

Minutes – November 28, 2018

Meeting

CDCD- Monthly Board of Director Meeting

Location: 458 Fairall Street, Ajax, Ontario L1S 1R6

Present

Michelle Davis (Chair)
Gina Roberts
Roger Ramkissoon
Melanie Blackman
Hillary Ireland
Portia Daisy
Floriana Cici
Mark Seneviratne
Audette James (new)
Barbara Tomaszewski (new)
Heather Hofmann (S)
Geetha Sukumar (S)

Regrets

In-Camera Meeting prior to Meeting

Minutes:

1. **Call to order:** Michelle called meeting at 8:13pm
 - Motion to start meeting Hillary
 - Seconded by Gina
 - Motion to Accept Last Minutes Meeting: Roger
 - Seconded by Ana

2. Standing Agenda Items:

- Disclosure of conflict of interest: None to report.

3. Consent Agenda

- Review and approval of agenda (including last month's Action Items)

Action Items:

- Financial Reports—Heather to continue to work with Finance to provide Board with a full set of financial reports from January to October. Heather to present 2019 Budget. Heather said she is almost done her budget and finance report and it will be completed by Dec 7th. Roger asked by end of day Dec 5th. Heather agreed.
 - Michelle mentioned we are postponing Christmas dinner and having a BOD meeting instead at CDCD on Dec 11th at 6:30pm. Geetha to cancel dinner reservations.
 - Audit Committee to be on the 10th, Board on the 11th.
 - ED Compliance Report for this month: not completed until financials are done.
 - HR Committee: Welcomed two new candidates.
 - Staff Christmas being organized by Geetha and Nathan. Wed Dec 19th catering light refreshments and food, all will be given a gift card of 20 dollars plus a leiu day. High tea event. Use day off by end of Q1. Invitation to the Board. Geetha to invite staff and board.
 - Heather to send Congratulatory email to Councilors of Durham Region to gain awareness. Complete no response.
 - Ana to work on updating the Governance Committee Terms of Reference. Guide all the committee work and package to be kept.
 - Two members are joining Governance Committee.
- Business Arising from Minutes: None to report

4. Committee Updates/Items for Endorsement

- Financials/Audit/Risk Management: Not more to add. Roger asks for HR. Roger asked about FM. Geetha filled in the process and number of applicants. Geetha to send FM Panel top candidates on Friday Nov 30th.
- Michelle asking if we can accept an applicant after the closing: Geetha will send Michelle the copy of the posting so another person can apply. All agree that this is okay. She declared no conflict of interest.
- Human Resources: Gina nothing to report.
- Governance: Barbara and Audette to be added to the list. Floriana wants to see trends from the Manager Report. Add a section for trends.

5. ED Report: Heather spoke regarding her report. HIFIS launched today. Housing team changes. Organizational Restructuring took place Nov 19th. Restructuring of three programs. Discussed the Staff Holiday Party and New Year's refreshments. Discussed the environment after the change Heather mentioned that our Linked In membership is up for renewal for another year.

- Roger motioned to discontinue Linked In membership
 - Seconded by Hillary
 - All in favour.

- Any items for Endorsement: None to Report.

6. New Business:

- Next Meeting date to appear at the bottom of the Agenda going forward.
- Geetha to prepare the year's calendar invites and add new members.
- Michelle asking for endorsement: None to report.
- No business for the board other than discussing the December meeting and if Heather and Geetha will be present.

7. In Camera Meeting

- **Meeting closed closed at 9:13pm and In Camera Meeting started**