

Community Development Council Durham

**BOARD MEETING MINUTES**

March 28, 2018

6:30 – 8:30 p.m.

458 Fairall Street, Ajax, Ontario L1S 1R6

**Present:** Keith Hernandez, Alison Brodie-Coke, Hillary Ireland, Michelle Davis, Gina Roberts, Shawn Conway, Rahim Panjwani, Julianna Rasanu, Heather Hofmann, Thelson Desamour

**Regrets:** Melanie Blackman, Roger Ramkissoon, Caroline Anderson, Neha Kohli,

**Minute Taker:** Jayde Naklicki

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**Meeting Minutes**

**1. Call to order – 6:40 p.m.**

*Keith*

**2. Standing Agenda Items**

*Keith*

- Disclosure of Conflict of Interest
  - None to report
- Review and Approval of Agenda
  - Approved
- Approval of February 28, 2018 Minutes
  - Approved
- ED Compliance Report
  - Approved
- Finance Compliance Report
  - It was agreed to remove the Finance Compliance Report on a continuing basis as it is not a requirement
- Business Arising from the Minutes
  - Changed from 'Action Items'

**Motion to Accept the Removal of the Finance Compliance Report: Michelle**

**Seconded by: Rahim**

**All in Favour**

**Motion to Accept Standing Agenda Items: Alison**

**Seconded by: Hillary**

**All in Favour**

**3. Committee Updates**

- **Financials/Audit/Risk Management** *Rahim*
  - The financials were reviewed and required Board approval. The Finance update continued in-camera.

*Julianna left at 6:55 p.m.*

- **HR**

*Gina*



- Gina Roberts is now the HR Committee Chair
- The committee met regarding the ED objectives
- They are now working on an HR work plan

➤ **Governance**

*Thelton*

- The Governance Committee will review the Board agenda template
- The Board previously approved eight policies. There is now one left to finalize and approve. Governance Committee to submit outstanding policy on Committee Chair's role to Board for approval.

**4. ED Report**

*Shawn*

- Held in-camera

**5. Items for Discussion**

*All*

➤ **Constitution:**

- The Board has received a quote from the Baker Group Inc. to redevelop the Constitution. The Board approved the quote and will begin working the Bob. The Governance Committee will take on this work.
- Jayde will organize a meeting with Bob Baker for the Constitution
- Bob will give the updated Constitution to the Board at the end of April

➤ **Working Groups:**

- For all major projects, the committee chairs will each be a part of these major projects and will report back to their individual committees to ensure transparency.

➤ **Strategic Plan:**

- The Strategic Plan draft was reviewed and approved by the Board
- The Governance Committee will be involved with the implementation of the Strategic Plan along with Gina and Alison

**Motion to Accept the Strategic Plan: Michelle**

**Seconded by: Rahim**

**All in Favour**

➤ **Stakeholder Presentation:**

- Shawn and Mike will be meeting with Deb Hastings from the Durham Legal Clinic to discuss a potential partnership. Shawn will come back to the Board with an update on the meeting

➤ **HR Payworks Proposal:**

- Heather submitted a proposal for approval to the Board for a new HR system
- The Board would like confirmation that there is no written contract or cancellation fee with the current HR system, Bamboo HR.



- The Board has asked for two references on Payworks

**Motion to Accept the Change to Payworks Based on Two References and No Contract with Bamboo HR: Alison**  
**Seconded by: Hillary**  
**All in Favour**

➤ CIBC Accounts:

- The contacts for the accounts need to be updated. The update will consist of Shawn, Heather, and Julianna. It was agreed to remove Mike as a contact. Once the new Finance Manager has been hired, they will be added to the contact list.

**6. Items for Endorsement**

*Shawn*

**7. New Business**

*All*

• Board Process:

- There will now be a list of action items provided one week after the meeting
- The draft minutes will be provided one week after the meeting
- The Board package will be sent out the Wednesday prior to the Board meeting
- Board Committees are to provide updates on action items

**8. In-Camera Meeting**

- In-Camera Meeting began at 7:39 p.m.

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Presidents Signature