

Board of Directors Meeting Minutes

**Thursday, May 17, 2012
CCHC Boardroom**

Board members in attendance:

Hans Helder
Bob Kocian
Garth Lyon

Kimber Meister
Cathy Robinson

Others in attendance:

Jennifer Bisley, Managing Director, CCHC
Terry Holt, Finance Manager, Town of Canmore

Regrets Brent Rosvold and Dan Sparks

Note: John Borrowman resigned as Councillor and accordingly, as a CCHC Board member

There being a quorum, Garth Lyon called the meeting to order at 4:00 pm.

1) Agenda Approval

Moved by Hans Helder to approve the agenda as presented.
Carried unanimously

2) Approval of Minutes

Motion 2012.23

Moved by Cathy Robinson that the Board approve the Minutes of the April 19 2012 Board meeting as presented.

Carried unanimously

3) Business Arising from Minutes: none

4) Committee Reports:

a) Executive Committee: Treasurer verbal report

Kimber Meister, Treasurer, advised the Board that KPMG, the auditor, informed her orally that there were no significant items with respect to the audit to report to the Board.

b) PAH Project Planning Committee: verbal report

c) Financial Sustainability Committee: no report

*APPROVED Motion 2012.27 June 21, 2012
CANMORE COMMUNITY HOUSING CORPORATION*

5) **Report from Managing Director:**

Motion 2012.24

Moved by Bob Kocian to accept the May *Managing Director's Report* for information.

Carried unanimously

6) **New Business: (see in camera)**

Terry Holt entered the meeting at 4:18pm

7) **In Camera Items**

Moved by Kimber Meister to go in camera at 4:18 pm

a) **Audit Issue**

Terry Holt left the meeting at 4:35pm

b) **Human Resource Issue**

Moved by Cathy Robinson to come out of camera at 4:48pm

Motion 2012.25

Moved by Bob Kocian to approve the allocation for 2011 performance pay increases as recommended by the Executive Committee.

Carried unanimously

Cathy Robinson declared a conflict and left the meeting at 4:49 pm

Moved by Kimber Meister to go in camera at 4:49 pm

c) **Contract Issue**

Moved by Hans Helder to come out of camera at 5:20 pm

Motion 2012.26

Moved by Kimber Meister to approve the contract between CCHC and PEKA Professional Property Management Ltd. for the management of The Hector at Palliser Village from July 2, 2012 to June 30, 2014 as presented and to authorize the Managing Director to execute the contract.

Carried unanimously

8) **Confirmation of future Board Meeting Dates:**, June 21, August 23, September 20, and October 18, 2012

APPROVED Motion 2012.27 June 21, 2012
CANMORE COMMUNITY HOUSING CORPORATION


9) Motion to Adjourn

Moved by Bob Kocian to adjourn the meeting at 5:23 pm

Carried unanimously.



Chair



Managing Director