Co-operative Housing Association of Eastern Ontario

Board of Directors Meeting Minutes

November 2nd, 2016

Meeting #9

**Location:** CHASEO Board Room, 311-225 Metcalfe St. Ottawa, Ontario

**Chair:** David Corson, President

**Recorder:** Céline Carrière, Executive Director

**Present:** David Corson, David Topp, Julie Vaillancourt, Andrew Monro, Shirley Danis

**Regrets:** Indigo Holley, Jasmine Borden

**9.1 Call to order & announcements**

Upon confirmation of quorum the meeting was called to order at 6:31pm.

Announcements:

* Celine encouraged the Board to take part in the “Voicing our Vision” process online
* David announced that staff are working on a new format for the Management report, to be introduced in January 2017, that will report information and will flag strategic topics of conversation to focus the Board’s attention

**9.2 Approval of agenda**

**Motion:** To approve the agenda of the meeting as presented

**M/S/C:** David Topp, Julie Vaillancourt

**9.3.1 Approval of Minutes of Meeting of October 5, 2016**

**Motion:** To approve the minutes of the Board meeting of October 5, 2016 as presented

**M/S/C:** Andrew, Shirley

**9.3.2 Business Arising from Meeting of October 5, 2016**

The Business Arising Report was presented. Celine will re-circulate the link for the Board’s evaluation of the Strategic Planning Session.

**Motion:** To begin the in-camera session at 6:43pm

**M/S/C:** David Topp, Andrew Monro

***In Camera session begins at 6:43pm***

**9.4.1 Approval of In-Camera Minutes of Meeting of October 5, 2016**

**9.4.2 Business Arising from In-Camera Meeting of October 5, 2016**

**9.5 Personnel Updates/ Staffing Issues**

**9.6 Confidential Correspondence**

**9.7 Confidential Management Report**

***In Camera session ends at 6:51pm***

**Motion:** To end the In-Camera session at 6:51pm

**M/S/C:** David Topp, Julie Vaillancourt

**9.8 Membership Update**

Celine reported that staff will be reaching out to Côté Est in the coming week regarding membership.

**9.9 Finances**

2017 Budget

The 2017 Operating Budget was adopted unanimously at the October delegates meeting.

September 2016 Interim Financial Statements

Andrew Monro presented the September 2016 Interim Financial Statements. Receivables have seen a significant decrease, leaving only two receivables from 2015. There are a number of pre-paid expenses for the Fall Education Day charged in September, which along with lower revenues for the month, result in a $5,345 deficit for the month.

**Motion:** To receive the interim financial statements for September 30, 2016

**M/S/C:** Andrew Monro, Shirley Danis

**9.10 Management Report**

Celine presented the management report (for more information on the material presented, refer to the written management report included in the Board package).

**Motion:** That CHASEO apply for “limited registration” under Part XVIII, of the Co-operatives Act, 1996 for the purpose of obtaining membership in the Co-operative Superannuation Society Pension Plan

**M/S/C:** Julie Vaillancourt, David Topp

**9.11 Sector Updates**

Celine presented the sector report (for more information on the material presented, refer to the written sector update report included in the Board package).

**9.12 Board/ Committee Updates**

David Topp provided an update from the Awards Committee in Indigo’s absence.

Awards Committee Terms of Reference

**Motion:** To amend the awards committee terms of reference, deleting the following section of 2.0: “*The*

*Diversity Scholarship awarding will be handled by a separate committee made up of members’ members and Board members.”*

**M/S/C:** Andrew Monro, Julie Vaillancourt

**Motion:** To approve the awards committee terms of reference as amended.

**M/S/C:** Andrew Monro, David Topp

Proposed 2017 Strategic Plan

Celine presented the proposed strategic plan based on the planning session held in September 2016.

**Motion:** To approve the 2017 Strategic Plan with clarifications

**M/S/C:** David Topp, Shirley Danis

Clarifications to the 2017 Strategic Plan

* Second goal of the first priority to read “Improved trust of housing co-operatives, support from City of Ottawa Housing Branch”

CHASEO Delegates Meeting

Overall, the meeting went very well. Staff belatedly realized that the AGM minutes had not been included in the meeting package, they were deferred to the AGM for approval. Staff received very positive feedback on the presentation from Options Bytown, and delegates told staff they were very impressed with the services being rolled out by the federation.

**9.13 Project Updates-** None

**9.14 Correspondence-** None.

**9.15 Next Meeting:** December 7, 2016 (Strategic)

Nominations Committee meeting: November 10, 2016

Awards Committee meeting: November 3, 2016

**9.16 Adjournment**

**Motion:** To adjourn the meeting at 8:33pm.

**M/S/C:** Andrew Monro, Julie Vaillancourt

**Signing** of the present document confirms that the information herein accurately depicts the decisions made during the meeting of November 2, 2016.

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**President**  **Secretary**

David Corson Shirley Danis