

## Minutes of the Board of Directors Meeting

July 9, 2015, 10AM Eastern Time

Teleconference

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### Board of Directors attendance:

Charles Cirtwill, President & CEO  
Dawn Madahbee, Director  
Doug Murray, Treasurer  
George Macey, Vice-Chair  
Hal McGonigal, Director  
Harley d'Entremont, Director  
Madge Richardson, Director  
Martin Bayer, Chair  
Ray Riley, Director  
Thérèse Bergeron-Hopson, Vice-Chair

### Board of Directors regrets:

J.P. Gladu, Director  
Brian Tucker, Director  
Pierre Bélanger, Director  
Ron Arnold, Director  
Dominic Giroux, Director

### Members, staff and guests in attendance:

Jamie Lee Yawney, Operations Coordinator  
Kristen Spithoff, Senior Manager, BDO Canada LLP

#### 1. Call to order

Thérèse called the meeting to order at 10:04AM Eastern Time and declared that quorum existed.

#### 2. Acting secretary nomination

*BOD2015-001 The Board of Directors hereby appoint George Macey as acting secretary for the July 9<sup>th</sup> 2015 meeting.*

*Moved by: Hal McGonigal.*

*Seconded by: Harley d'Entremont.*

*Carried.*

#### 3. Approval of Agenda

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

*BOD2015-002 The Board of Directors hereby approve the agenda.*

*Moved by: Dawn Madahbee.*

*Seconded by: Hal McGonigal.*

*Carried.*



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**4. Declaration of any conflict of interest**

None.

**5. Approval of minutes of April 9<sup>th</sup> 2015 meeting**

**BOD2015-003** *The Board of Directors hereby approve the minutes from the April 9<sup>th</sup> 2015 Board of Directors meeting.*

*Moved by: Dawn Madahbee.*

*Seconded by: Ray Riley.*

*Carried.*

**6. Business arising from minutes (no otherwise on agenda)**

Charles mentioned that the committee reports going forward will include past committee meeting dates.

**7. Governance and Nominating Committee report**

Thérèse called on Dawn to present the report.

**a. Nomination of director to replace Florence Bailey**

Re: **BOD2015-004** Ray wondered who was on the standing list of nominees for the Board of Directors.

Charles explained that the list is presented to the board quarterly at each meeting and that the current list would be sent to the Board after today's meeting. Charles mentioned that Northern Policy Institute will continue to reach out annually to the Board to seek new nominations.

**BOD2015-004** *The Board of Directors hereby recommends the nomination of Terry Burse for appointment to the Board to fill the vacancy created by the resignation of Florence Bailey*

*Moved by: Harley d'Entremont.*

*Seconded by: Ray Riley.*

*Carried.*

**b. Nomination of directors terms ending at AGM 2015**

**BOD2015-005** *The Board of Directors hereby recommends the nomination of Thérèse Bergeron-Hopson, George Macey, Hal McGonigal, Pierre Bélanger and Brian Tucker to three (3) year terms as Northern Policy Institute Directors, expiring at the 5<sup>th</sup> AGM in 2018.*

*Moved by: Dawn Madahbee.*

*Seconded by: Ray Riley.*

*Carried.*

**c. Nomination of secretary to replace Gisèle Regimbal**

**BOD2015-006** *The Board of Directors hereby appoint George Macey as secretary of the Board ending at the next AGM.*

*Moved by: Hal McGonigal.*

*Seconded by: Dawn Madahbee.*

*Carried.*



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**d. Nomination of Alex Freedman to the Audit and Finance Committee**

**BOD2015-007** The Board of Directors hereby appoint Alex Freedman to the Audit and Finance Committee effective August 31<sup>st</sup>, 2015.

Moved by: Ray Riley.

Seconded by: Harley d'Entremont.

Carried.

**BOD2015-008** The Board of Directors hereby accept the Governance and Nominating report as presented.

Moved by: Dawn Madahbee.

Seconded by: Harley d'Entremont .

Carried.

**8. Audit and Finance committee report**

Thérèse called on Ray to present the report.

*Kristen Spithoff, Senior Manager at BDO joined the meeting at 10:18AM Eastern time.*

Re: **BOD2015-009**, Kristen walked the Board of the Directors through the 2014-2015 Audited Financial Statements, letter to the Board of Directors and the letter to management. Kristen congratulated Northern Policy Institute on a successful clean audit and explained to the Board there were no recommendations for management. Charles thanked BDO for all their hard work and co-operation throughout the Audit.

**BOD2015-009** The Board of Directors hereby accept the 2014-2015 Audited Financial Statement prepared by BDO as presented.

Moved by: Dawn Madahbee.

Seconded by Ray Riley.

Carried.

**BOD2015-010** The Board of Directors hereby accept the Audit and Finance Committee report as presented.

Moved by: Ray Riley.

Seconded by: Hal McGonigal.

Carried.

*Kristen Spithoff left the meeting at 10:40AM Eastern time.*

**9. Development committee report**

*Director Madge Richardson joined the meeting at 10:41AM Eastern Time.*

Thérèse called on Madge to present the report

Re: **BOD2015-011**, Madge walked the Board through the proposed marketing plan to pursue a a second five-year grant from NOHFC. Charles emphasized to the board that the executive committee will be carrying a large amount of responsibility in executing the proposed plan. Board had no issues.



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**BOD2015-011** *The Board of Directors hereby accept the proposed marketing plan to pursue a second five-year grant from the NOHFC as presented.*

*Moved by: Madge Richardson*

*Seconded by: Ray Riley*

*Carried.*

**BOD2015-012** *The Board of Directors hereby accept the Development Committee report as presented.*

*Moved by: Madge Richardson*

*Seconded: Hal McGonigal*

*Carried.*

**10. Northern Policy Institute progress report**

Thérèse called on Charles to present the report.

Charles walked the Board briefly through the Institute's progress report for quarter four of the fiscal 2014-2015 year and quarter one of the fiscal 2015-2016 year. Charles highlighted Northern Policy Institute's new policy analyst Dr. Mike Commito. He also mentioned that the pool of applicants for Northern Policy Institute 2015 summer internship program were very strong again this year. Charles explained that the Institute is committed to building capacity in the North and that this year the Institute has hired three interns in Sudbury, three interns in Thunder Bay and two interns in Sault Ste Marie. He also mentioned that a ninth intern will be joining the Sudbury team in August for a two month placement while the individual finish their master program.

**a. 2014-2015 Annual Report**

Re: **BOD2015-013** Charles walked the Board through the 2014-2015 Annual Report and noted more photographs will be added to the report from the April 2015 Board meeting in Kenora. Charles highlighted the Public Servant in Residence portion of the report and thanked Laurentian University for assigning Rick Millette to the Institute for one year through the residency program. Charles asked the Board to review the contribution page (page 34) to ensure that all the organizations who have assisted, partnered or supported the Institute were all included.

**BOD2015-013** *The Board of Directors hereby approves Northern Policy Institute Annual Report 2014-2015 as presented.*

*Moved by: Madge Richardson.*

*Seconded by: Harley d'Entremont.*

*Carried.*

*Chair Martin Bayer joined the meeting at 10:40AM Eastern time and asked that Thérèse continue as acting chair for the remainder of the meeting.*

**b. 2019-2024 Business Plan**

Charles explained that the strategic direction set out in the first five-year plan approved by the 2013-2014 Board of Directors has guided the Institute in the right direction. He mentioned that organizations have commended the Institute for its success thus far. Charles mentioned the year five deliverables in the first five year plan were used to set the deliverables for years seven to twelve. Charles explained that the year five level of deliverables were sustainable and achievable goals for the Institute.

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Dawn asked whether the Institute will provide an opportunity for others to contribute their input into its research priorities. Charles explained that the Institute uses a number platforms to collect public input; social media, Northern Policy Institute website, annual calls for blogs, op-eds and papers, and Northern Policy Institute events.

Hal asked if there was a distribution plan for the 2019-2024 Business Plan. Charles explained that once the Board and then NOHFC approves a plan, it will then be distributed throughout Northern Ontario at the end of year five or the beginning of year six of the Institute's existence.

Martin recommended that the 2019-2024 Business Plan include a more robust description on how the Institute will improve measurement in Northern Ontario. After a short discussion, the board agreed to postpone the acceptance of the 2019-2024 Business Plan as Martin and Charles adjust the language.

### 11. Other Business

Martin recommended that the Northern Policy Institute paper *Federal Economic Agenda for Ontario* be pushed out again to the public as the next federal election draws near. Charles agreed with Martin and mentioned that his last Northern Ontario Business column "*Northern voices can indeed be heard*" spoke about the piece and that Northern Policy Institute has a supplemental report *Northern Ontario Federal Economic Agenda* near completion. Once the piece is published he explained how both papers will be distributed to all candidates throughout Northern Ontario and to the party leaders. Charles also mentioned the Institute will continue to mention the key issues stated in the pieces on social media, op-eds etc. until the election.

Dawn asked whether the Northern Policy Institute had process to verify facts in its research papers. Charles explained that Northern Policy Institute papers are reviewed both internally and externally. Charles agreed to provide Dawn a more detailed outline of the Institute's paper steps.

Hal asked whether the Institute accumulates all the comments from the public after a paper is published. Charles explained that the Institute does a social media and media impact report after every publication and that the Institute takes all of the collected comments and feeds them into the review process.

### 12. Reminder upcoming meeting dates

Charles reminded the Board that the next board meeting will be **October 8<sup>th</sup> 2015** in Timmins.

### 13. Adjourn Board Meeting

**BOD2015-014** The Board of Directors hereby adjourn the meeting.

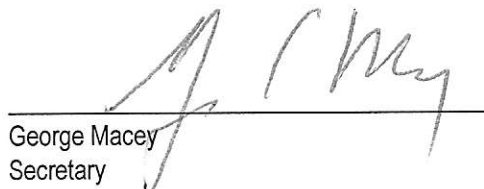
Moved by: Dawn Madahbee.

Seconded by: Doug Murray.

Carried.



Thérèse Bergeron-Hopson  
Acting Chair



George Macey  
Secretary

