

**MINUTES**

**8 pm, Monday June 24, 2013**

**Teleconference Meeting**

**Present:** Chair: **:** Rob Hutchins, Gerry Giles, Grant Waldman, Bonnie Thomson, Denise Williams, Robin Routledge, Anita McLeod, Jane Hope, Laura Court and Regional Facilitator Cindy Lise,

**Regrets** Jennifer Jones, Joanna Nielson, Sandra Goth, Michelle Staples, Carol Hunt, Jan Tatlock, Georg Stratemeyer

**On Leave:** Linden Collette, Gus Williams, Amy Brophy, Phil Kent

1. **Adoption of Agenda**
2. **Teleconference Meeting:** This meeting was called to order via teleconference to complete business from the June 13th
3. **Communications Contract:**
	1. **Background information-** As per the minutes of the May 9th CCHN meeting the members were informed that only two proposals had been submitted for the communications contract. The first proposal did not provide the deliverables requested and the second was recommended subject to determining the scope of the project. Upon further review the second project was missing a significant portion of the work and to include that portion would far exceed the CCHN budget. A third proposal was received 48 hours later. The third proposal met all deliverables at a significantly lower price. The third proposal was presented at the June 13th CCHN meeting.
	2. It was requested that clarification be sought in circumstances such as this when a late proposal is submitted . Upon further review of the CCHN Purchasing and Procurement Policy and consultation with others in the community the following information was determined:
		1. This was not a public opening but an invitation to have agencies submit proposals.
		2. Our purchasing and procurement policy requires three quotes for purchases over $500.00.
		3. No contractors had been contacted in regards to whether they were successful or not.
		4. We could contact the three applicants to revise their proposals and resubmit with a one week period to allow for changes. The information would be broad and include that the projects failed to meet the deliverables or exceeded the budget.

**Recommendation/ Action Moved by Gerry, Seconded by Anita that the May 9th CCHN Resolution to provide up to $25,300.00 (= GST) for the hiring of Outsidein Communications subject to reference checks and subject to defining the scope of the work be rescinded.**

**Motion Carried**

It was indicated that requesting a rewrite of the proposals would result in the loss of the three submissions and that the companies would still not be able to meet the requirements of the CCHN. Reports that the third application that does meet all of the deliverables is well within the budget and is a well respected company that has done quality work across the region for many years. The work is not done by a single contractor but by a team of employees.

**Recommendation/ Action: Moved by Gerry, Seconded by Anita That the CCHN provide up to $16,700.00 (+GST and Printing Costs) for the hiring of Taiji Communications Group to undertake the Communications Contract.**

**Motion Carried**

1. **New business:** In lieu of the July and August CCHN meetings it is proposed that the CCHN host a strategic planning session on Wednesday July 17th to work together on the communications strategy. The meeting would take place from 4:00 pm to 8:00 pm. Dinner would be provided.

**Recommendation/ Action Moved by Anita – second by Gerry- That we host a strategic planning session in lieu of the July and August CCHN meetings.**

**Motion Carried**

1. **Meeting adjourned at 8:25 PM**

Minutes taken by Cindy Lise