



COMMUNITY DEVELOPMENT COUNCIL DURHAM (CDCD)
BOARD MEETING
June 24th 2020 at 6:30pm
Held online due to COVID-19

MINUTES

Present: Hillary Smith, Roger Ramkissoon, Audette James, Michelle Davis, Portia Daisy

Regrets: Melissa Batchellor

Management: Hermia Corbette, Wosen Beyene, Vanessa Bilenduke-Guppy, Mohammed Donaldson

On Call:

Secretary: Hillary Smith

Call to Order/Approval of Agenda

- Roger called the meeting to order at 6:36 pm.
- **MOTION:** Moved by Michelle, seconded by Hillary "that the CDCD Board approve the Agenda for the June 24 2020 Board meeting"

CARRIED

Declaration of Conflict of Interest

- None Declared

Approval of Last Board Meeting Minutes and Conference Calls

- **MOTION:** Approval of May 27th Meeting. Moved by Michelle Seconded by Portia **CARRIED**

Consent Agenda (Information distributed in advance of the meeting)

- Roger added HSP and RAP to Consent Agenda
- **MOTION:** Moved by Michelle, seconded by Hillary that "the CDCD Board approve the Consent Agenda for the June 24 2020 Board meeting" **CARRIED**

Operations Report

- Wosen updated on highlights and ongoing operations of RAP (Resettlement Assistance Program) during June with COVID19.
- Vanessa presented Housing Support Program update during June and pace change in services due to COVID19. Has used downtime to update manuals and outreach objectives.
- Vanessa and Hermia touched on funding for RAP 2020 and impact on budget.

- Hermia provided update on relevant and strategic level issues and operations continuing through COVID19. Services have continued to be delivered through phone, email, and video. In person services remain suspended.
- Hermia indicated CDCD has begun to gather information from Regional and Provincial resources/guidelines on developing Return-to-Work Safety plan. A staff survey will also be conducted to take into consideration staff concerns in planning.
- CDCD's Community Development department released Durham Covid-19 Non-Profit Response Report "Connected Through Uncertainty".
- Hermia discussed CDCD's stance and statement on Anti-Black Racism. Staff, Partners, and Management were engaged and offered support.
 - CDCD reached out to Partners and Stakeholders to use collective voice to take a stand on racism and facilitate social change.
 - CDCD was invited to sit on Durham's Diversity, Inclusion and Equity Community of Practice Working Group to promote inclusivity.
 - Hermia outlined CDCD's establishment of internal Diversity Equity and inclusion Committee, launched on June 12 2020 to build inclusive and welcoming workplace culture through all levels of the organization.
- Hermia reviewed current Human Resource matters and objectives.
- Hermia indicated each program's web page on CDCD's website to ensure content is current.
- Hermia updated on fundraising objectives and achievements for 2020. Continues to ensure compliance through fundraising endeavors.
- No new risk & Compliance updates or incidents at this time per Hermia.
- Hermia updated on Funder Obligations, 2020/21 Reaching Home Agreement.

Financial Update

- Finance Manager Mohammed Donaldson presented 2019 draft statements and 2020 Q1 Statements.
- MOTION: Accept Financial Statements :Moved by Michelle, seconded by Portia **CARRIED**

Human Resources Updated

- Hermia presented Human Resources /Employee Policies for Board Approval (Policies 2.3,2.5,2.6,3.2,3.5)
- MOTION: To approve policies: Moved by Audette, seconded by Hillary **CARRIED**

Business Arising from Minutes

- None

2020 AGM Business

- Annual Report to compile historical highlights of CDCD's presence.
- Discussed potential use of locally owned platform for online AGM event and other options for platforms.

Other/New Business

- Roger requested new 2020 budget to be presented with changes to funding for RAP program

VANESSA, and WOSEN LEFT MEETING at 7:46 PM. MOHAMMED LEFT MEETING AT 7:57 PM.

BOARD MOVED TO IN CAMERA AT 7:47 PM

- Motion: Moved by Porta and seconded by Michelle

CARRIED

Next Meeting:

- Wednesday July 29 2020 at 6:30pm

- Meeting Adjournment:

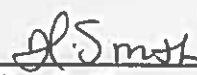
- MOTON: Moved by Michelle to adjourn meeting at 8.15 pm. Seconded by Portia.

CARRIED

Signed on this 24 day of June 2020 in the Town of Ajax:



Roger Ramkisoan
Board President



Hillary Smith
Board Secretary

08/26/2020

