



**Halifax Regional School Board  
Ad Hoc Communications Committee  
Minutes  
November 15, 2017  
Following Policy Development and Review Committee**

Meeting was held this date in room 310  
33 Spectacle Lake, Dartmouth, NS.

**PRESENT:** Nancy Jakeman  
Linda MacKay  
Jessica Rose  
Gin Yee  
Cindy Littlefair  
Jennifer Raven  
Dave Wright

**MEMBERS:**

**REGRETS:** Archy Beals  
Suzy Hansen

**STAFF:** Elwin LeRoux, Superintendent  
Steve Gallagher, Senior Staff Advisor  
Selena Henderson, Corporate Secretary  
Susan Tomie, Director, School Administration  
Tracy O’Kroneg, Director, Human Resources  
Terri Thompson, Director, Financial Services  
Marie Fagan, Coordinator, Property Services – Custodial  
Doug Hadley, Coordinator, Communications Services  
Athena Leclair, Administrative Assistant to the Corporate Secretary

**1. Call to Order**

Board Chair Gin Yee called the meeting to order at 8:15 p.m.

**2. Approval of Agenda**

**It was moved and seconded (Raven/MacKay) to approve the agenda.**

**(CARRIED)**

### 3. Decision Items

- Election of Chair

By open nomination, Board Chair Gin Yee received one nomination for the position of Chair: Dave Wright.

Board Member Cindy Littlefair nominated Dave Wright.

Board Member Dave Wright accepted his nomination.

Dave Wright was appointed Chair of the Ad hoc Communications Committee.

**It was moved and seconded (Raven/MacKay) that Dave Wright be elected as Chair of the Ad Hoc Communications Committee.**

- Election of Vice- Chair

By open nomination, Committee Chair Dave Wright received one nomination for the position of Chair: Jessica Rose.

Board Member Cindy Littlefair nominated Jessica Rose.

Board Member Jessica Rose accepted her nomination.

Jessica Rose was appointed Vice-Chair of the Ad Hoc Communications Committee.

**It was moved and seconded (Littlefair/MacKay) Jessica Rose be elected as Vice-Chair of the Ad Hoc Communications Committee.**

- Terms of Reference

A discussion ensued regarding the composition of the committee including the number of board members on the committee. Board Members Nancy Jakeman, Cindy Littlefair, Linda MacKay and Gin withdrew their membership. It was decided that the composition would be set at five members.

**It was moved and seconded (Rose/Raven) to approve the terms of reference as amended.  
(CARRIED)**

### 4. Discussion Items

**5. Adjournment**

**It was moved and seconded (Raven/Rose) that the meeting be adjourned.**

**(CARRIED)**

Meeting adjourned at 8:31 p.m.

APPROVED