

Board of Directors Meeting Minutes

CCHC Boardroom
December 16, 2015
1:00pm – 3:00pm

Board Members in Attendance: Joanna McCallum Cheryl Godefroy
John Borrowman Bob Kocian (1:54 p.m.)
Garth Lyon Chuck Patel
Carolynn Winterhalt

Others in Attendance: Cathy Robinson, CCHC
Michael Fark, Town of Canmore Liaison to CCHC
Cathy-Anne David, CCHC Construction Administrator

Regrets Dan Sparks
Peter Musil

There being a quorum, Joanna McCallum, Chair, called the meeting to order at 1:05 p.m.

1) Agenda Approval

Moved by Garth Lyon to approve the agenda as amended with the addition of item 6.c. Human Resource Issue and 6. d. Contract Issue.

Carried unanimously

2) Approval of Minutes

a. November 18, 2015 Regular Board Meeting minutes

Motion 2015.63

Moved by Cheryl Godefroy to approve the Minutes of the November 18, 2015 Regular Board meeting minutes as presented.

Carried unanimously

3) Business Arising from Minutes:

a. Revised Construction Budget incorporating funding changes.

Motion 2015.64

Moved by John Borrowman to approve the revised McArthur Place construction budget as presented.

Carried unanimously

b. Revised Annual Operating Budget

Motion 2015.65

Moved by Chuck Patel to approve the revised CCHC annual operating budget as presented.
Carried unanimously

4) Reports:

a. Report from Administration

Motion 2015.66

Moved by Carolynn Winterhalt to accept the December 11, 2015 Report from Administration for information purposes.

Carried unanimously

Cathy-Anne David left the meeting at 1:23 p.m.

5) New Business: None.

6) In Camera Items

Moved by Cheryl Godefroy to go in camera at 1:25 p.m.

a. Development Issue

Bob Kocian entered the meeting at 1:54 p.m.

b. Human Resource Issue

c. Human Resource Issue

Moved by John Borrowman to come out of camera at 2:28 p.m.

Cathy Robinson re-joined the meeting at 2:28 p.m.

Motion 2015.67

Moved by Carolynn Winterhalt to approve the proposed compensation package and to direct the Chair to engage an employment contract with the selected candidate for Managing Director as soon as possible.
Motion carried.

Motion 2015.68

Moved by Cheryl Godefroy to approve a cost of living adjustment (COLA) of 1.8% increase for all administrative staff as of January 1, 2016.
Motion carried

Motion 2015.69

Moved by Chuck Patel to approve the 2015 performance pay increases as proposed.
Motion carried

Chuck Patel left the meeting at 2:30 p.m.

Moved by Garth Lyon to go in camera at 2:31 p.m.

d. Contract Issue

Moved by Garth Lyon to come out of camera at 2:43 p.m.

7) Next Meeting:

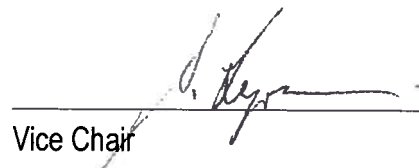
The next meeting will be held on Wednesday, January 20, 2016 from 1:00 – 3:00 p.m.

8) Motion to Adjourn

Moved by Garth Lyon to adjourn the meeting at 2:44 p.m.

Carried unanimously


Chair


Vice Chair

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail.

2. The second part of the document outlines the various methods used to collect and analyze data. These methods include interviews, surveys, and focus groups, each of which has its own strengths and limitations.