



**NSREC BOARD OF DIRECTORS
RECORD OF DECISIONS
September 6, 2018**

PRESENT: Chairperson Gary Morse
Vice Chairperson Mary MacDonald
Board Members: Carol Beal
Susan Green
Bill MacAvoy
Gary Mailman
Nancy McGrath
Bill McMullin
Linda Smardon
Clinton Wilkins
Brad Chisholm, Registrar

REGRETS: N/A

STAFF: Peggy Kell (recorder)

The following represents a record of decisions of this meeting.

AGENDA

Call to Order
Approval of the Agenda

CONSENT AGENDA

1. Approval of minutes June 6, 2018
2. Approval of June 6, 2018 record of decisions
3. Registrar's report

CHAIR'S REPORT

BUSINESS ARISING FROM THE MINUTES

None.

COMMITTEE REPORTS

1. Finance Committee Chair's Report
2. Complaints Review Committee Chair's Report
3. Discipline Committee Chair's Report
4. Forms Committee Chair's Report
5. Licensing Committee Chair's Report
6. Commercial Committee Chair's Report
7. Operational Plan
8. Bylaw Task Force Report

AJOURNMENT

CALL TO ORDER:

G. Morse, Chair, called the meeting to order at 11:09 a.m.

APPROVAL OF THE AGENDA

An update to the mandatory course and a report the facilitated session were added to the agenda.

MOVED by G. Mailman and seconded

THAT the updated agenda be approved.

MOTION PUT AND PASSED UNANIMOUSLY.

CONSENT AGENDA

1. Approval of minutes of the meeting of June 6
2. The Record of Decisions of June 6
3. Registrar Report

MOVED by M. MacDonald and seconded

THAT the minutes provided to the board will provide summary of board discussions and that a record of decisions will be made publicly available.

MOTION PUT AND PASSED UNANIMOUSLY.

4. REGISTRAR'S REPORT

Registrar B. Chisholm stated he had nothing to add to his report.

MOVED by M. MacDonald and seconded

THAT the Registrar's Report be approved.

MOTION PUT AND PASSED UNANIMOUSLY.

5. CHAIR'S REPORT

G. Morse said the Forms Committee will present the APS for new construction at the December Board meeting. The mandatory course regarding the new Audit Program is in progress. The pilot is on Sept. 15th.

MOVED by M. MacDonald and seconded

THAT the Chair's Report be approved.

MOTION PUT AND PASSED UNANIMOUSLY.

6. FINANCE COMMITTEE REPORT

B. MacAvoy asked the board to look at the financial reports. There was virtually no deviation from expense and revenue sides in terms of being material. There were some expenses at the start of the year that will spread out through the budget year. The only variation is in the revenue side, which is down slightly.

MOVED by B. MacAvoy and seconded

THAT the Finance Committee Report be approved.

MOTION PUT AND PASSED UNANIMOUSLY.

7. COMPLAINTS REVIEW COMMITTEE

M. MacDonald said the committee met by conference call yesterday. The compliance department is back to a full complement of staff and investigation timelines are in good shape. April had the highest number of complaints.

MOVED BY M. MacDonald and seconded

THAT the Complaints Review Report be approved.

MOTION PUT AND PASSED UNANIMOUSLY.

8. DISCIPLINE COMMITTEE REPORT

B. McMullin said the only item he had to report was that a lawyer has volunteered to sit on the Discipline Committee.

9. FORMS COMMITTEE

G. Morse said he gave an update on the forms report during his chair's report.

10. LICENSING COMMITTEE

G. Mailman reported that the committee reviewed two requests for exemptions and discussed holding a radon course.

MOVED by G. Mailman and seconded

THAT the Licensing Committee Report be accepted.

MOTION PUT AND PASSED UNANIMOUSLY.

11. COMMERCIAL COMMITTEE

B. MacAvoy reported that the Commercial Committee is planning to meet in the next couple of months.

12. OPERATIONAL PLAN

G. Morse reported that B. Chisholm worked with staff to prepare an operation plan to support the strategic plan.

The board discussed the Education Taskforce recommendations regarding the delivery of education.

MOVED by L. Smardon and seconded

TO establish the [education] committee and start the search for a new staff resource.

MOTION PUT AND PASSED UNANIMOUSLY.

The board then discussed the operational plan.

MOVED by G. Mailman and seconded

THAT the operational plan be approved.

MOTION PUT AND PASSED UNANIMOUSLY.

13. BYLAW TASKFORCE

L. Smardon reported that the taskforce has met three times.

14. NEXT MEETING

December 6 at 11:00am.

15. ADJOURNMENT

The Chair adjourned the meeting at 1:33pm.