

## Meeting Minutes – January 23, 2019

### **Meeting**

CDCD- Monthly Board of Director Meeting

Location: 458 Fairall Street, Ajax, Ontario L1S 1R6

### **Present**

Michelle Davis (Chair)  
Gina Roberts  
Roger Ramkissoon – on call  
Hillary Ireland  
Portia Daisy  
Floriana Cici  
Mark Seneviratne  
Audette James – arrived at 7:09 pm  
Heather Hofmann (S)  
Geetha Sukumar (S)

### **Regrets**

Melanie Blackman – resigned  
Barbara Tomaszewski

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### **Minutes:**

1. **Call to order:** Michelle called to order at 6:48 pm.

2. **Standing Agenda Items:**

- Disclosure of conflict of interest: None to report.

3. **Consent Agenda**

- Review and approval of agenda:

- Motion to Approve: Floriana
- Seconded by Gina

- **Current Action Items:**

- Financial Reports: Heather to continue to work with Finance to provide Board with a full set of financial reports from January to October. Heather to present 2019

- Budget. Heather confirmed and will present something today as per Rogers request. General overview will be provided as well during the In Camera session.
- Ana to work on updating the Governance Committee Terms of Reference. Ana brought the contents and Board can review.
- Approval of Prior Minutes: No concerns to report.
  - Motion to Approve: Hillary
  - Seconded by: Ana
  - All in favour.
- ED Compliance Report
- Business Arising from Minutes: None to report

#### **4. Committee Updates/Items for Endorsement**

- Financials/Audit/Risk Management: being deferred to the In Camera portion
- Human Resources: currently working on Objectives, hoping to present something at Februarys meeting. Gina announced we are now short 1 board member and will need to look at old applicants and/or repost. Geetha in the process of updating new Board Member package and creating a soft copy for new members going forward. Melanie has resigned from the board. Geetha to update the website and remove Melanie.
- Michelle made Motion to accept Melanie Blackmans resignation
  - Seconded by Gina.
- Governance: Ana creating a plan for Governance.

**5. New Business:** Managers will be attending this meeting. Each Manager will provide a brief Introduction of their department to the Board (approx. 5 min each).

- Hermia's Introduction into Welcome Centre and SWIS
- Nathan's Introduction into Community Development
- Greg's Introduction into Housing
- Mahmood will be leaving physically on Jan 31<sup>st</sup> and available as needed after
- Geetha has already been introduced to the Board

#### **6. ED Report:**

- Any items for Endorsement: None to report.
- Heather thanks all Managers for stepping up and talked about Granville and that there is a presentation coming. Weekly Manager meetings are now taking place each Monday. In those meetings, Granville has been a common topic. Discussed getting funding and renting

out the extra space. Possibility of subletting or partnering with someone else. We have had some discussions with the Management team to look at new program, digitization incubator and to partner with them and help each other out. Heather has been in contact with the landlord to let go of the space and needs 6 months' notice. There is a good opportunity there to get funding and an overall positive discussion. Budget should remain the same at 2.7. No time line yet given. Ideas to have only one Team Lead if no budget, and holding off on Community Connections mat leave role for now. Heather to reach out to a Mentor as per Michelle's idea. Strategic Plan in place and Managers are meeting weekly to go through the work plan. Gina expressed concerned about the budget and covering everything. Geetha will look at possibly subletting in the meantime to get an idea of demand and price and has created a seating plan to fit all staff in the main area.

**Meeting ended 7:58pm.**

**In Camera session begins.**

**Next Board Meeting: February 27<sup>th</sup>, 2019**