

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

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

Regrets: Angela Grogan

Topic	Discussion	Decision/Action
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	Sharron offered a Land Acknowledgement	Judy McLean will offer in April.
1.3 Declaration of Conflict of Interest	No conflicts were declared.	
1.4 Approval of Agenda	Approval of Agenda *Add Auditor Cost Proposal to 4.1.2.	Motion by: Judy McLean to approve the amended agenda. 2 nd by: Jessica Clarke. Carried.
3. Business Arising from Minutes	No business arising	
4. Board/Committee Business	4.1 Finance Committee – 2026/2027 Operating & Capital Budget The Board reviewed the 2026/2027 Operating & Capital budget. A positive year end balance was forecasted and the budget increased to almost 7.4 million. Key budget items discussed included revenue increases in base funding and fundraising, along with corresponding expense increases in salaries and benefits. 4.1.1 GIC Discussion The Finance Committee recommended moving two GIC into a one-year cashable GICs. 4.1.2 Cost Proposal for KPMG KPMG submitted a 2-year costing proposal to the Finance Committee. For 2026/2027 the cost would be \$21.725 and for 2027/2028 it will be \$23,375.	Motion by: Judy McLean to approve the 2026/2027 budget as presented. 2 nd by: Jessica Clarke. Carried. Motion by: Judy McLean to Renew the two GIC's into a one year cashable as recommended by the Finance Committee. 2 nd by: Tim Miller. Carried. Motion by: Judy McLean to approve the 2 year KPMG costing proposal. 2 nd by: Nora Jones. Carried.

	<p>4.2 Strategic Planning The board discussed plans for developing a new strategic plan, with Jordan proposing to engage an external facilitator in the fall of 2026 to align with other community organizations planning timelines. Everyone agreed to aim for a draft RFP by the end of May, with the goal of completing the strategic plan process by the 2026/2027 fiscal year.</p> <p>4.3 Governance Advisory Council Update This will be deferred until April.</p> <p>4.4 Foundation Update The board received updates on fundraising, with Stephen reporting 33 monthly donors and \$33,000 in major gifts for February. Judy mentioned a planned request to the Foundation as reflected in the 2026/2027 operating budget and Jordan offered to draft a formal written request.</p> <p>4.5 In Cameral Session</p>	<p>A draft RFP will be presented at May Board meeting for discussion.</p> <p>Jordan will draft a formal written request for the \$1.1 million.</p> <p>Motion by: Judy McLean to move in camera. 2nd by: Janet Burn. Carried.</p> <p>Motion by: Nora Jones to move out of camera. 2nd by: Tim Miller. Carried.</p>
<p>5. Termination</p>		<p>Motion by: Sharron MacDonald</p>

Next Meeting – Wednesday, April 22, 2026 – 9:00 am - Virtual

Governance Committee Meeting Minutes Zoom Meeting – Friday, April 10, 2026 – 9:00 am

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

Regrets:

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	There was a quorum present.	Motion by: Nadine Lee to approve the agenda. 2 nd by: Janet Burn Carried.
2. Land Acknowledgement	Janet offered the Land Acknowledgement	
3. Approval of Minutes	3.1 Approval of Previous Minutes – Feb. 12, 2026	Motion by: Nadine Lee to approve the minutes of Feb. 12, 2026. 2 nd by: Janet Burn. Carried.
4. Business Arising	4.1 Nominating Committee Briefing Note The Committee discussed the timeline for reviewing and selecting new Board Members. Jordan proposed a review meeting for May 5 th or 6 th with interviews being schedule May 11-14 th . The Committee approved this plan with Taryn Rennicks, joining as a community representative.	Tina will send out a doodle poll to Nominating Committee to review meeting times and dates.
5. Work Plan Items	5.1 Review Board Evaluation and Assessment Process The Committee discussed adapting a new Board evaluation tool, with Jordan presenting a streamlined version. Some felt this version may be too lengthy. The group agreed that Janet and Angela will review to identify and eliminate overlapping questions, with the goal of presenting a condensed version to the Board for the May meeting and with distribution before the end of the current Board cycle in June. 5.2 Review & Update Board Orientation The current orientation tracking sheet was presented. Jordan shared an orientation slide deck, which included a governance overview component. Including governance training will help new members understand fiduciary responsibilities and board expectations. There was a suggestion to include Foundation Board members in the orientation as well. An orientation day in early Sept. will be planned for all new CCN Board members, Foundation Board members, and existing members to review the slide deck, have lunch, and then go on a site visit to each office location throughout the County.	Janet & Angela will send their final version to Tina in a couple of weeks. Assessment to be sent out in late May, early June with results coming back to Governance in Oct. Jordan will tailor the Governance slide deck to Community Care Northumberland.

	<p>5.3 Briefing Note – Meeting Cadence</p> <p>Jordan presented a proposal to change the Board meeting cadence from monthly to bi-monthly. This change would still maintain fiduciary responsibilities and align with current organizational needs. The Committee agreed to the new cadence and recommended presenting this to the full Board for approval at the April Board meeting.</p>	<p>Tina will include the briefing note outside the consent agenda for discussion and a motion by the Board.</p>
<p>Terminate</p>		<p>Motion by: Nadine to Terminate</p>

Next Regular Meeting: June 5th, 2026 – 9:00 am – Zoom