



**COMMUNITY DEVELOPMENT COUNCIL DURHAM (CDCD)
BOARD MEETING
May 27th 2020 at 6:30pm
Held online due to COVID-19**

MINUTES

Present: Hillary Smith, Roger Ramkissoon, Melissa Batchellor, Portia Daisy

Regrets: Audette James

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

On Call: Michelle Davis

Secretary: Hillary Smith

• **Call to Order/Approval of Agenda**

- Roger called the meeting to order at 6:33 pm.
- **MOTION:** Moved by Michelle, seconded by Hillary "that the CDCD Board approve the Agenda for the May 27 2020 Board meeting"

CARRIED

• **Declaration of Conflict of Interest**

- None Declared

• **Approval of Last Board Meeting Minutes and Conference Calls**

DEFERRED TO NEXT MEETING

Consent Agenda (Information distributed in advance of the meeting)

- Roger added Board Recruitment to Agenda
- **MOTION:** Moved by Michelle, seconded by Hillary that "the CDCD Board approve the Consent Agenda for the May 27 2020 Board meeting"

CARRIED

• **Operations Report**

- Vanessa provided updated on partnership requests that came to be to expand work in housing and homelessness that resulted from CDCD's work through COVID19
- Wosen updated on highlights and new opportunities with Durham Catholic School Board and virtual classes

- Wosen provided updates on volunteer income tax program and training provided to volunteers as well as launch date given tax deadline has been pushed to September
- Wosen provided update on funding and operations, accommodations and procedures for Resettlement Assistant Program. Funding agreement is extended until July 2020.
- Hermia provided update on relevant and strategic level issues
- Hermia provided update on operations and compliance for both staff and organization during COVID19. CDCD is considered an essential service and has been providing all agency programs and services via phone, email and video where possible. In person services remain suspended
- Hermia provided opportunities to CDCD as a result of COVID19:
 - CDCD conducted and presented findings of COVID19 Impact Survey that was completed by NPOs across Durham. Presented in a virtual forum
 - Welcome center worked with Local Immigration Partnership to survey settlement serving organizations about delivery of services, discussed at COVID19 impact forum
 - CDCD is represented on Durham Region's COVID19 Community Assistance Fund Grant Review Panel
- Provided update on Human Resources Matters:
 - Mohammed Donaldson started as Finance Manager May 21
 - Looking to recruit Human Resource Generalist and Accounting Coordinator in near future
- Provided update on CDCD Committees and their operations
- Hermia provided updated on Risk Register and progress on mitigation
- Updated on New Programming and Funding:
 - Grant Proposal to York University's Canadian Observatory on Homelessness
 - Opportunity with UBIWorks on research project on basic income for Canadians and estimated funding and duration
 - Temporary Housing Support Program
 - Potential COVID19 relief funding opportunities and Canada Emergency Commercial Rent Assistance Programs
- **Financial Update**
 - Finance Manager Mohammed Donaldson hired and began May 21
 - Objective of completing 2019 financial statements for AGM and audit in August
- **Business Arising from Minutes**
NONE
- **2020 AGM Business**
 - Requested Board input and availability on proposed virtual AGM date of September 23 time slots
 - Board recommended an evening session for the AGM
 - Vanessa and Hermia to film reminder video for virtual AGM
 - Interactive components and trivia will be included on website

- Other/New Business

- Board Recruitment

- Portia looking to resumes and will reach out to candidates to gauge interest and setting up interviews with interested candidates

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

BOARD MOVED TO IN CAMERA AT 7:58 PM

- Motion: Moved by Michelle and seconded by Portia

CARRIED

- Next Meeting:

- Wednesday June 24th at 6:30pm

- Meeting Adjournment:

- MOTON: Moved by Portia to adjourn meeting at 8.26 pm. Seconded by Hillary.

CARRIED

Signed on this 26 day of 08 2020 in the Town of Ajax:



Roger Ramkisoon
Board President



Hillary Smith
Board Secretary

