

Community Development Council Durham

BOARD MEETING MINUTES

April 25, 2018

6:30 – 8:30 p.m.

458 Fairall Street, Ajax, Ontario L1S 1R6

Present: Keith Hernandez, Hillary Ireland, Michelle Davis, Gina Roberts, Shawn Conway, Rahim Panjwani, Julianna Rasanu, Heather Hofmann, Melanie Blackman, Roger Ramkissoon, Neha Kohli,

On Call: Thelson Desamour,

Minute Taker: Jayde MacLean

Meeting Minutes

1. **Call to order** – 6:32 p.m.

Keith

2. **Standing Agenda Items**

- Disclosure of Conflict of Interest
 - None to report

Keith

Motion to Accept the Disclosure of Conflict of Interest: Melanie

Seconded by: Rahim

All in Favour

- Review and Approval of Agenda
 - Approved

Motion to Accept the Agenda: Rahim

Seconded by: Michelle

All in Favour

- Approval of March 28, 2018 Minutes
 - Approved with amendments
 - The finance compliance report motion was changed to Michelle and Rahim
 - The bullet point was also change to state 'Finance Compliance.'

Motion to Accept the March 28, 2018 Minutes: Michelle

Seconded by: Rahim

All in Favour

- ED Compliance Report
 - The ED Compliance Report will be included in the package going forward
- Business Arising from the Minutes
 - None to report



3. Committee Updates

➤ **Financials/Audit/Risk Management**

Rahim

- The Finance Committee will look into an alternative to the Finance Compliance Report
- The committee did not meet during the month of April
- Julianna included the February and March reports in the Board package
- Financials are on track with additional funds in the bank due to lower administrative costs. There was also a surplus from the Housing department and a small revenue for NSP.
- Community Development has a deficit for staffing support. We are expecting funds to come in next month.
- CDCD received a tax rebate from the Town of Ajax for rent. Julianna explained the financial reports will show a decrease for March due to the rebate. All other months will remain the same.
- We received approval to spend \$65,000 of the \$100,000 in slippage. Some of the expenses in March are higher on the report due to spending these funds.
- The Board requested more detailed explanations in the future for any changes on the report. Julianna will make these notes on the financial report going forward.
- Halina will begin her role tomorrow to support Julianna

Motion to Accept the Financials as Presented: Gina
Seconded by: Neha
All in Favour

Julianna left at 7:28 p.m.

➤ **HR**

Gina

- An HR meeting was not held in April
- Further discussion took place in-camera

➤ **Governance**

Thelson

- A Governance meeting was held on Monday. A draft of the by-laws was received from Bob Baker. Thelson will distribute these documents to the Board. He has asked the Board to provide feedback by April 30 at 3 p.m. Once comments have been received, he will send them to Bob and the lawyer to make the appropriate changes. Revisions will be worked on from May 8 to 11 and will have them approved by the AGM.
- The committee is currently working on updating the Role of the Chair policy. The HR Committee will assist Governance with searching for a replacement for Keith. Governance will put together a plan including role description and qualifications.

- A deeper discussion will take place at the next Governance meeting regarding the Board agenda. The committee will propose a new agenda at the May Board meeting.

4. ED Report

Shawn

- An update on Payworks was given. We have received two references and we do not have a contract with BambooHR. Heather is working to bring Payworks on approximately at the end of May.
- Rahim suggested having a legal specialist review the contract of Payworks

5. Items for Discussion

All

6. Items for Endorsement

Shawn

7. New Business

All

8. In-Camera Meeting

- In-Camera Meeting began at 8:11 p.m.

Presidents Signature

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