

**Board of Directors Meeting Minutes
Classroom – Civic Centre
November 7, 2019
3:00p.m. – 5:00 p.m.**

Board Members in Attendance: Steve Aston Samantha McConnery
John Borrowman Jeff Hilstad
Todd Kunst Dan Sparks
Kieran Dowling Rob Murray
Dallas Suttie

Board members Absent: N/A

Others in Attendance: Dougal Forteath, CCHC
Lisa de Soto, ToC

Steve Ashton called the meeting to order at 3:04pm

1) Agenda Approval

Motion 2019.105 Moved by Samantha McConnery to approve the agenda as presented. CARRIED

2) Approval of Minutes

Amendment:

Lisa de Soto should be identified as with the Town of Canmore (ToC)

Motion 2019.106 Moved by Todd Kunst to approve the October 17, 2019 meeting minutes as amended. CARRIED

3) Business Arising from Minutes:

There was no business arising from the minutes of October 17, 2019

4) a. Manager's report

The Board accepted the manager's report as information.

b. CCHC Board officer appointments

Motion 2019.107 Moved by John Borrowman that Steve Ashton be appointed CCHC Chairperson for a term to expire December 15, 2020. CARRIED

Motion 2019.108 Moved by Steve Ashton that Kieran Dowling be appointed CCHC Vice-Chairperson for a term to expire December 15, 2020. CARRIED

Motion 2019.109 Moved by Steve Ashton that Dallas Suttie be appointed CCHC Treasurer for a term to expire December 15, 2020. **CARRIED**

Motion 2019.110 Moved by John Borrowman that Dan Sparks be appointed CCHC Secretary for a term to expire December 15, 2020. **CARRIED**

c. CCHC Share issuance

Motion 2019.111 Moved by Steve Ashton that the Board issue a second member share in Canmore Community Housing Corporation to the Town of Canmore. **CARRIED**

d. CCHC Communications

Motion 2019.112 Moved by Dan Sparks that the Board authorize the use of up to \$30,000 from the operating reserve to execute CCHC's communication initiatives per the 2019-2021 Strategic Plan. **CARRIED**

Motion 2019.113 Moved by Dan Sparks to appoint Todd Kunst, Rob Murray, and Samantha McConnery to a communication plan sub-committee who will oversee a Request for Proposal process to select a consultant to work with CCHC to achieve its communication goals within the 2019-2021 Strategic Plan. **CARRIED**

Note: Steve Ashton cited a conflict of interest with Agenda item 4e and left the meeting 4:07pm

e. TSMV Lands

Note: Steve Ashton returned to the meeting at 4:25pm

Note: Samantha McConnery and Rob Murray left the meeting at 4:25pm

f. Auditor appointment


Motion 2019.114 Moved by Dallas Suttie that CCHC accept their proposal and appoint Avail CPA to complete CCHC's 2019, 2020, and 2021 audit. **CARRIED**

g. Managing Director Performance review

Motion 2019.115 Moved by Steve Ashton to appoint John Borrowman, Samantha McConnery and Kieran Dowling to the Managing Director's performance review sub-committee. **CARRIED**

7) Meeting Adjournment

Motion 2019.116 Moved by Dallas Suttie to adjourn the meeting at 4:35pm. **CARRIED**



Managing Director



Chair