



Community Development Council Durham  
**BOARD MEETING MINUTES**  
June 27, 2018  
6:30 – 8:30 p.m.  
458 Fairall Street, Ajax, Ontario L1S 1R6

**Present:** Michelle Davis, Gina Roberts, Heather Hofmann, Melanie Blackman, Roger Ramkissoon, Thelson Desamour, Portia Daisy, Floriana Cici

**On call:** Mark Seneviratne

**Regrets:** Hillary Ireland

**Minute Taker:** Jayde MacLean

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**Meeting Minutes**

1. **Call to order** – 6:31 p.m. *Michelle*

2. **Election Process** *Michelle*

- The Board agreed the preferred method of election is a show of hands

3. **Nominations** *All*

- Chair/President: Michelle Davis

**Motion to approve Michelle Davis as Chair/Board President:** Gina Roberts

**Seconded by:** Floriana Cici

**All in Favour**

- Vice-Chair/Vice-President: Gina Roberts

**Motion to approve Gina Roberts as Vice-Chair/Vice-President:** Michelle Davis

**Seconded by:** Portia Daisy

**All in Favour**

- Secretary: Melanie Blackman

**Motion to approve Melanie Blackman as Board Secretary:** Gina Roberts

**Seconded by:** Portia Daisy

**All in Favour**

- Treasurer: Roger Ramkissoon

**Motion to approve Roger Ramkissoon as Board Treasurer:** Gina Roberts

**Seconded by:** Melanie Blackman

**All in Favour**

- These terms will stand for two (2) years.

#### 4. Board Committees

*Michelle*

- Governance
  - Thelson Desamour - Chair
  - Floriana Cici
- Audit
  - Roger Ramkissoon – Chair
  - Mark Seneviratne
  - Hillary Ireland
- HR
  - Gina Roberts – Chair
  - Portia Daisy
  - Melanie Blackman
- As President, Michelle Davis sits on all committees.
- **ACTION:** The committees will schedule a time to meet with the members and will work to develop an action plan.
- **ACTION:** Jayde will ask Hillary if she would like to be on two committees, Governance and Audit.
- **ACTION:** Jayde will distribute a final Board committee list prior to the next meeting in July.

#### 5. Standing Agenda Items

*Michelle*

- Disclosure of Conflict of Interest
  - None to report
  - Roger informed the Board he is associated with OCASI but this is not a conflict at this time.
- Review and Approval of Agenda
  - Approved

**Motion to Accept the Agenda: Roger Ramkissoon**  
**Seconded by: Gina Roberts**  
**All in Favour**

- Approval of May 23, 2018 Minutes
  - Remove Rahim from the present section

**Motion to Accept the May 23, 2018 Minutes: Roger Ramkissoon**

**Seconded by: Thelson Desamour**

**All in Favour**

- ED Compliance Report
  - Approved
- Business Arising from the Minutes
  - None to report

**6. Committee Updates**

➤ **Financials/Audit/Risk Management**

*Roger*

*Finance Report*

- The Audit committee met on June 26, 2018 and reviewed the financial report included in the Board package. The report needs to be revised further and therefore a motion to approve did not take place. A further discussion will take place to clarify a few lines on the report.

*Reporting Template*

- A reporting template was also included in the Board package and has been proposed by Halina. The template was circulated during the meeting for review.
- This document would be a per program detailed sheet.
- **ACTION:** The Board was asked to review the finance template and bring comments and feedback to the Audit committee.
- **ACTION:** The Board will decide next month on the appropriate threshold on the variable. It was suggested \$5,000.

*Finance Compliance Report*

- Once the Finance Manager has been hired, they will be more involved with the redevelopment of the finance compliance report. The committee will wait until that person has been hired to redo the report.
- Last month, the committee discussed the role of the Finance Manager and Assistant Finance Manager and will propose some adjustments to the job descriptions.
- The committee will also review and update the financial policies once the Finance Manager is in place.
- The finance discussion carried in-camera.

➤ **HR**

*Gina*

*Executive Director Recruitment*

- The HR committee held two meetings since the May Board meeting.

- The committee is looking at the recruitment of the new ED and are estimating a start date of October.
- The ED job description was also reviewed
- The committee is currently waiting on a quote from an external recruiting firm
- There will be a nine-week process for the recruitment. The Board will request RFPs over the summer using the external firm.
- Discussion continued in-camera.

#### Board Recruitment

- The Board currently needs to fill two vacancies over the summer.

#### ➤ Governance

- The by-laws are now complete
- The Governance committee is focusing on revamping the Board agenda and developing a review cycle for Board policies.

*Thelson*

#### 7. ED Report

- Currently recruiting for the position of the Finance Manager. The estimated start date is September.
- **ACTION:** The Strategic Plan was launched at the AGM and an update will be given at the next Board meeting.
- Heather met with the Housing funder and presented a plan to them. The team now has a focus on improving stats.
- An offer was made for the Housing position currently posted.
- Training manuals will be developed for Housing along with processes.
- The new space continues to have roof leaks and Heather is working with the landlord on fixing the issue.
- The housing small claims court claim is closed as the person withdrew their claim.
- The ESA claim complaint is now in review
- The staff enjoyed having the Board at the AGM and would like to have the Board continue to attend events and be engaged.

*Heather*

#### 8. Items for Discussion

*All*

#### *Meet and Greet with ED Directs*

- The Board would like to have an information session where each ED direct attends and presents for five minutes on their program and then some time to get to know one another. This will allow new Board members to have a better understanding of the agency and develop relationships with the managers.

*Summer Schedule*

- The Board will be meeting throughout the summer on July 25 and August 22.

**9. Items for Endorsement**

*Heather*

**10. New Business**

*All*

**11. In-Camera Meeting**

- In-Camera Meeting began at 7:49 p.m.

Motion to Move In-Camera: Thelson Desamour

Seconded by: Floriana Cici

All in Favour

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Presidents Signature

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