard drives must be physically destroyed.
4. A vehicle may be considered for disposal when; it has reached the end of its useful life, repair costs exceed the vehicles value or are no longer economical, it no longer meets operational needs, or has significant damage.
5. Approved methods of disposal are donation, sale, recondition, dismantle/recycle, scrap or trade-in for more efficient equipment.
6. The Director or Manager of the respective department disposing of the equipment will complete and submit an Equipment Disposal Record and submit the form along with any proceeds to the CEO.
7. Departments will maintain their own asset lists to include equipment disposition details.

**NEXT REVIEW DATE: March/29**

*Reviewed (R)/Revised (RV)		REVISION HISTORY
R/RV	Date	Description
R	Nov/14, Jan/19, Jan/21, May/22	
RV	Nov/14, Jan/19, Mar/26	



## EQUIPMENT DISPOSAL RECORD

---

Date: \_\_\_\_\_

Office/Program: \_\_\_\_\_

**Details of Equipment:**

Electronics (computers, monitors, printers, mobile phones, etc.)

Vehicle

Clinical Equipment

Office Equipment

Other: \_\_\_\_\_

Serial number/Asset Tag/VIN: \_\_\_\_\_

**Reason for Disposal**

End of useful life

Replacement purchased

Safety concern

Irreparable damage

Not required by department

Other: \_\_\_\_\_

**Complete for Disposal of IT Equipment i.e., laptops, desktops, mobile phones.**

Date Cleaned: _____	Method: _____	Cleaned by: _____
---------------------	---------------	-------------------

I verify that all data, programs, and the operating system have been removed from this computer in accordance with CCN Equipment Disposal Policy.

Authorized By: \_\_\_\_\_

Date Disposed: \_\_\_\_\_

Method of Disposal: \_\_\_\_\_

Proceeds from Disposal: \$ \_\_\_\_\_

Authorized By: \_\_\_\_\_

Additional Comments: