



## FOUNDATION BOARD MEETING

### MINUTES

The regular meeting of the Foundation Board of Fairhaven was held on September 19, 2018 at 12:25 p.m. in the Boardroom at Fairhaven.

#### ATTENDANCE

##### Members

|                         |                          |         |
|-------------------------|--------------------------|---------|
| Phil Aldrich, Chair     | Community Representative | Present |
| Chris White, Vice-Chair | Community Representative | Present |
| Keith Riel              | Committee of Management  | Present |
| Joe Sullivan            | Resident Advisor         | Present |

##### Staff

|               |                     |         |
|---------------|---------------------|---------|
| Lionel Towns  | Executive Director  | Present |
| Jennifer Baro | Executive Assistant | Regrets |
| Carolyn Jones | Finance Manager     | Present |

##### Guest Speaker

## 1.0 Approval of Agenda

Moved by C. White, seconded by J. Sullivan,

**“THAT the Agenda of September 19, 2018 BE APPROVED.”**

Carried

## 2.0 Declaration of Pecuniary Interest

There were no Disclosures of Interest

## 3.0 Approval of Minutes

Moved by K. Riel, seconded by J. Sullivan,

**“THAT the Minutes of May 15, 2018 BE APPROVED.”**

Carried

## 4.0 Finance Reports

### 4.1 Finance Manager

**Report # 2018-FIN 07**

**Report for July 2018 Financial Results**

Moved by J. Sullivan, seconded by K. Riel,

**“THAT this report be RECEIVED for information.”**

Carried

### 4.2 Finance Manager

**Report # 2018-FIN 08**

**Restricted Donation revenue and Details of Restricted Fund**

Moved by C. White, seconded by J. Sullivan,

**“THAT this report be RECEIVED for information.”**

Carried

## 5.0 Staff Reports

**5.1 Executive Assistant  
Report # 2018-EA 03  
Report from Fairhaven Foundation**

Moved by K. Riel, seconded by C. White,

**“THAT this report be RECEIVED for information.”**

Carried

**5.2 Human Resources Generalist  
H&S # 2018- H&S 03  
Health & Safety Report**

Moved by J. Sullivan, seconded by K. Riel,

**“THAT Report # 2018 H&S 03 Health & Safety Report BE RECEIVED.”**

Carried

**6.0 Governance**

No items to report on.

**7.0 Member Reports on Community Issues Related to Fairhaven**

No items to report on.

**8.0 Items for Information**

8.1 Newsletter Home Happenings

8.2 Newspaper Articles of Interest

8.3 Thank You Letters

**9.0 Adjournment**

Moved by J. Sullivan, seconded by C. White,

**“THAT There being no further business, the meeting be ADJOURNED at 1:00 p.m.”**

Carried

**Next Meeting:**

The next meeting of the Fairhaven Foundation Board is **December 18, 2018** in the Boardroom at **12:00 p.m.**

\_\_\_\_\_  
Foundation President

\_\_\_\_\_  
Executive Director

Approved as Presented

Approved with Corrections