



**North West River  
Inuit Community Corporation**

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Regular Board Meeting

**Minutes**

7:00 pm

January 10<sup>th</sup>, 2008

Town of North West River

Council Chambers

**Present:**

Ed Tuttauk – Chair

Winnie Montague – Director

Emily Powell – Director

Keith Watts – Director

Katherine Baikie-Pottle – Treasurer

**Regrets:** Kay Russell – Co-Chair

**Observer:** Mina Campbell- Hibbs

The Meeting was called to order by Chair, Ed Tuttauk, at 7:00 pm

The Agenda was presented:

**MOTION to accept agenda as presented:** Keith Watts

2<sup>nd</sup>

Winnie Montague

**Carried**

The Minutes of July 2<sup>nd</sup> 2007 could not be found and, therefore, not available for discussion and adoption. Mina Campbell-Hibbs, past Chair, informed the Board that they might be on Waylon Williams' computer.

**ACTION:** Ed is to contact Waylon Williams and retrieve the minutes so that they can be adopted at the next meeting.

The Minutes of November 14<sup>th</sup> 2007, written by the Treasurer, was presented for review.

**MOTION to accept November 14<sup>th</sup> 2007 minutes:**

2<sup>nd</sup>

Winnie Montague

Emily Powell

**Carried**

**Business Arising:** Filling the vacant seat of Secretary. There was discussion on combining the Secretary /Treasurer, but it was felt that the Secretaries position is very important to the Board and Chair. Katherine advised that a couple of people have expressed interest.

Nominations for Secretary will be done at the upcoming AGM.

Katherine asked if Mina was present to do the swearing in of the Chair. Ed advised that it had already been done. According to the Elections Act, the new Chairperson has to take an oath of office within 2 weeks of the election. This can be done by the out-going Chair, the Elections Officer, or other persons authorized to take oaths. A Justice of the Peace had to do the swearing in and Ernie McLean conducted it on Friday, January 4<sup>th</sup> 2008.

Ed inquired about having a YOUTH as Secretary, but it was felt that the position would be a demanding role. Youth would be encouraged to attend meetings so that could understand the process. Because the Corporation is limited to seven (7) board members (including the Chair) there would be no opportunity for a youth to sit on the board now, but this would be considered in the future.

**Bank Signing Officer:** Ed advised that he has been in contact with the Bank of Montreal and all the paper work, for him to be one of the three (3) signing officers should be here in a few days.

**Finances:** Katherine asked if Sharon would be coming to the meeting to present a Financial Report. The Board was informed that she could not make this meeting. There was a lot of discussion around the Board needing to know exactly where we were financially. Katherine expressed concern that the Board has to present quarterly reports to the Nunatsiavut Government. She was advised by Wyman Jacque that quarterly reports are expected in order to get the next flow of money. Everyone agreed that reports are expected for audit purposes, when receiving money, regardless of the dollars spent.

**ACTION:** Sharon Campbell, Ed Tuttauik and Katherine Baikie-Pottle to meet next week to go over the finances and construct a report.

**ACTION:** Ed was asked to meet with Wyman and/or Max Winters to see there is a report template that the board can follow.

The Financial contract with Sharon Campbell expires the end of March. Ed advised that he had no problem doing the finances if the Board is okay with it. The board felt that this decision would be made once they were all clear on what is expected, how much work is involved.

**ACTION:** This information will be available to the Board after the meetings with Sharon.

**AGM Planning:** The Corporation is bound by law to hold an AGM each year. An AGM was due in September but because it was not done, the Board must hold one as soon as possible.

**ACTION:** The AGM will be scheduled for February. Board Members Winnie Montague, Emily Powell and Katherine Baikie-Pottle will work with Ed, Friday afternoon, January 18<sup>th</sup>, 2008 to plan out the AGM.

**ACTION:** Ed to inquire about the dates of the Nunatsiavut Government Assembly meetings so that our AGM does not conflict with those dates.

AGM ITEMS DISCUSSED:

- Adoption of the Corporation name and logo
- BYLAWS - Amend #1 to reflect the true name of the Corporation
  - Amend # 76 to reflect the Nunatsiavut Government's fiscal years dates

➤ **Election of a Secretary**

➤ **Past Chairs' Report**

**ACTION: Action items prior to the AGM:**

- a) AGM to be announced fourteen (14) day prior to date.
- b) Agenda provided seven (7) days in advance of AGM
- c) Motions of Bylaw changes to be made in advance of AGM and attached to Agenda.

**Community Freezer Project:** 32 Salmon left

**ACTION: Ed to put on the roll-up and on a poster for the Post Office – to all senior beneficiaries: on a 'need basis' - "first come – first serve".**

After struggling with the issue of how to distribute the salmon the consensus was it would have to be on a need and first come-first serve. The Chair is not expected to make deliveries. The freezers have to be cleared out to make way for the caribou program.

Mina Campbell-Hibbs explained the Freezer program: Yearly budgeting has to be done to include both the salmon and the caribou programs. \$7000, is budgeted for both. The price of the caribou in 2007 was - \$300 X 10 caribou which included packaging. This was done through Uncle Sam's.

The Board felt that the best approach would be through Uncle Sam's because of the readiness to distribute to beneficiaries.

**ACTION: Ed will check the budget remaining for the Freezer program, and from that he will determine how many caribou can be ordered from Uncle Sam's.**

**Project Coordinator:** The Board felt that it could not justify advertising the position until a PLAN is put together. The position is very important to the Corporation, but it has to be very clear what that person will be expected to do.

**ACTION: Ed is to ask Wyman if the money allotted to the position could be carried over until the Board is clear on the position.**

**Strategic Plan:** The Chair would like to have a three (3) year plan developed for Sivunivut. The Board was all in favour of having this done and realized the importance of a Plan. Discussions centered on when and how this would be done.

**ACTION: A strategic planning meeting to be held in March, after the AGM. The Board will meet separately on developing a STRATEGIC PLAN that will roll out into what the Coordinator's role will be.**

The past Chair advised the Board that a new proposal must be developed for the Nunatsiavut Government that included a budget for 2008. The proposal and budget is the negotiation tool to access a percentage of the one hundred thousand dollars allotted to North West River and Happy Valley-Goose Bay.

Discussion centered on the positioning of Sivunivut as the Corporation in HVGB expects a high percentage of the budget. It was agreed that there has to be a strong proposal so that NWR can access its share of the dollars. Once the quarterly reports are completed the Budget Proposal can be developed.

**ACTION: Katherine and Ed to work on the Budget Proposal once the quarterly reports are completed.**

**Northern Lights Convention** – Ed explained the Convention that will be held in Ottawa the end of January 2008. He asked the Board if he could attend. The board felt that he is very new to the position and there is an awful lot of work that has to be done prior to the AGM. The rationale of the benefits of such a convention at this time could not be justified, and beneficiaries are looking for ‘things to happen’, such as projects. The Board is very supportive of Ed taking training and attending events that has merit to his position.

**Electoral Officer:** The bylaws require that Sivunivut select its own Electoral Officer. The past Chair advised the Board that she feels responsible as she had overlooked this. Because there was no one appointed prior, Jack Shiwak, the Nunatsiavut Government Electoral Officer, conducted the recent By-Election for the new Chairperson. Several names were suggested – Donna Michelin, Marilyn Blake, Melinda Baikie. Because Nannette Blake has been an Electoral Officer for the Provincial Elections for years, it was suggested that the Chair meet with her first to check out the process. The Board needs a clear picture of the budget requirements for elections.

**ACTION: Ed to meet with Nannette Blake so that a decision can be made for the AGM. Ed to inquire about the budgeting of by-elections and elections of a Chair from the Nunatsiavut Government.**

**Communications Plan:** A lot of brainstorming centered on how best to communicate to the beneficiaries. For the present it was suggested we stay with the TVCR roll-up, flyer (on special events/programs) and a quarterly Newsletter. The immediate flyer will invite beneficiaries to visit Ed at the office if they have questions and concerns.

**ACTION: A FLYER will be developed and mailed out as soon as possible. Ed to construct, but the Board members will contribute any items they feel necessary for the Flyer.**

It was suggested that some expenses such as the flyer could come from the Constituency Allowance so that it does not impact on the Corporation’s core budget.

**ACTION: Ed to check into his Constituency Allowance.**

The Board felt that the Nunatsiavut Government should have orientation training for all new Chairs so that the position, budgets, etc., are made very clear.

**Members Report:** Board Members were given an opportunity to give their reports. Some discussion was around the “Mulligan Bones”. Catherine Anderson, Torngâsok Cultural Centre, is taking the lead on what has to be done with the bones. MUN presently has them. The Board would eventually like see them reburied in Mulligan. Torngâsok will be speaking with people of Mulligan to determine where the bones will be buried.

The next meeting will be the AGM (date and time to be announced)

**MOTION to Adjourn** **Emily Powell**