

GREATER MONCTON ASSOCIATION FOR COMMUNITY LIVING  
Board of Directors Monthly Meeting  
GMACL Board Room, St. Bernard's Church, Rectory  
16 December 2009, 6:00 pm

MINUTES:

PRESENT: Terry MacTavish-Hawkes, Pat Crawford, Kate Cober,  
Lucas Cober, Angela Hare, Pascale LeBrasseur, Stephane Amirault,  
Connie Melanson-Savoy – Executive Director,  
Normand Robichaud, Pre-Employment Facilitator

REGRETS: Chris Moore, Lois-Anne MacGregor, Cheryl LeBlanc, Mike Ogden, Ken  
Stevens

GUESTS: None

1. CALL TO ORDER/WELCOME:

Terry MacTavish-Hawkes, President, called the meeting to order at 6:05 pm. An orientation manual was delivered to each member of the board. Confidentiality forms were signed by all in attendance.

2. MINUTES of 29 September 2009:

It was noted that the minutes for the meeting had been distributed via email, and if anyone did not have a copy, a copy would be made for them at this time.

On a motion/seconded Lucas Cober / Kate Cober “to approve the minutes as presented.”  
Motion Carried

3. AGENDA:

Terry asked for a motion to approve the Agenda as presented.

On a motion/seconded Pascale LeBrasseur / Kate Cober “to approve Agenda as presented.”

Motion Carried

4. BUSINESS ARISING:

**Orientation Package** – An orientation package was handed out to each member of the board. Confidentiality forms were signed by all those in attendance. Forms were then given to Connie for safekeeping. There will be a file made labeled Board of Directors, where these forms will be kept on file.

Terry briefly went through the orientation package, and discussed some areas that needed to be retyped. Pat offered to retype the orientation package. Terry suggested that Section 5 - Constitutional Bylaws be typed first, then Section 6 – Contacts.

**Emergency Cell Phone** – This was discussed by all present. Connie had looked into this and came up with a plan that was fairly inexpensive but somewhat limited. (\$20.00 per month for around 50 minutes.) It was suggested that someone look into getting a Rogers

GREATER MONCTON ASSOCIATION FOR COMMUNITY LIVING  
Board of Directors Monthly Meeting  
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16 December 2009, 6:00 pm

phone with the My 5 package. Terry has committed to getting information on this for the next meeting.

**Family Information** - Terry requested that we try to make a breakdown of how many families we are working with in each region.

**Christmas Bonus** – Christmas bonus for Connie Melanson-Savoy unanimously approved for the amount of Five-Hundred Dollars.

**Bonus for Summer Student** - Bonus for summer student Courtney Phillips was discussed. The bonus for Courtney (Connie had suggested between \$100 – \$200) was discussed by the management committee in the spring, and that the rest of the board had not been aware of this discussion. The board was brought up to date and supporting information was provided by Connie and Normand. Terry suggested the amount of \$150.00. On a motion / seconded by Lucas Cober / Kate Cober “to give Courtney Phillips a \$150.00 bonus - 4 years, 1 year - Bonus approved.

Motion Carried

5. OTHER REPORTS (FLEX REPORT):

Normand stated that although he had recently taken a forced two week vacation, two individuals were able to acquire employment. On 6 November 2009 they started Custodial Service Program. It is going well, although there are a few concerns. More and more tasks seem to be added to the job requirements. Normand has requested a meeting with the Business in January.

Normand and Connie are currently supporting individuals in two separate formal human rights complaints. These are moving along slowly.

Normand took several members of People First to Bouctouche where they participated-as extras for a television show for the day, as part of developing employment skills. Normand reported it was a productive and positive experience for all.

Normand continues to have some success providing Pre Employment Supports for individuals.

6. FINANCIAL REPORT:

Chris was not in attendance at this meeting. Terry stated that the Financial Review for 2008/2009 Fiscal year ending in March will be coming up soon. Chris is in the process of reconciling all cheques month to month, for the past year.

**Move to electronic bookkeeping.** Terry advised that Chris is using Excel to track information, it is a long process, and there are questions whether keeping the books by hand may not be better in the interest of the association. Balances have been reconciled up to end of November 2009.

GREATER MONCTON ASSOCIATION FOR COMMUNITY LIVING  
Board of Directors Monthly Meeting  
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16 December 2009, 6:00 pm

Terry suggested it may be worthwhile to talk to the accountant to get more detailed information on yearly reviews and process and cost. Terry is emailing Chris regarding this. Terry will also make some inquiries to "ABU" regarding bookkeeping projects for students.

SEED MONEY - Connie advised that not all SEED money is in yet, there is still approximately \$3,000.00 yet to come in. Connie continues to follow up with DEPTL on this.

7. DIRECTOR'S REPORT:

Connie provided a brief overview of the activities of GMACL for the new Board members:

Circle of Friends - Connie advised that with all the meetings she has to attend at the schools not all the requested Circle of Friends program are up and running yet.

PATH's - Have facilitated 300 - 400 in the past four years or so. Normand and Connie are both trained as PATH "Trainers" also.

GMACL has received 5 new referrals from the last Human Rights public presentation in Moncton. District 2 still has not scheduled the Human Rights presentation on 'Accommodating Students with Disabilities in School' to the District Education Council, (DEC), as of this date.

CALP - name has been changed to CALC - Canadian Adult Literacy Center. GMACL has one of the longest running CALC in the Moncton are. (more than 13 years). Karen Wagg is the adult teacher and presently there are approximately 18 adults in the program.

Fundraising - Connie recommended the Board fundraising committee move on contacting Lounsbury as the sponsor for the FUN Challenge event now, to ensure sponsorship will be in place. Trees Wrap Up - Approximately \$32,000 - \$33,000 raised. Expenses for the Trees event were approximately \$5,000.

Supported Living - LTC Program (Long Term Care Program) - GMACL is currently supporting three individuals in places/apartments of their own. One self advocate just celebrated his one year anniversary in his own place.

Connie indicated that she sits on a number of other boards.

Accumulated Time - Connie reported she has 38 vacation days (she took 10 days vacation pay in November 2009) and 81 sick days, and more than 4760 accumulated overtime hours. She will be using some overtime during the holidays to decrease this to approximately 4695 hours).

Opportunities Grant - Connie interviewed someone today referred through CCRW, who is interested in returning to the workforce and may be interested in working at GMACL.

GREATER MONCTON ASSOCIATION FOR COMMUNITY LIVING  
Board of Directors Monthly Meeting  
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16 December 2009, 6:00 pm

Some funding may be available through the Federal government. Connie will follow up with CCRW.

Charitable Status – The Association's deadline for their Charity return has been extended to 25 January 2010.

8. COMMITTEE UPDATES:

Fundraising – TREES Event – Expecting to have the final totals in by tomorrow.

Fundraising – Working on a fundraiser with the Running Room. 10K run.

Management Committee – Looking at developing policies .

9. NEW BUSINESS:

Prep for the Fun Challenge and the Running Room Fundraiser to begin soon. Connie emailed a copy of "Annual Fundraising Tentative Planning Time Frame Schedule" (color coded) to all board members.

The Board briefly discussed the cancellation of the Times & Transcript's education article (written by Mary Laltoo). It was discussed that a letter to the editor be submitted by the Board regarding concerns with the cancellation of this column. This will be written by the President, with input from Board.

Next Meeting – To be announced at a later time.

On a motion by Lucas, the meeting was adjourned at 8:11 p.m.

Respectfully submitted by,  
Pat Crawford  
Secretary

Official Minutes

Signature: \_\_\_\_\_  
Terry MacTavish-Hawkes, President

Signature: \_\_\_\_\_  
CA Melanson-Savoy, Executive Director