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

 **Board of Directors Meeting 16 December 2013**

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

**Present:** Nancy Prevost-Segbe, Krishna Bera, Roy Pommainville, Guillermo Camacho, Ann-Marie McDermott, Ladi Emmanuel, Luc-Anne Salm

Regrets: Paula JeanLouis

**Others:** Penelope Winter

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The meeting was called to order at 7:16 pm. Krishna Bera chaired the meeting. Penelope Winter took the minutes. Quorum was established with seven directors present. There were no conflicts of interest declared.

1. **Adoption of the agenda**

**Moved by/Seconded by Roy Pommainville/Nancy Prevost-Segbe Adopted**

**BE IT RESOLVED THAT** the agenda be approved as circulated.

1. **Minutes of December 2, 2013**

**Moved by/Seconded by Nancy Prevost-Segbe/Roy Pommainville Adopted**

**BE IT RESOLVED THAT** the minutes of December 2, 2013.

1. **Business Arising Chart**

The board reviewed the Business Arising Chart.

1. **Monthly Financial statements for November 30, 2013**

Directors indicated that the financial statements are complex and hard to understand. Now that the Co-op office has a scanner, an electronic copy of the statements will be send in advance with the board package. Office staff highlighted a couple of points in the notes to the financial statements (deficit due to maintenance at Primrose I and Cambridge I).

1. **300 Cambridge Unit Turnover Repairs**

Office staff presented the three quotes for work in Apt. 101, 300 Cambridge.

**Moved by/Seconded by Nancy Prevost-Segbe/Guillermo Camacho Adopted**

**BE IT RESOLVED THAT** the Co-op hire Dan Brown for a sum of $1,901.40 to get Apt. 101 ready for the next member.

1. **Parking**

The board agreed to postpone the discussion on parking until January.

1. **Cleaning at Cambridge II–**

The board reviewed the situation (members being asked to pay $10 cash so that a cleaner can be hired for the common areas). Directors had questions about how the decision was made, why the cluster’s maintenance budget was not paying for this, who was collecting the money, how the cleaner was chosen. Directors present wanted any money from members to go through the Co-op’s bank account and preferred the cleaner to be paid by Co-op cheque (does the contractor has WSIB coverage?). The board agreed to discuss the issue further at a meeting where the board member from the cluster could answer questions.

1. **Zoning by-law amendment for Cambridge/Bronson side**

Laurier cluster had not yet produced a draft response, so it was agreed that nothing could be sent on co-op letterhead. Members at Laurier who wish to submit something can do so as individual residents in the area to be affected by the development.

1. **Transitway detour**

Several members attended a public meeting recently. Unfortunately, there is not really anything that can be done and the next couple of years while the LRT is under construction could be quite disruptive.

1. **Emergency procedure –**

Office staff handed out the letter sent to members along with the list of emergency reps. There was some concern expressed about at least one rep, although directors from that cluster accepted that they needed to call a cluster meeting to change the rep if they had concerns.

**Moved by/Seconded by Ladi Emmanuel/Roy Pommainville Adopted**

**BE IT RESOLVED THAT** the list of emergency reps and procedures for the holidays be approved.

1. **Key Control Agreement**

Office staff presented the Key Control Agreement the Co-op is asking all emergency reps to sign. Board members also reinforced the message that if it is necessary to enter a unit when no one is there, that the emergency rep should have a second person with them to act as a witness should there be questions afterwards.

1. **Next Meeting**

The next meeting will be on January 13, 2014.

The meeting was adjourned at 9:12pm.

**CERTIFIED** to be the minutes of a meeting of the Board of Directors of Dalhousie Non-Profit Housing Co-operative Inc. held on December 16, 2013.

**Signed**

Nancy Prevost-Segbe, Vice-President Date

Krishna Bera, Corporate Secretary Date