

Community Development Council Durham

BOARD MEETING MINUTES

May 23, 2018

6:30 – 8:30 p.m.

458 Fairall Street, Ajax, Ontario L1S 1R6

Present: Keith Hernandez, Hillary Ireland, Michelle Davis, Gina Roberts, Rahim Panjwani, Heather Hofmann, Melanie Blackman, Roger Ramkissoon, Thelson Desamour, Mark Seneviratne, Portia Daisy

Regrets: Neha Kohli

Minute Taker: Jayde MacLean

Meeting Minutes

1. **Call to order** – 6:41 p.m.

Keith

2. **Standing Agenda Items**

Keith

- Disclosure of Conflict of Interest
 - None to report
- Review and Approval of Agenda
 - Approved

Motion to Accept the Agenda: Thelson

Seconded by: Melanie

All in Favour

- Approval of April 25, 2018 Minutes

Motion to Accept the April 25, 2018 Minutes: Thelson

Seconded by: Roger

All in Favour

- ED Compliance Report

Motion to Accept the ED Compliance Report: Gina

Seconded by: Mark

All in Favour

- Business Arising from the Minutes
 - None to report

3. **Committee Updates**

- **Financials/Audit/Risk Management**

Roger

- Keith announced that Rahim resigned from the Board
- Roger will become the Interim Treasurer until after the AGM

- Mark will be joining the Audit Committee
- The Audit Committee met regarding the report. The audit went very well and the committee was pleased with the report. The auditors did not have any major concerns.

Motion to Accept the Audit Report: Michelle

Seconded by: Keith

All in Favour

- Vanessa Bilenduke and Roger will now have financial signing authorities. Mike Anton will be removed from the signing list.

Motion to Accept the Signing Authorities: Gina

Seconded by: Portia

All in Favour

- The April statements were reviewed and the committee discussed applying for an NSP grant.
- The April numbers showed to be significantly smaller compared to March due to the slippage in March. There is currently a surplus in Administration but it will be used by the end of the year.
- ACTION: The Audit Committee will meet to discuss how to improve the compliance report.
- ACTION: The Audit Committee will review the action items prior to the June Board meeting and will provide recommendations.

Motion to Accept the Financials as Presented: Keith

Seconded by: Gina

All in Favour

➤ **HR**

Gina

- The HR Committee held a meeting on May 17
- Portia is now on the HR Committee
- Floriana was interviewed for the Board position last week. She has a background in Governance. She will be attending our June Board meeting.
- HR discussion was deferred to in-camera

➤ **Governance**

Thelson

- Bob Baker has completed the revised by-laws and they have now been sent to the lawyer for review. Thelson will be going over the by-laws with the lawyer on Friday. The lawyers require approval from Keith before they can conduct a meeting with

Thelson.

- ACTION: Thelson will send the Role of the Chair document out to the committee for review and comments.
- ACTION: The committee will revisit the agenda revision once Floriana has started on the Board

4. ED Report

Heather

- Heather is currently working on recruitment for finance and is at the reference stage
- Halina will be assisting in finance until the new staff has started
- The Managers met on May 15 to discuss the Strategic Plan implementation. The plan is being presented at the staff Town Hall by Bob Baker. The Managers will meet again for a continuation of the implementation.
- The Assistant Housing Manager role was eliminated in early May. The Housing Manager resigned last week. Training is currently taking place for Housing staff to ensure programs are all running smoothly. The Housing Manager job posting has gone out and we have received many applications so far. Heather is working on developing a strong relationship with the funders. A detailed plan will be developed for the Housing department.
- We are working on the AGM preparations for June 20, 2018
- Attending the Small Claims Court on June 21

5. Items for Discussion

All

- The Board completed a dry-run of the motions in preparation for the upcoming AGM

6. Items for Endorsement

Heather

7. New Business

All

8. In-Camera Meeting

- In-Camera Meeting began at 7:27 p.m.

Presidents Signature