

Transition House Association
Board Meeting
September 15, 2008 (7:00 pm - 9:00 pm)
Location: EPFVP Office

Present: Brenda Profit, Bill Costain, Sr. Norma Gallant, Lorne Cudmore, Anne Nicholson, Patricia Roy, Dave O'Brien, Shauna Fuller, Phil Matusiewicz (exofficial), Danya O'Malley (exofficial).

Regrets: Karin Laronde, Sherry Pagé and Nancy Wallace.

1. Approval of Agenda

MOTION: That the agenda be approved as presented.

M/S: Dave O'Brien / Lorne Cudmore

CARRIED.

2. Approval of Previous Minutes

Patricia pointed out that the minutes of the preview meeting had an error in section two. The meeting minutes approved should read July 14, not June 18.

MOTION: That the minutes of July 28, 2008 be approved with the proposed change.

M/S: Dave O'Brien / Sr. Norma Gallant

CARRIED.

3. Anderson House Statistics - Presentation

Danya O'Malley presented her project to the board, reviewing the survey of shelters across Canada with additional statistics from Anderson House.

4. Merger Agreement

It was noted that all boards have signed their waivers.

MOTION: That Karin Laronde and Anne Nicholson be authorized to sign off on the merger agreement

M/S: Dave O'Brien / Lorne Cudmore

CARRIED.

5. Executive Director Report

Phil Matusiewicz gave the executive director's report, talking about Second Stage, CMHC mortgage renewal, the Anderson House Manager's report and some other small items. The process around Second Stage will change to make it more internal, allowing for additional revenue to THA. This was discussed with the board. Second Stage Housing's mortgage is up for renewal December 1st. The documents must be returned in October.

MOTION: That two signing officers of the company are authorized to execute the mortgage renewal.

M/S: Dave O'Brien / Bill Costain

CARRIED.

It was noted that activity was increasing at Anderson House. It was also decided that the Members Meeting to ratify the new name would be held on October 23, 2008 at 7pm, location TBA. Phil mentioned that he would be traveling throughout the coming weeks to meet with staff in the regions regarding the merger and make plans for the necessary changes.

Phil would soon be traveling out of province. It was noted that the acting ED must be board-approved, and thus Dave moved that Ellen Ridgeway act as executive director.

MOTION: That Ellen Ridgeway is the acting Executive Director when the existing Executive Director is unavailable to act or out of province.
M/S: Dave O'Brien / Lorne Cudmore
CARRIED.

6. New Executive

It was decided that Patricia Roy and Anne Nicholson would act as a nominating committee. They will poll the board and we will appoint the new executive at the next board meeting.

7. Orientation

Board orientation has been postponed until later in the fall. We may enlist the services of Carol Gabanna, who set up the policy and would be able to do a quick review. Orientation will focus on the new policies and procedures. Phil will check Carol's availability.

8. Frequency of Board Meetings

It was agreed that a meeting in August would be on call of the chair, with the aim to be that the board meets less frequently. This will be discussed later at the meeting in October, which is to take place before the Members Meeting.

9. Personnel

Phil brought a grievance lodged on August 26th to the board's attention. Following a discussion it was moved that:

MOTION: That the board proceed with the grievance to arbitration if necessary.
M/S: Dave O'Brien / Anne Nicholson
CARRIED.

Phil talked to the board about the vacancy in the role of Administrative Assistant. The board moved that Danya O'Malley, who was filling in the role in the interim, carry on in that position.

MOTION: That Danya O'Malley continue in the role of Administrative Assistant.
M/S: Dave O'Brien / Anne Nicholson
CARRIED.

10. Adjournment

MOTION: That the meeting be adjourned.
M/S: Dave O'Brien / Bill Costain
CARRIED.

Chair

Date