



INDO-CARIBBEAN CANADIAN ASSOCIATION

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MINUTES

Management Board

Regular Meeting No. 1 – Q1, 2025

Monday, March 24, 2025

6:00 p.m. ET

Google Meet

Attendees: Lilah Hosein, Sabrina Itwarie, Germain Kasse, Adelaide Kissoon, Alim Lila, Shivani Persad, Ralisa Saywack, Hanso Sheopaul, Ryan Singh

Regrets: Ayesha Khan, Shivana Ramkissoon

1. Call to Order – R. Singh

- Called to order at 6:03 p.m. by R. Singh

2. Adoption of Agenda – R. Singh

- **Motion:** Adoption of Meeting Agenda
 - Moved by G. Kasse, Seconded by R. Saywack
 - Carried Unanimously

3. Declaration of Conflicts – R. Singh

- No declarations

4. Approval of Previous Meeting Minutes – S. Itwarie

- Friendly amendment: update venue to “Pickle Barrel”, spelling errors to be amended by administrative team.
- **Motion:** Approve Minutes from Friday, November 15, 2024, and Monday, December 23, 2024
 - Moved by: S. Persad, Seconded by G. Kasse
 - Carried Unanimously

5. Ratify Virtual Motions – R. Singh

- A motion to extend the deadline for vulnerable sector check, moved: R. Singh, second by L. Hosein, was carried
- Motion to ratify virtual motion
 - Moved by A. Lila, Seconded by R. Saywack
 - Carried Unanimously

6. Financial Update – H. Sheopaul

- Account summary shared with the Board
- Reimbursements to be distributed in coming weeks
- Fundraising efforts have been positive
- Actively seeking an auditor



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- **Motion:** To approve financial update:
 - Moved by H. Sheopaul, Seconded by A. Lila
- **Motion:** To approve the Royal Bank Canada and accept as our current banking institution- ROYAL BANK OF CANADA, P.O. BOX 4047 TERMINAL A, TORONTO ON M5W 1L5:
 - Moved by H. Sheopaul, Seconded by G. Kassee
 - Carried Unanimously
- **Motion:** To authorize up to \$1500 to secure a venue for the 2025 Pride Social on June 7th with an understanding that all profits will come back to the organization
 - Moved by H. Sheopaul, Seconded by : A. Kissoon
 - Carried Unanimously
- Virtual motion to be carried out as needed if other expenses arise i.e., entertainers

7. Departing Members – R. Singh

- Ayesha Khan and Sabrina Itwarie

8. Management Board Composition – R. Singh

- Two vacancies with the two departers
- Proposed two candidates for the board:
 - Adelaide Kissoon – Co-Chair of the Human Resources Committee
 - Shivana Ramkissoon – Co-Chair of the Share Yuh Rice Food Drive
- Proposed for 9 members on the board
- The board advised that rotating three positions on the board conclude each term at the upcoming annual general meeting
- By-laws will tier candidates for the next AGM, three for 1-year term, three for 2-years team, and three for 3-years term

9. Insurance Policy – H. Sheopaul

- Recommendation by insurance company: general commercial liability insurance - coverage at min policy value of \$1 million.
- Covers injuries, abuse allegations verbal or physical, management board liability coverage - for libel and defamation of the organization.
- \$582 for GCL, \$560 for ML - total: \$1142 for policy
- **Motion:** To approval the premium of \$1142 minimum with the potential of an HST (if required) to cover insurance with BrokerTeam Insurance
 - Moved by H. Sheopaul, Seconded by G. Kassee
 - Carried Unanimously

10. Corporate Record and Debt Obligations – H. Sheopaul

- **Motion:** To approve the location of the registered office of the Corporation be (insert address) and the mailing address for the Corporation be the same as the registered office address- 2108 - 270 Queens Quay West, Toronto, ON M5J 2N4
 - Moved by L. Hosein, Seconded by G. Kassee



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- Carried Unanimously

- **Motion:** The Corporation maintain at its registered office the records and registers of the Corporation or as the board determines from time to time
 - Moved by: L. Hosein, Seconded by R. Saywack
- **Motion:** The list of volunteers is admitted as “members” of the Corporation and memberships of the Corporation be issued to these persons (list on GDrive) plus including individuals added through the volunteer application progress
 - Moved by H. Sheopaul, Seconded by A. Lila
 - Carried Unanimously

11. Organization By-Laws - R. Singh

- The By-Law Task force met twice, amendments were made line by line on a proposed draft as discussed and required.
- Definition of policies were made by the committee.
- Terms of office are outlined in the By-Laws as well as election process.
- Dues - has been left open, can be discussed and decided by the board in a future instance.
- **Motion** To adopt and present these bylaws at the Annual General Meeting
 - Moved by A. Lila, Seconded by H. Sheopaul
 - Carried Unanimously

12. Task Force on Membership – R. Singh

- Purpose of the task force to examines other organizations member practices and to review our application process.
- Examine dues, member interaction, membership charter, exit process etc.
- Goal is to enhance the membership process and produce exceptional volunteers.
- Technical recommendations may have to be adopted by the management board.
- **Motion:** To create a Task Force on Membership, including:
 - Alim Lila and Lisaan Mohammed to Co-Chair
 - Responsible to review: application processes, dues, member interaction, incident report mechanism, membership charter, exit survey, exit process
 - Provide initial work plan no later than May 1, 2025
 - Provide initial report no later than August 1, 2025
 - Provide final recommendations no later than Management Board Meeting Q3, 2025
 - Moved by A. Lila, Seconded by R. Saywack
 - Carried Unanimously

13. Online Abusive Message Management – R. Singh / S. Persad

- **Motion:** To go in camera
 - Moved by R. Singh, Seconded by G. Kassee
 - Carried Unanimously



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- Motion: To go out of camera
 - Moved by R. Singh, Seconded by S. Persad
 - Carried Unanimously

14. Annual General Meeting – R. Singh

- Will be held on Wednesday March 26th and 7 p.m. followed by quarterly All-Volunteers meeting.

15. Other Business

- Next Management Board meeting to be in-person on Friday June 6th, 2025

16. Adjournment

- **Motion:** To Adjourn
 - Moved by G. Kasee, Seconded by H. Sheopaul
 - Carried Unanimously