**SCDSN Board Meeting Minutes**

**August 14, 2023**

**Virtual**

**Present:**

Brian Swainson (Chair) Sunbeam Community and Development Services

Carol Blaind (Treasurer/secretary) Access Community Services

Brigette O’Neill Brantwood Community Services

Patricia Kyle CWSDS

Paul McGowan Bethesda

Marnie McDermott CLH Developmental Services

Darlene McKenny Pathways to Independence

Brigid Fitzpatrick (Vice-chair) Valor and Solutions, Ottawa

Himanshu Shah Canopy Support Services

Andrea Roberts HANDS

Alastair Lamb Ongwanada

Jennifer Shaw Administrative Support

**Regrets:**

Joel McCartney CTRC

Tom Turner DSLG

Tony De Agazio OPTIONS Northwest

Jason Young Regional Support Associates

Terri Hewitt Surrey Place

**Guests:**

Sherry Novak Brantwood Community Services

**Minutes**

Brian opened the meeting at 10:05 a.m. with quorum.

1. **Approval of Agenda:**

Brian asked for changes and/or additions. Marnie asked to add a request for committee members for the 2024 SCDSN conference committee. Brian said the finance item would be deferred until Carol is able to join in.

**Motion:** To approve the agenda as amended

**Moved/Seconded:** Marnie/Himanshu

CARRIED

1. **Approval of Minutes from June 29, 2023:**

Brian asked if there were any changes/corrections to the June 29th, 2023, meeting. Hearing none he called for a motion to approve.

**Motion:** To approve the June 29, 2023, minutes as presented

**Moved/Seconded:**  Marnie/Patricia  
CARRIED

1. **Business Arising**
   1. **Website Proposals**

Brian said the summary had been sent out with the agenda; he reviewed the proposal parameters and responses. He noted that the amounts quoted were similar and the no payment had been made to Ascendent for their previous work (done on speculation).

Himanshu asked about the timeline for completion and Brian responded that both companies had been told the intent was for the website to go live for October. Brigette suggested that the approved company be requested to notify us of any underutilization of services within the ongoing website hosting/maintenance portion of the agreement and carryforward the underutilized (but paid) hours for future services under the agreement.

Alastair addressed the issue of where the servers would be hosted. It was agreed that for security the members felt the server should be hosted in Canada.

**Motion:** To approve Chatworthy Digital Media, conditional on the server being hosted in Canada.

**Moved/Seconded**: Carol/Brigette

CARRIED

The cost of the project was discussed and Brian said that the $15,000 for development would come out of reserves with on-going expenses (annual fees, as needed work) to be paid from current revenue. Carol said that she was confident with could be managed however a review of the membership fees could be discussed as needed going forward.

* 1. **Auditors’ Report, fiscal 2022-23**

Carol said everything was sent out prior to this meeting; she reviewed the bank numbers and the auditor’s report.

**Motion:** To approve the auditor’s report as presented.

**Moved/Seconded:** Carol/Andrea

CARRIED

Brian and Carol will sign and return the Representation letter to the auditors. Brian will arrange for this to be done using Docusign.

* 1. **Conference Committee**

Marnie said that she has agreed to chair the conference committee for 2024. She asked for volunteers to start working on the planning. Darlene, Carol, Patricia, Sherry, Alastair all volunteered. Marnie said she would connect to set up a meeting to start planning.

1. **Other Items**
   1. **Nominations Committee Update**

Brigid said the Nominations committee met on Friday. Brigid said they reviewed and approved the draft committee Terms of Reference and Board Skills Matrix.

Brigid said that the nominations had also been reviewed and she will be connecting with all the self-nominees this week to let them know the results.

* 1. **AGM Planning (as needed)**

Brian said details about the location, meeting timing, accommodations and social events had been distributed. He noted that the AGM will be Tuesday Sept 12 followed by the Board meeting and the social event will include a lunch and brewery tour and post-dinner ghost walk on September 11th. He asked anyone interested in attending the social events to contact Jennifer.

**5. Future Meeting Dates**

At White Oaks resort – exact times to be confirmed:

AGM September 12, 2023, 9:00 to 11:00 a.m.

SCDSN Board meeting September 12, 2023, 12:00 – 3:00 p.m.

Adjournment: moved by Marnie/Paul to adjourn at 10:31 a.m.

**Minutes recorded by Administrative Support person, Jennifer Shaw, for Carol Blaind Secretary**