

**Board of Directors Meeting Minutes**

**Wednesday, January 22 2014  
CCHC Boardroom  
1:00-3:00pm**

**Board Members in Attendance:** Camille Hemingson                      Bob Kocian  
Sean Krausert    Garth Lyon  
Joanna McCallum (1:38pm)                      Kimber Meister  
Cathy Robinson    Dan Sparks

**Others in Attendance:** Jennifer Bisley, Managing Director, CCHC  
Patrick Sorfleet, Town of Canmore Planning Department

**Regrets** Oscar Pacheco

There being a quorum, Garth Lyon called the meeting to order at 1:04 pm.

**1) Agenda Approval**

Moved by Bob Kocian to approve the agenda as presented.  
Carried unanimously

**2) Approval of Minutes**

**Motion 2014.01**

Moved by Cathy Robinson to approve the Minutes of the November 6 2013 Board meeting as presented.

Carried unanimously

**3) Business Arising from Minutes:**

**Motion 2014.02**

Moved by Garth Lyon to appoint Hans Helder to the Corporation Strategic Review Committee

Carried unanimously

**4) Committee Reports:**

- a) Executive Committee: verbal report
- b) Corporation Strategic Review Committee: written report
- c) Project Committee: verbal report

*APPROVED Motion 2014.09*  
**CANMORE COMMUNITY HOUSING CORPORATION**

**5) Report from Managing Director**

**Motion 2014.03**

Moved by Sean Krausert to accept the Managing Director's Report for information.

Carried unanimously

**6) New Business:**

**a) 2013 & 2014 Budgets Adjusted for Audit Purposes**

**Motion 2014.04**

Moved by Kimber Meister to approve the 2013 and 2014 budgets adjusted for audit purposes.

Carried unanimously

**b) 2013 Quarterly Financial Report and 2013 Trial Balance**

*Joanna McCallum entered the meeting at 1:38pm*

**Motion 2014.05**

Moved by Bob Kocian to accept the quarterly financial report for information

Carried unanimously

**Motion 2014.06**

Moved by Kimber Meister to authorize the Managing Director to submit the 2013 trial balance to the CCHC auditor for annual audit purposes

Carried unanimously

Moved by Joanna McCallum to go in camera at 1:59pm

**7) In Camera Items:**

**a) Draft PAH Project Committee Terms of Reference**

*Sean Krausert left the meeting at 2:40pm*

*Patrick Sorfleet left the meeting at 2:49pm*

*Bob Kocian left the meeting at 2:55pm*

**b) Human Resource Issue**

**c) Client Issue**

Moved by Cathy Robinson to come out of camera at 3:06pm

**Motion 2014.07**

Moved by Cathy Robinson to approve the Project Committee terms of reference as presented

Carried unanimously

**Motion 2014.08**

Moved by Camille Hemingson to approve up to \$20,000 of funding from the CCHC Capital Reserve Fund to the Project Committee for the feasibility phase of Lot 39 development.

Carried unanimously

*APPROVED Motion 2014.09*  
*CANMORE COMMUNITY HOUSING CORPORATION*

8) **Motion to Adjourn**

Moved by Dan Sparks to adjourn the meeting at 3:08 pm

Carried unanimously

  
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Chair

  
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Managing Director

