

## Minutes of the Board of Directors Meeting

April 9, 2015, 9am Central Time

Oakwood Terrace, Lakeside Inn and Conference Centre, Kenora

---

### Board of Directors attendance:

Brian Tucker, Director  
Charles Cirtwill, President & CEO  
Dawn Madahbee, Director  
Doug Murray, Treasurer  
George Macey, Vice Chair  
Hal McGonigal, Director  
Harley d'Entremont, Director  
J.P. Gladu, Director  
Madge Richardson, Director  
Martin Bayer, Chair (attending by teleconference)  
Pierre Bélanger, Director  
Ray Riley, Director  
Ron Arnold, Director  
Thérèse Bergeron-Hopson, Director

### Board of Directors regrets:

Gisèle Regimbal, Secretary

### Members, staff and guests in attendance:

Heidi Focht, Operations Assistant  
Jamie Lee Yawney, Operation Coordinator  
Samantha Angell, General Manager

*Martin passed over all responsibilities and powers as Chair to George for the meeting.*

#### 1. Call to order

George called the meeting to order at 9:00 am Central Time and declared that quorum existed.

#### 2. Acting secretary nomination

Re: **Motion 1**, no issues.

***Motion 1** to appoint Charles Cirtwill as acting secretary for the April 9, 2015 meeting. Moved by Ron, seconded by Dawn. CARRIED unanimously.*

#### 3. Approval of agenda

George reviewed the agenda and asked if anyone had any other items to add or change. No issues.

***Motion 2** to approve the agenda. Moved by Madge, seconded by Brian. CARRIED unanimously.*

#### 4. Declaration of any conflict of interest

None.

## Minutes of the Board of Directors Meeting

April 9, 2015, 9am Central Time

Oakwood Terrace, Lakeside Inn and Conference Centre, Kenora

### 5. Approval of the minutes

*J.P. abstained from voting on the approval of meeting minutes from the following meetings: Last 2014-2015 Board of Directors meeting on October 9, 2014, First 2014-2015 Board of Directors meeting on October 9, 2014, Board of Directors Meeting November 7, 2014 and Board of Directors Meeting December 19, 2014.*

#### a. Last 2013-2014 Board of Directors meeting on October 9, 2014.

Re: **Motion 3**, no issues.

**Motion 3** to approve the minutes from Last 2013-2014 Board of Directors meeting on October 9, 2014. Moved by Ron, seconded by Madge. **CARRIED** unanimously.

#### b. First 2014-2015 Board of Directors meeting on October 9, 2014.

Re: **Motion 4**, no issues.

**Motion 4** to approve the minutes from the First 2014-2015 Board of Directors meeting on October 9, 2014. Moved by Ray, seconded by Thérèse. **CARRIED** unanimously.

#### c. Board of Directors meeting on November 7, 2014.

Re: **Motion 5**, no issues.

**Motion 5** to approve the minutes from the Board of Directors meeting on November 7, 2014. Moved by Harley, seconded by Ron. **CARRIED** unanimously.

#### d. Board of Directors meeting on December 19, 2014.

Re: **Motion 6**, Hal asked that the individuals who attended the December 17<sup>th</sup> 2014 meeting with Lakehead University Executive Committee of the Board of Governors referenced on page 2, point 3 be recognized. It was noted that Charles Cirtwill, Madge Richardson and Thérèse Bergeron-Hopson were present at this meeting.

**Motion 6** to approve the minutes from the Board of Directors meeting on December 19, 2014. Moved by Ray, seconded by Ron. **CARRIED** unanimously.

### 6. Business arising from minutes (other otherwise on agenda)

*Pierre, Dawn, Ron, J.P. and Brian signed their Consent to Act as Director, their Conflict of Interest and their Directors Undertaking.*

*Annual Declaration of Compliance will be forward to Martin for signature.*

### 7. Governance and Nominating Committee report

George called on Harley to present the report.

Re: **Motion 7**, Harley introduced the newly elected committee Chair Dawn Madahbee and committee secretary Brian Tucker.

Harley briefed the Board on the "skills matrix" used to assess the skills mix of the current and potential directors of Northern Policy Institute. He explained to the Board that the committee has agreed to amend the heading *employment* to *sector knowledge* and to amend the sub-headings *BA* to *Bachelors*, *MA* to *Masters* and to amalgamate the other professional degrees into one column titled *Doctoral*. Harley asked the board to review their individual evaluation presented in the matrix and to bring forward any additions or corrections to Jamie Lee.



**Minutes of the Board of Directors Meeting**  
April 9, 2015, 9am Central Time  
Oakwood Terrace, Lakeside Inn and Conference Centre, Kenora

Harley mentioned if the board would like to see any other category analyzed, to please forward the request to the Governance and Nominating Committee.

**Motion 7** to accept the Governance and Nominating report as presented. Moved by Harley, seconded by Thérèse. CARRIED unanimously.

**a. Selection of new committees**

Re: **Motion 8**, no issues.

**Motion 8** that the Standing Committees of the NPI Board of Directors be constituted as follows for this year ending at the AGM in the fall 2015:

- Governance and Nominating Committee: Hal McGonigal, Harley d'Entremont, Dawn Madahbee and Brian Tucker
- Audit and Finance Committee: Ray Riley, Doug Murray, Thérèse Bergeron-Hopson, Gisèle Regimbal and J.P. Gladu
- Development Committee: Ron Arnold, Pierre Bélanger, Madge Richardson, Martin Bayer and George Macey.
- Policy Advisory Committee: Hal McGonigal, Harley d'Entremont, Dawn Madahbee, Brian Tucker, Ray Riley, Doug Murray, Thérèse Bergeron-Hopson, Gisèle Regimbal, J.P. Gladu, Ron Arnold, Pierre Bélanger, Madge Richardson, Martin Bayer and George Macey.

Moved by Harley, seconded by Ron. CARRIED unanimously.

**b. Selection of new officers**

Re: **Motion 9**, no issues.

Martin Bayer abstained from the voting on the appointment of a Board of Directors Chair.

**Motion 9** that Martin Bayer be re-appointed as Chair of the Board of Directors for another year ending at the AGM in the fall of 2015. Moved by Dawn, seconded by J.P. CARRIED unanimously.

Re: **Motion 10**, no issues.

George Macey abstained from the voting on the appointment of a Board of Directors Vice-Chair.

**Motion 10** that George Macey be re-appointed as Vice-Chair of the Board of Directors for another year ending at the AGM in the fall of 2015. Moved by Ray, seconded by Martin. CARRIED unanimously.

Re: **Motion 11**, no issues.

Doug Murray abstained from the voting on the appointment of a Board of Directors Treasurer.

**Motion 11** that Doug Murray be re-appointed as Treasurer of NPI for another year ending at the AGM in the fall of 2015. Moved by Harley, seconded by Ray. CARRIED unanimously.



**Minutes of the Board of Directors Meeting**  
April 9, 2015, 9am Central Time  
Oakwood Terrace, Lakeside Inn and Conference Centre, Kenora

Re: **Motion 12**, no issues

*Thérèse Bergeron-Hopson abstained from voting on the appointment of a second Board of Directors Vice-Chair. .*

**Motion 12** that *Thérèse Bergeron-Hopson be appointed as Vice Chair of the Board of Directors for this year ending at the AGM in the fall of 2015. Moved by Harley, seconded by Ray. CARRIED unanimously.*

*Thérèse signed her Consent to Act as Vice Chair.*

**8. Audit and Finance Committee Report**

George called on Ray to present the report.

**Proposed revision to budget for years' three to five**

Ray called on Doug to represent the revised budget.

Re: **Motion 13**, Charles informed the Board that if they approve the revised budget for years' three to five, it will then be presented to NOHFC for final approval. No issues.

**Motion 13** to approve revisions as presented to the five year budget for years three to five. Moved by Ray, seconded by Harley. CARRIED unanimously.

Re: **Motion 14**, J.P. asked if the committee report going forward could state the date the committee last met. Board agreed.

**Motion 14** to accept the Audit and Finance Committee report as presented. Moved by Ray, seconded by Hal. CARRIED unanimously.

**9. Development Committee Report**

George called on Madge to present the report.

Re: **Motion 15**, after a short discussion the board agreed that the NPI staff and the Development Committee will prepare a draft 2019-2023 Business plan and a draft plan to achieve NOHFC acceptance for extending NPI core funding period. Both documents will be presented at the next board meeting for approval.

**Motion 15** that the NPI staff and the Development Committee prepare a draft 5 year plan for another five year term of funding for NPI from NOHFC. That the Committee also develop an associated plan to maximized the potential that NOHFC will respond favourably to that request. Both of these documents to be presented to the Board for review at the next regular Directors' meeting. Moved by Madge, seconded by Ron. CARRIED unanimously.

Re: **Motion 16**, no issues.

**Motion 16** to accept the Development Committee report as presented. Moved by Madge, seconded Ray. CARRIED unanimously.



**Minutes of the Board of Directors Meeting**  
April 9, 2015, 9am Central Time  
Oakwood Terrace, Lakeside Inn and Conference Centre, Kenora

**10. Progress report from President & CEO**

George called on Charles to present the report.

Charles reminded the Board they have the opportunity to write a 600-800 word blog on a specific issue facing the north. If approved, blogs will be published by NPI. Charles recommended the Directors reach out to NPI if they require more information on the procedure for writing blogs.

**11. Other Business**

**a. Review of Annual Report 2013-2014**

Re: **Motion 17**, Martin agreed to review "the message from the chair" and will notify NPI in a couple days if there are any amendments to be made.

**Motion 17** to approve Northern Policy Institute Annual Report 2013-2014 as presented. Moved by Harley, seconded by J.P. CARRIED unanimously.

**b. Review of future meeting dates**

Re: **Motion 18**, Board agreed to keep the next two regular scheduled board meeting as is, and to start the new schedule as presented starting in 2016.

**Motion 18** to approve the new meeting schedule as presented starting at the February 11, 2016 Board meeting. Moved by Dawn, seconded by Madge. CARRIED unanimously.

**c. Discussion of future meeting locations**

Re: **Motion 19**, Pierre recommended that NPI remind the Board before each in-person meeting of their goals and responsibilities as directors to engage with the organizations and stakeholders while visiting municipalities. Board agreed.

**Motion 19** to continue with the current plan of holding in-person board meetings throughout all Northern Ontario. Moved by Ron, seconded by Madge. CARRIED unanimously.

**d. Appreciation**

**Motion 20** to thank Heidi, Samantha and Jamie Lee for all of their assistance planning April 9, 2015 Board meeting. Moved by Ray, seconded by Brian. CARRIED unanimously.

**Motion 21** to thank the city of Kenora and Kenora district for hosting our Board meeting and community visit. Moved by Thérèse, seconded by Ron. CARRIED unanimously.

**12. Adjourn Meeting**

**Motion 22** to adjourn the meeting. Moved by Madge, seconded by Brian. CARRIED unanimously.

Meeting adjourned at 11:43 AM Central Time.

  
George Macey  
Acting Chair

**NORTHERN** | INSTITUT DES POLITIQUES  
POLICY INSTITUTE | DU NORD

  
Charles Cirtwill  
Acting Secretary

Page 5 of 5

