

**THURSDAY APRIL 24, 2025**

# MINUTES

**DATE:** Thursday April 24, 2025  
**LOCATION:** Cassellholme Garden Room & ZOOM Meeting  
**TIME:** 5:00 p.m.

<b>Board Members:</b>	<b>Michelle Lahaye - Vice Chair</b>	<b>Staff:</b>	<b>Angie Punnett, Administrator</b>
	<b>Chris Mayne</b>		<b>Billy Brooks, Chief Financial Officer</b>
	<b>Mark King</b>		<b>Anita Brisson, Project Manager</b>
	<b>Robert Corriveau</b>		<b>Julie Pilkey, Secretary</b>
	<b>James (Jim) Bruce (Zoom)</b>		

<b>Regrets:</b>	<b>Dave Mendicino, Chair</b>	<b>Guests:</b>	<b>Dean Decaire, BDO</b>
	<b>Peter Chirico</b>		<b>Cory Greco, BDO</b>
	<b>Camille Bigras, QI Director</b>		<b>Monique Peters, Family Council (Zoom)</b>
	<b>Dave Smits, Capital Facilities</b>		<b>Johanne Brousseau (Zoom)</b>

	ITEM	ACTION
<b>A.</b>	<b>CALL TO ORDER</b>	
	<p><b>RECORDED MEETING</b></p> <p>Dave Mendicino, Board Chair, sent his regrets. Michelle Lahaye, Board Vice Chair, will Chair the Meeting in his absence.</p> <p><i>“Moved by Robert Corriveau and seconded by Mark King that the meeting be called to order at 5:00 p.m.”</i></p> <p><b>Res. #40-25</b></p>	<b><u>Carried</u></b>
	<b>1. Approval of Agenda</b>	
	<p><i>“Moved by Mark King and seconded by Jim Bruce that the Agenda for the Annual General Meeting be approved as presented.”</i></p> <p><b>Res. #41-25</b></p>	<b><u>Carried</u></b>

<b>2. Conflict of Interest</b>		
	<p>2.1 Read, sign, and return form to Julie Pilkey prior to the next regular meeting.</p> <p><i>“Moved by Jim Bruce and seconded by Robert Corriveau that no other members present have declared a conflict of interest.”</i></p> <p><b>Res. #42-25</b> <b><u>Carried</u></b></p>	
<b>3. Code of Conduct</b>		
	<p>3.1 Read, sign and return form to Julie Pilkey prior to the next regular meeting.</p>	
<b>4. 2024 Financial Statements</b>		
	<p>Dean Decaire, BDO Chartered Accountant, presented and reviewed the Cassellholme Financial Statements.</p> <p><i>“Moved by Robert Corriveau and seconded by Mark King that the 2024 Financial Statements from BDO Canada LLP Chartered Accountants be accepted, as presented.”</i></p> <p><b>Res. #43-25</b> <b><u>Carried</u></b></p>	
<b>5. Election of 2025 Auditors</b>		
	<p>Dean Decaire left the meeting.</p> <p><i>“Moved by Jim Bruce and seconded by Robert Corriveau that <u>BDO Canada LLP Chartered Accountants</u> be appointed as Cassellholme Auditors for 2025.”</i></p> <p><b>Res. #44-25</b> <b><u>Carried</u></b></p>	
<b>B. CORRESPONDENCE</b>		
	<p>No Correspondence</p>	
<b>C. REQUEST FOR FUTURE AGENDA ITEMS</b>		
	<p>No items noted</p>	

<b>D.</b>	<b>DATE OF NEXT AGM MEETING</b>	
	April 2025 – Annual General Meeting	
<b>E.</b>	<b>ADJOURNMENT</b>	
	<p><i>“Moved by Chris Mayne and seconded by Mark King that the meeting be adjourned at 5:46 p.m.</i></p> <p><b>Res. #45-25</b> <span style="float: right;"><b><u>Carried</u></b></span></p>	

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Secretary

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Chairman