

THURSDAY MAY 28, 2020

MINUTES

Date: May 28, 2020

Location: ZOOM Meeting

Present: Chris Mayne
Mark King
Tanya Vrebosch
Terry Kelly
Dean Backer

Staff: Jamie Lowery, Chief Executive Officer
Billy Brooks, Finance Manager
Angie Punnett, Director of Operations
Shani Giroux, Director of Human Resources

Guest: Dean Decaire, BDO

Regrets:

	ITEM	ACTION
A. CALL TO ORDER		
	<p><i>“Moved by Tanya Vrebosch and seconded by Dean Backer that the meeting be called to order at 5:54 p.m.”</i></p> <p>Res. #001-20 <u>Carried</u></p>	
1. Approval of Agenda		
	<p><i>“Moved by Terry Kelly and seconded by Chris Mayne that the agenda for this meeting be approved as presented.”</i></p> <p>Res. #002-20 <u>Carried</u></p>	
2. Conflict of Interest		
	<p><i>“Moved by Tanya Vrebosch and seconded by Mark King that no member present has declared a conflict of interest.”</i></p> <p>Res.#003-20 <u>Carried</u></p>	

3. Approval of Minutes

3.1 Approval of Minutes of the Annual General Meeting held on April 25, 2019

“Moved by Terry Kelly and seconded by Dean Backer that the minutes of the Annual General Meeting held on April 25, 2019, be adopted as presented.”

Res.#004-20

Carried

4. Election of Officers

“Moved by Tanya Vrebosch and seconded by Terry Kelly that Chris Mayne be elected Chairperson of the Cassellholme Board of Management.”

Res. #005-20

Carried

“Moved by Tanya Vrebosch and seconded by Dean Backer that Mark King be elected as Vice Chairperson of the Cassellholme Board of Management.”

Res. #006-20

Carried

“Moved by Tanya Vrebosch and seconded by Dean Backer that Terry Kelly be elected as Treasurer of the Cassellholme Board of Management.”

Res. #007-20

Carried

“Moved by Tanya Vrebosch and seconded by Terry Kelly that Sherry Culling be elected as Chairperson of the Cassellholme Charitable Foundation.”

Res. #008-20

Carried

5. 2019 Financial Statements

Dean Decaire, BDO Chartered Accountant, presented and reviewed the Cassellholme Financial Statements. Jamie and Billy clarified the \$100,000 (pg 4) in the internally restricted assets is for staff education. Dean recommended improving our asset management system; Billy noted it is already in the works. BDO offered to assist in the process, if needed.

“Moved by Dean Backer and seconded by Sherry Culling that the 2019 Financial Statements from BDO Canada LLP Chartered Accountants be accepted as presented.”

Res. #009-20

Carried

6. Election of 2020 Auditors

“Moved by Mark King and seconded by Tanya Vrebosch that BDO Canada LLP Chartered Accountants be appointed as Cassellholme Auditors for 2020.”

Res. #010-20

Carried

B. CORRESPONDENCE

No Correspondence

C. REQUEST FOR FUTURE AGENDA ITEMS

No items noted

D. DATE OF NEXT MEETING

April 2021 – Annual General Meeting, Location TBD

E. ADJOURNMENT

“Moved by Terry Kelly and seconded by Mark King that the meeting be adjourned at 6:47 p.m.

Res. 011-20

Carried

Secretary

Chairman