

Community Development Council Durham
BOARD MEETING MINUTES
 February 28, 2018
 6:30 – 8:30 p.m.
 458 Fairall Street, Ajax, Ontario L1S 1R6

Present: Keith Hernandez, Mike Anton, Julianna Rasanu, Melanie Blackman, Michelle Davis, Hillary Ireland, Rahim Panjwani, Roger Ramkissoon, Heather Hofmann, Caroline Anderson, Neha Kohli, Shawn Conway, Gina Roberts
Regrets: Tom Honey, Thelson Desamour
Minute Taker: Jayde Naklicki

Meeting Minutes

1. **Call to order – 6:34 p.m.** *Keith*
 - Keith welcomed new Executive Director, Shawn Conway and new Board member, Gina Roberts

2. **Standing Agenda Items** *Keith*
 - Disclosure of Conflict of Interest
 - None to report
 - Review and Approval of Agenda
 - Approved
 - Approval of January 24, 2018 Minutes
 - Approved
 - ED and Finance Manager’s Compliance Reports
 - Action Items

Motion to Accept Standing Agenda Items: Rahim
Seconded by: Michelle
All in Favour

3. **Committee Updates**
 - **Financials/Audit/Risk Management** *Rahim*
 - An Audit Committee Meeting was not held during the month of February
 - No updates to report

 - **HR** *Keith*
 - An HR Committee Meeting was not held during the month of February
 - No updates to report

 - **Governance** *Thelson*
 - A Governance Committee Meeting was not held during the month of February
 - No updates to report

4. ED Report

Mike

- **IRCC slippage discussion**
 - Going forward, the Board needs to be aware of all budgets
 - The Audit Committee will create a process to track budgets
 - Manager's will be asked to provide the Audit Committee with a slippage report
 - Framework will be discussed for what items need to be escalated to the Board immediately
 - The ED and Finance compliance sheets will be reviewed by the Board
 - Julianna will look at the IRCC matrix so the Board can discuss further
 - Managers will meet to discuss ways to spend the slippage money. An update will be submitted to the Board prior to the next meeting.
- **IT**
 - An IT survey was completed by staff
 - A discussion will take place on whether to have IT in-house or outsourced
 - IRCC recommends to have IT in-house
 - Manager's will review the proposal that was sent to the Board regarding IT from a year ago
 - The Board would like to see the costing difference of in-house IT and outsourced IT. Finance to present the recommendation.

5. Items for Discussion

All

- **AGM**
 - The AGM Committee occurs bi-weekly on Thursdays from 2 to 3 p.m.
 - Gina will represent the Board on the AGM Committee
- **Strategic Plan Community Partners Session**
 - On March 9, a Community Partners event will be held to discuss the draft Strategic Plan
 - The draft presentation was distributed to the Board for discussion
 - Gina, Roger, Keith, Michelle and Rahim will be attending the event
- **Constitution**
 - The Constitution needs to be reworked
 - Bob to be contacted by Exec Committee for an estimate of costs
 - Board will review the constitution with Bob and provide our needs
 - Then Bob to take away and complete draft of revised constitution

6. Items for Endorsement

Mike

7. New Business

All

8. In-Camera Meeting

- In-Camera Meeting began at 7:40 p.m.

Action Items:

Finance

- Manager's will be asked to provide the Audit Committee with a slippage report
- The Audit Committee will create a process to track budgets
- Framework will be discussed for what items need to be escalated to the Board immediately
- Julianna to look at the IRCC matrix so the Board can discuss further
- An update will be sent to the Board regarding IRCC funding cuts
- Audit Committee to meet with Finance dept. to have a better understanding of status
- The ED and Finance compliance sheets will be reviewed by the Board

IT

- The Board has requested to see the costing difference between in-house and outsourced IT
- CDCD Managers to discuss and Shawn will bring to the Board a proposal within two weeks from the February Board meeting
- Manager's will review the proposal that was sent to the Board regarding IT from a year ago

Board: Constitution

- Bob to be contacted by Exec Committee for an estimate of costs
- Board will review the constitution with Bob and provide our needs.
- Then Bob to take away and complete draft of revised constitution



Presidents Signature