

McKenzie Towne Council (MTC) - Board of Directors Meeting – Pre and Post AGM

Wednesday, October 28, 2015 at 6:00 p.m.
McKenzie Towne Hall
(40 McKenzie Towne Blvd. SE)

MEETING MINUTES

PRESENT: LAURA ST. CROIX; JAMES BOYLE; BRIAN HENDERSON; JAYDEL GLUCKIE; ROB VAN GASTEL; MALIK AMERY; SHAUNNA BOYD

ABSENT: JIM FITZ-MORRIS; UTE DAVIES

GUESTS: CHRISTINE HEMMINGER – GENERAL MANAGER

ITEM

1. **Call to Order** - Meeting called to order at 6:05 p.m. by Chair Rob Van Gastel.
2. **In Camera** – none
3. **Open Meeting** –
4. **Introduction and Attendance** – none
5. **Amendments to Meeting Agenda** - none
6. **GM Report** – General Manager Christine Hemminger

The GM reported that collections are going extremely well. We are currently at 6711 properties invoiced in May of 2015 for the 2015-2016 fiscal year. Out of those, 122 remain outstanding and are either in collections or have payment plans. There are only 11 properties remaining to be occupied and we anticipate that to happen by next spring, so at build-out we will be at 6722 properties.

7. **Approval of Meeting Minutes**

MOTION: “That we approve the October 20, 2015 minutes as circulated.”
Moved by: Brian Henderson; Seconded by: Jaydel Gluckie.

CARRIED

8. **Committee Reports**

A. **Executive Committee** – AGM Preparation

President Rob Van Gastel went over the script for the AGM indicating to board members what he would say when and when movers and seconders were required for motions.

MEETING ADJOURNED AT 6:37 P.M. TO HOLD THE AGM

MEETING RECONVENED AT 8:20 P.M.

New board members Margaret McPherson, Preston Thirlwall, Roger Doucet and Jessica Smith attended. Chair Rob Van Gastel had each board member introduce themselves and give a short narrative on themselves.

A. **HR/Compensation Committee** – none

Action Items:

B. Finance Committee –

MOTION: “That we approve the August 31, 2015 financials as circulated.”
Moved by: Shaunna Boyd; Seconded by: Brian Henderson.

CARRIED

C. Operations Committee – none

D. Policy Committee – none

9. Elections of Officers & Appointment of Committees

A. President/Vice-President/Secretary/Treasurer

Brian Henderson nominated Rob Van Gastel for the President position, Rob accepted the nomination.

MOTION: “That Rob Van Gastel be appointed President of MTC.”
Moved by: Brian Henderson; Seconded by: Roger Doucet.

CARRIED

Laura St. Croix nominated Shaunna Boyd for the Vice-President position, Shaunna accepted the nomination.

MOTION: “That Shaunna Boyd be appointed Vice-President of MTC.”
Moved by: Laura St. Croix; Seconded by: Roger Doucet. **CARRIED**

Roger Doucet indicated that he would be willing to fill the position of Secretary.

MOTION: “That Roger Doucet be appointed Secretary of MTC.”
Moved by: Shaunna Boyd; Seconded by: Malik Amery. **CARRIED**

Laura St. Croix nominated Malik Amery for the Treasurer position, Malik accepted the nomination.

MOTION: “That Malik Amery be appointed Treasurer of MTC.”
Moved by: Laura St. Croix; Seconded by: Shaunna Boyd. **CARRIED**

The following committees are established and members of those committees are responsible to pick a chair and develop a Terms of Reference.

B. Operations Committee: James Fitz-Morris, James Boyle, Ute Davies, Brian Henderson, Preston Thirlwall, Rob Van Gastel

MOTION: “To extend the meeting past 9:00 p.m.”
Moved by: Laura St. Croix; Seconded by: Shaunna Boyd.

CARRIED

C. HR/Compensation Committee: Shaunna Boyd, James Fitz-Morris, James Boyle, Preston Thirlwall, Malik Amery, Brian Henderson, Rob Van Gastel

D. Finance/Budget/Information Systems Committee: Malik Amery, Brian Henderson, Preston Thirlwall, Margaret McPherson, Rob Van Gastel

E. Policy Committee: Laura St. Croix, Roger Doucet, Jessica Smith, Rob Van Gastel

Action Items:

GM to update website,
email data base,
contact list and
distribute to board
members

F. Prestwick Common Committee: Brian Henderson, Malik Amery, Preston Thirlwall, James Fitz-Morris, James Boyle, Laura St. Croix, Shaunna Boyd, Rob Van Gastel

G. Director Information Binders & Confidentiality Agreements

The General Manager handed out the confidentiality agreements to be signed and returned for filing with the minutes.

H. Appointment of Bank Signatories

The Executive Committee and the GM be appointed as signatories at ATB Bank and that all cheques over \$2,000 must be signed by two signatories. No Signatory may sign a cheque made out to themselves.

MOTION: "That Rob Van Gastel, Malik Amery, Shaunna Boyd, Roger Doucet and Christine Hemminger be appointed as signatories at ATB Bank."
Moved by: Brian Henderson; Seconded by: James Boyle. **CARRIED**

10. MTCA Update – none

11. Other Business – none

12. Next Meeting Dates –

Board Meeting – Tuesday, November 24, 2015 @ 6:00 p.m.
Board Strategic Planning Meeting – Saturday, December 5, 2015 @ 9:00 a.m.
Board and Staff Christmas Party – Friday, December 18, 2015 @ 6:00 p.m.
Board Meeting – Tuesday, January 19, 2016 @ 6:00 p.m.

Action Items:

James Boyle, Ute Davies and James Fitz-Morris need to sign their confidentiality agreements

GM to arrange for Roger Doucet to be added to the ATB account