



**CANMORE COMMUNITY
HOUSING CORPORATION**

Board of Directors Meeting Minutes

**Thursday, February 10, 2011
CCHC Boardroom**

Board members in attendance:

John Borrowman	Kimber Meister
Cathy-Anne David	Brent Rosvold
Karen Greene (5:34pm)	Ed Russell
Bob Kocian	Heather Schilling
Garth Lyon (5:34 pm)	

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

Regrets: none

There being a quorum, Cathy-Anne David called the meeting to order at 5:33 pm.

Karen Greene and Garth Lyon arrived at 5:34pm

1) Agenda Approval

Moved by Heather Schilling to approve the agenda as amended with item 7d Development Issue moved to 7a, and 7a, 7b and 7c changing to 7b, 7c, and 7d respectively.

Carried unanimously.

2) Review and Approval of Minutes

Motion 2011.6

Moved by John Borrowman that the Board approve the Minutes of the January 13, 2011 Board meeting as presented.

Carried unanimously.

3) Business Arising from Minutes: none

4) Committee Appointments

a) **Executive Committee**: verbal report accepted for information.

b) **Communication Committee**: verbal report accepted for information. Next committee meeting tentatively scheduled for February 23, 2011.

c) **PAH Demand Assessment Committee**: verbal report accepted for information. Next committee meeting scheduled for February 15, 2011.

5) Report from Managing Director:

Managing Director's Report presented, discussed and accepted for information.

Heather Schilling volunteered to participate on the Town Comprehensive Housing Action Plan (CHAP) review committee with Cathy-Anne David and the Managing Director.

APPROVED Motion 2011.8 March 10, 2011



6) New Business

a) **Eligibility Criteria Review:**

Identified and discussed issues to be considered by the PAH Demand Committee in the annual eligibility criteria review. Board members were requested to forward any additional comments to the Managing Director prior to the Committee meeting on February 15, 2011.

7) In Camera

Moved by John Borrowman to go in camera at 6:29pm. Carried unanimously.

a) **Development Issue**

Gary left at 6:45pm

b) **Policy Issue**

c) **Audit Issue**

d) **Policy Issue**

Jennifer Bisley left the meeting at 7:32pm. Jennifer returned to the meeting at 7:43pm.

Moved by Kimber Meister to come out of camera at 8:02pm. Carried unanimously.

Motion 2011.7

Moved by Cathy Anne David to amend the document "CCHC Code of Conduct & Confidentiality Agreement for CCHC Board and Committee Members" as follows:

2. Requirement to Disclose Conflicts of Interest

If a Member is aware of a real, perceived, or potential conflict of interest that Member agrees to disclose the potential conflict of interest and ~~be prepared to~~ remove himself/herself from participation in the relevant discussion and/or decision.

Carried unanimously

8) Direction to Council: none

9) Motion to Adjourn

Moved by Bob Kocian to adjourn the meeting at 8:07pm

Carried unanimously.