**Dalhousie Non-Profit Housing Co-operative Inc.**

**Board of Directors Meeting,**

**February 8, 2016**

**755 Somerset Street West, Ottawa, ON**

**Present:** Roy Pommainville, Chad Atton, Frank Graham, Dominique Lamarche, Judith Taylor, Shannon Balla,

**Regrets:** Craig Donaldson, Ashley Atton, Tim Lalonde

**Others:** Penelope Winter, Fazeela Jiwa

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The meeting was called to order at 7:06pm. Judith Taylor chaired the meeting. Penelope Winter took the minutes. Quorum was established with five directors present.

1. **Adoption of the agenda**

**Moved by/Seconded by Dominique Lamarche/Roy Pommainville Adopted**

**BE IT RESOLVED THAT** the agenda be approved with the addition of January 31st financial statements and timing of monthly board meetings.

**2. Minutes from meeting January 18th, 2016**

**Moved by/Seconded by Frank Graham/Dominique Lamarche Adopted**

**BE IT RESOLVED THAT** that the minutes of January 18th, 2016 be approved with Tim Lalonde’s name corrected.

**3. Primrose II structural issues and City work order**

Directors were sent the draft structural reports the Thursday prior to the board meeting so they would have time to review them and be prepared to make a decision on how to move forward, given the City of Ottawa work order and the recent HST refund, which gives the Co-op some financial leeway.

**Moved by/Seconded by Shannon Balla/Dominique Lamarche Adopted**

**BE IT RESOLVED THAT** the Co-op proceed immediately with the structural work and superstructure repairs on Primrose II.

There were four votes in favour and one against.

**4. Refinancing rest of federal units**

Office staff explained that the Co-op would need up-to-date BCAs to send to any lender thinking of loaning the Co-op money.

**Moved by/Seconded by Chad Atton/Shannon Balla Adopted**

**BE IT RESOLVED THAT** the Co-op proceed to obtain up-to-date BCAs on the remaining federal units.

**5. Board roles (officers) and succession planning**

Craig Donaldson is likely to resign; Guillermo has completed two full-terms and cannot run again; and Shannon Balla has decided to put her energy elsewhere in the Co-op. Chad may also resign because of work.

The board agreed to hold elections at mid-April members meeting. Board members need to recruit new directors. Directors were asked to think about who would be a good addition to the board and come prepared to discussion succession planning at the next board meeting.

**Moved by/Seconded by Roy Pommainville/Shannon Balla Adopted**

**BE IT RESOLVED THAT** Frank Graham be elected president of the board of directors.

The three other officers will remain the same with Chad Atton as secretary, Ashley Atton as treasurer and Dominique Lamarche as vice-president.

**6. Board training and board planning session**

Board basics training will take place on March 7th from 6-9pm. It is for all directors and is a good team building process as well.

The board agreed to hold the planning session at the end of April, following board elections.

**7. Membership Issues**

The Co-op has received an internal move request from Mateus Segbe from a 2 to a 1 bedroom.

**Moved by/Seconded by Shannon Balla/Frank Graham Adopted**

**BE IT RESOLVED THAT** the internal move request from Mateus Segbe be approved.

**Moved by/Seconded by Shannon Balla/Chad Atton Adopted**

**BE IT RESOLVED THAT** Mike MacDonald be approved as a member of Dalhousie Non-Profit Housing Co-op.

Filling vacant units: Alexia Fruin and Jason Morton will be moving to 149 Primrose and Jorge Castillo and Esmeralda Villagran will move into 90C Lebreton.

**8. Water heater rentals**

Office staff reported that the Co-op seems to pay for water heater rentals where a building is divided in two or more units, however there is inconsistency among units and clusters.

**Moved by/Seconded by Chad Atton/Frank Graham Adopted**

**BE IT RESOLVED THAT** the board propose to members at the next members meeting that the next round of budgets include the hot water heater rental fees as a Co-op cost and that the housing charges be adjusted to reflect this change.

**9. Refugee Housing**

Office staff read a message from Jesse Smith at the First Baptist Church. Their group has sponsored a refugee family and they are looking for a market rent unit for them, probably in April, May or June. While the Co-op does not have a long waiting list, no one has given notice either. The question for the board was whether they wanted to give priority to a refugee family.

**Moved by/Seconded by Shannon Balla/Chad Atton Adopted**

**BE IT RESOLVED THAT** the Co-op place a privately-sponsored refugee family at the top of the market waiting list should a unit become available.

Judith Taylor voted against the motion.

**10. Management Contract Update**

Shannon Balla proposed that half of the next board meeting be in-camera and devoted to the management contract issue.

**11. Timing of board meetings**

Judith Taylor indicated that she would like to receive a paper copy of the board package well enough in advance that she can read and make notes. She also proposed the meeting be every third Monday of the month so that the financial statements can be circulated well in advance.

Other directors thought paper is arriving sufficiently in time. An animated discussion ensued after which Judith Taylor left the meeting.

**12. Next meeting**

The date of the next meeting was not fixed.

The meeting ended at 9:01pm.

**CERTIFIED** to be the minutes of a meeting of the Board of Directors of Dalhousie Non-Profit Housing Co-operative Inc. held on February 8, 2016.

**Signed**

Shannon Balla, director Date

Chad Atton, Corporate Secretary Date