

**Board of Directors Meeting Minutes**

**Thursday, January 24, 2013  
CCHC Boardroom  
4:00-6:00pm**

**Board members in attendance:**

Sarah Law	Kimber Meister
Garth Lyon	Cathy Robinson
Bob Kocian	Dan Sparks

**Others in attendance:**

Gary Buxton, Town of Canmore CCHC Liaison  
Jennifer Bisley, Managing Director, CCHC

**Regrets** Sean Krausert Hans Helder

There being a quorum, Garth Lyon called the meeting to order at 4:04 pm.

**1) Agenda Approval**

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

**2) Approval of Minutes**

**Motion 2013.01**

Moved by Kimber Meister to approve the Minutes of the November 15 2012 Board meeting as presented.  
Carried unanimously

**3) Business Arising from Minutes: none**

**4) Committee Reports:**

- a) Executive Committee: oral update on Managing Director performance review process
- b) Financial Sustainability Committee: oral update of activities
- c) PAH Project Planning Committee: oral update of activities

*Dan Sparks entered the meeting at 4:07pm*

*APPROVED Motion 2013.08 April 23, 2013  
CANMORE COMMUNITY HOUSING CORPORATION*

5) **Report from Managing Director**

*Gary Buxton entered the meeting at 4:17pm*

**Motion 2013.02**

Moved by Cathy Robinson to accept the Managing Director's Report for information.

Carried unanimously

6) **New Business:**

a) **CCHC 2012 Customer Satisfaction Survey Report**

**Motion 2013.03**

Moved by Dan Sparks to accept the "CCHC 2012 Customer Satisfaction Survey Report" for information.

Carried unanimously

b) **PAH Project Committee Terms of Reference**

**Motion 2013.04**

Moved by Garth Lyon to approve the PAH Project Committee terms of reference as presented and to allocate up to \$7,500 to the committee for consultant costs.

Carried unanimously

c) **2013 PAH Policy Review**

**Motion 2013.05**

Moved by Bob Kocian to direct the Managing Director to prepare a briefing for shareholders about proposed changes to the PAH Policy that would allow CCHC to have authority over the PAH eligibility criteria, partnership agreement and build guidelines.

Carried unanimously

7) **In Camera Items**

Moved by Bob Kocian to go in camera at 5:27 pm

a) **Audit Issue**

b) **Human Resource Issue**

Moved by Cathy Robinson to come out of camera at 6:05pm

**Motion 2013.06**

Moved by Kimber Meister to approve the 2012 trial balance for submission to Young Parkyn McNab LPP for audit purposes.

Carried unanimously

**Motion 2013.07**

Moved by Cathy Robinson to approve the changes to permanent staffing positions as presented in the revised "Appendix A" to SPP 5.04 Salary and Wage Administration Policy.

Carried unanimously

*APPROVED Motion 2013.08 April 23, 2013  
CANMORE COMMUNITY HOUSING CORPORATION*

8) Motion to Adjourn

Moved by Cathy Robinson to adjourn the meeting at 6:07pm.

Carried unanimously

Chair

Managing Director



