



## COMMUNITY DEVELOPMENT COUNCIL DURHAM (CDCD) BOARD MEETING

October 23, 2019 at 6:30pm  
458 Fairall St. #4, Ajax, ON L1S 1R6

### MINUTES

**Present:** Audette James, Elizabeth (Liz) Jamischak, Roger Ramkissoon, Michelle Davis, Hilary Smith, Portia Daisy  
**Staff:** Peter Manu, Hermia Corbette  
**On Call:** Vanessa Bilenduke  
**Secretary:** Portia Daisy

---

1. Call to Order/Approval of Agenda

- Elizabeth (Liz) Jamischak called the meeting to order at 6:32pm
- **MOTION:** Moved by Roger Ramkissoon, seconded by Audette James “that the CDCD Board approve the Agenda for the October 23, 2019 Board meeting”

CARRIED

2. Housekeeping Items for new AGM Year

3. Declaration of Conflict of Interest

- None Declared

4. Approval of Last Board Meeting Minutes and Conference Calls

- **MOTION:** Moved by Roger Ramkissoon, seconded by Audette James “that the CDCD Board approve the Minutes from the August 28<sup>th</sup>, 2019 Board Meeting.
- **MOTION:** Moved by Michelle Davis, seconded by Roger Ramkissoon “that the CDCD Board approve the Minutes from the September 23<sup>rd</sup>, 2019 Board Meeting.

CARRIED

CARRIED

5. Consent Agenda (Information distributed in advance of the meeting)

- Item moved to discussion
- **MOTION:** Moved by , seconded by “that the CDCD Board approve the Consent Agenda for the October 23, 2019 Board meeting”

CARRIED

6. Agency Lead Operations Report

- Agency Lead provided a verbal summary of the operational report which included staff reallocations, features in Payworks, how to use the physical space of CDCD most efficiently and effectively, holiday appreciated dinner, staff on sick leave and exploring enhanced disability benefits for staff. The Board was also notified of the approved funding increase for the RAP program, final steps for the Culture Survey conducted by Turner Consulting and a complaint which has arisen regarding a Settlement worker.
- **MOTION:** Moved by Roger Ramkissoon to have CDCD holiday appreciation dinner spend at \$2478 – Portia Daisy seconded **CARRIED**

7. Financial Report by Finance Manager - Peter Manu

- The Finance Manager summarized the financials year-to-date and the Treasurer offered to assist weekly with updating financials and preparing the 2020 budget
- **MOTION:** Moved by Roger Ramkissoon to approve financial statements for January to September, Michelle Davis Seconded **CARRIED**

8. Business Arising from Minutes

- No discussion

9. AGM Business

- Due to a lack of quorum at the AGM, the motions made were brought forward at the Board Meeting.
- **MOTION:** Moved by Roger Ramkissoon to approve the 2019 AGM agenda: Portia Daisy seconded **CARRIED**
- A summary and overview of the AGM wrap up meeting was presented. Feedback included that the event was very well received, ideal location, started a bit late because of arrivals etc. but caught up and ended early, maybe next year let the speakers know what the theme in advance so that they can incorporate the theme in their speeches. Food was well received; caterers brought food and left, employees had to serve; next time employees would like to be a part of the networking so have the caterers serve etc. Include contingency funds next year in case they go over budget, consider having 10k-12k budget for 2020 given the 50<sup>th</sup> anniversary. Consider assigned seating and spread everyone out so board members and politicians are not all sitting together. Wall activity well received. Vanessa Bilenduke has volunteered to lead the committee for next year and planning will need to start now as it will be in June. Board enquired as to the plan for the wall activity. How will this information be used?

10. Other/New Business

- Roger Ramkissoon requested that three (3) quotes be gathered for new auditors. Summaries from the Annual Board Evaluation and Board Skills Matrix were presented. This information will be used for Board recruitment and to prepare the Board Workplan

for 2020. Discussion took place regarding meeting with Funders for CDCD programs to discuss changes to improve the programs.

**BOARD MOVED TO IN-CAMERA**

**BOARD CONCLUDED IN-CAMERA TO PRESENT AND APPROVE MOTIONS FROM THE 2019 AGM**

- Motions from the AGM were brought forward;
- **MOTION:** Michelle Davis nominated Hillary Smith to the Board as Director; Roger Ramkissoon seconded **CARRIED**
- **MOTION:** Michelle Davis nominates Liz Jamischak as President, Liz accepts nomination; Roger seconded **CARRIED**
- **MOTION:** Michelle Davis nominates Roger Ramkissoon as Treasurer, Roger Ramkissoon accepts nomination; Audette James seconded **CARRIED**
- **MOTION:** Portia Daisy nominates Michelle Davis as Vice President, Michelle Davis accepts nomination; Roger Ramkissoon seconded **CARRIED**
- **MOTION:** Roger Ramkissoon nominates Hilary Smith as Secretary, Hilary Smith accepts nomination; Portia Daisy seconded **CARRIED**

11. **Next Meeting:**

- Wednesday November 27<sup>th</sup> at 6:30pm

**BOARD MOVED INTO IN-CAMERA**

12. **Meeting Adjournment:**

- **MOTION:** Moved by Roger Ramkissoon to adjourn meeting at 9:10pm **CARRIED**

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2019 in the Town of Ajax:

\_\_\_\_\_  
Elizabeth Jamischak  
Board President

\_\_\_\_\_  
Portia Vidal  
Board Secretary