

## COMMUNITY DEVELOPMENT COUNCIL DURHAM (CDCD) BOARD BOARD OF DIRECTOR SPECIAL MEETING

May 29, 2019 @ 6:30pm EST  
458 Fairall St. #4, Ajax ON

### MINUTES

**Present:** Roger Ramkissoon (Chair, Treasurer), Portia Daisy (Secretary), Audette James, Elizabeth (Liz) Jamischak, Michelle Davis  
**Regrets:** none  
**Staff:** Hermia Corbette, Greg Avery, Nathan Gardner  
**On Call:**

---

1. Call to Order

Roger Ramkissoon called the meeting to order at 6:32pm.

2. Approval of Agenda

**MOTION:** Moved by Michelle Davis, seconded by Liz Jamischak that "That CDCD approve the Agenda for the May 29<sup>th</sup> Special Board Meeting"

CARRIED

3. Declaration of Conflict of Interests

No conflicts were declared

4. Consent Agenda

**Discussion:**

- Consent Agenda items to be discussed and reviewed with management team to ensure board is receiving required information to recognize trends/goals etc. as we are approaching AGM

**Action from discussion:**

- Adjust stats listed on staff reports to include previous month, instead of previous year YTD
- Arrange a time for Board and Management team reports for monthly Board meetings

**MOTION:** Moved by Liz Jamischak, seconded by Michelle Davis "That CDCD delays approval of the Consent Agenda"

CARRIED

5. Business Arising from Minutes

a. Staff Morale

A discussion took place between the Management staff and the Board regarding the overall morale of CDCD and Welcome Centre staff. Overall feeling is that staff would like to increase the amount of communication from the Board and would also like more frequent updates on

changes within the Agency. Management confirmed the staff continue to be committed to their work and the mission of the Agency. The Management team also confirmed they will begin brainstorming ideas to increase staff engagement.

6. **Committee Reports**

Defer to In-Camera Session

7. **AGM Reschedule**

Proposed date is September 18<sup>th</sup> from 9:00am – 1:30pm

8. **Next Meeting**

Tuesday June 18<sup>th</sup> @ 6:30pm

9. **Other Business**

Defer to In-Camera Session

**MOTION:** Moved by Michelle Davis, seconded by Audette James “That the Board move staff contracts and job descriptions into 2<sup>nd</sup> In-Camera Agenda”

CARRIED

[CDCD Board of Directors move into In-Camera portion of meeting]

**MOTION:** Moved by Portia Daisy, seconded by Audette James “To come out of In-Camera and adjourn meeting”

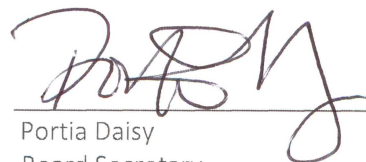
CARRIED

The meeting adjourned at 9:10pm.

Signed on this 28th day of August 2019 in the Town of Ajax:



Elizabeth Jamischak  
Board President



Portia Daisy  
Board Secretary