

Minutes of the Development Committee Meeting

April 13th 2017, 14:00 Eastern Time
Teleconference

Committee member attendance

Pierre Bélanger, chair
Terry Bursey, secretary
Alex Freedman, member
Gerry Munt, member

Staff and guest in attendance

Charles Cirtwill, President & CEO
Samantha Angell, Senior advisor to the President & CEO
Jamie Lee Yawney, Operations Coordinator

1. Call to order

Charles called the meeting to order at 14:01 and declared that quorum existed.

2. Approve agenda

DC2017-001 *The Development Committee hereby approves the agenda.*

Moved by: Alex Freedman.

Seconded by: Gerry Munt.

Carried.

3. Nomination of a Committee Chair

DC2017-002 *The Development Committee hereby nominates Pierre Bélanger as Chair of the Committee.*

Moved by: Terry Bursey.

Seconded by: Alex Freedman.

Carried.

4. Nomination of a Committee Secretary

DC2017-003 *The Development Committee hereby nominates Terry Bursey as Secretary of the Committee.*

Moved by: Alex Freedman.

Seconded by: Pierre Bélanger.

Carried.

5. Review of Committees roles and responsibilities

Charles reviewed what the past committee accomplished and presented the draft work plan for 2016-2017. Terry asked if they could be provided a target list of donors. Charles mentioned that they could be given that going forward.

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DC2017-004 *The Development Committee here by approves the committees 2016-2017 work plan as presented.*

Moved by: Gerry Munt.

Seconded by: Terry Bursey.

Carried.

6. Development plan progress report

Charles reviewed the Institute development progress from November 2016 to March 2017. He pointed out that community partners' donations are above target, in kind is projected to increase with the 2017 summer placement and the Institute is on target for asking for its second funding grant from Northern Ontario Heritage Fund Corporation (NOHFC). No issues.

7. Update on partnerships

Charles gave a brief update on the Institute partnerships with Timmins Economic Development Corporation (TEDC), Rural Ontario Institute (ROI), Thunder Bay Local Employment Planning Council (LEPC) and Federation of Northern Ontario Municipalities (FONOM). No issues.

8. Discussion of committee report to the full board/any needed supporting material that should be attached to it.

The Committee agreed to include all the slides in the development plan progress report.

9. Reminder of upcoming meeting dates.

Alex mentioned that he has a scheduling conflict and won't be able to attend the July 13th 2017 meeting. No issues.

10. Other business

None.

11. Adjourn meeting

DC2016-005 *The Development Committee hereby adjourns the meeting.*

Moved by: Alex Freedman.

Seconded by: Terry Bursey.

Carried.

Meeting adjourned at 14:35 Eastern Time.