MINUTES OF THE
CASSELLHOLME
EAST NIPISSING DISTRICT HOME FOR THE AGED
BOARD OF MANAGEMENT MEETING

Date: December 18, 2017

Location: The Station Tap House

Present:	Chris Mayne	**Staff:**	Jamie Lowery, Chief Executive Officer
	Mark King		Richard Campbell, Chief Financial Officer
	Sherry Culling		Julie Pilkey, Recording Secretary
	Walter Ross		
	Tanya Vrebosch	**Guest:**	Shani Giroux, Director of Human Resources
		Regrets:	Tamela Price-Fry
			Dean Backer

	ITEM	ACTION
A.	**CALL TO ORDER**	
	"Moved by Mark King and seconded by Tanya Vrebosch that the meeting be called to order at 6:25 p.m." **Res. #57-17** **Carried**	
1.	**APPROVAL OF AGENDA**	
	"Moved by Tanya Vrebosch and seconded by Sherry Culling that the agenda for this meeting be approved as presented." **Res. #58-17** **Carried**	
2.	**CONFLICT OF INTEREST**	
	"Moved by Walter Ross and seconded by Sherry Culling that no member present has declared a conflict of interest." **Res.#59-17** **Carried**	
3.	**APPROVAL OF MINUTES**	
	3.1 Approval of Minutes of the Regular Meeting held on November 30, 2017 *"Moved by Walter Ross and seconded by Sherry Culling that the minutes of the Regular Meeting held on November 30, 2017, be adopted as presented."* **Res.#60-17** **Carried**	

4. BUSINESS ARISING

4.1 CEO Review *(In-Camera)*

"Moved by Walter Ross and seconded by Mark King that the Board proceed to an In-Camera session at 6:27 p.m.".

Res.#61-17   **Carried**

"Moved by Tanya Vrebosch and seconded by Sherry Culling that the In-Camera session be adjourned at 6:45 p.m.".

Res.#62-17   **Carried**

"Moved by Walter Ross and seconded by Sherry Culling that the 2017 Merit Adjustment be 3%, retroactive to January 1, 2017. Performance cycle for 2018 to commence with self-assessment by CEO and submitted to Executive Committee for consideration in 2018 annual performance review.".

Res.#63-17   **Carried**

5. NEW BUSINESS

No New Business

B. CORRESPONDENCE

No Correspondence

C. REQUEST FOR FUTURE AGENDA ITEMS

No items noted

D. DATE OF NEXT MEETING

January 25, 2018 – Regular Board Meeting, Cassellholme Garden Room
It was discussed and agreed that beginning in April 2018, meetings will begin at 6:00 p.m.

E. ADJOURNMENT

"Moved by Tanya Vrebosch and seconded by Mark King that the meeting be adjourned at 6:46 p.m.

Res. 64-17   **Carried**

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Secretary   **Chairman**