



# INDO-CARIBBEAN CANADIAN ASSOCIATION

www.indocaribcdn.com

## Management Board

Regular Meeting – Q3, 2025

Thursday, September 4, 2025

7:00 p.m. ET

Virtual via Google Meet

**Attendees:** Lilah Hosein, Germain Kasee, Adelaide Kissoon, Alim Lila, Shivani Persad, Shivana Ramkisoon, Ralisa Saywack, Hanso Sheopaul, Ryan Singh

Regrets: N/A

### 1. Call to Order - R. Singh

- Called to order at 7:03 p.m. by R. Singh

### 2. Adoption of Agenda - R. Singh

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

### 3. Declaration of Conflicts - R. Singh

- No declarations

### 4. Approval of Previous Meeting Minutes – L. Hosein

- **Motion:** Approve Minutes from Thursday, September 4, 2025.
  - Moved by: L. Hosein, Seconded by A. Kissoon
  - Carried unanimously

### 5. Ratify Virtual Motions

- **Motion:** To ratify the virtual vote on Saturday July 12, 2025, regarding the approval of up to \$1800 for the deposit to the Sts Peter & Paul Banquet Hall for Saturday April 18, 2026, and to ratify the virtual vote on Friday August 15, 2025 regarding the adoption of amendments to the Youth Program Attendance\_V2 (August 2025).
  - Moved by A. Lila, Seconded by G. Kasee
  - Carried unanimously

### 6. Financial Update - H. Sheopaul

- Account summary shared with the Management Board, account is a positive financial status, all reimbursements paid to date.



# INDO-CARIBBEAN CANADIAN ASSOCIATION

www.indocaribcdn.com

## 7. Auditor Requirement

- Actively seeking an auditor, a prospective auditor has been sought.
- Any leads on auditors can be provided to H. Sheopaul or R. Singh.

## 8. Spending Allowances - H. Sheopaul

- **Motion:** Expenditure approvals designated and are approved for the following amounts:
  - <\$250 - CFO or Chair
  - <\$1000 - CFO and Chair
  - \$1000 + - Management Board
- All expenditures must be approved by the authorized body to qualify for reimbursement. Post-dated approval is not guaranteed.
- Expenditure cannot be divided into multiple transactions to the same vendor- H. Sheopaul / R. Singh.
- Moved: by H. Sheopaul, Seconded by G. Kasee
- Carried unanimously

## 9. Policy on Expenditure Reimbursement - H. Sheopaul

- **Motion:** Volunteers who conduct activities approved by the Chair and/or CFO that have a monetary requirement will be reimbursed. Submission for reimbursements will have to meet these requirements:
  - To qualify for a reimbursement, a receipt must be submitted to the CFO
  - Expenses shall be forwarded to the CFO by the fifth day of the following month; otherwise, may forfeit eligibility for reimbursement. Exceptions may be considered for extenuating circumstances at the determination of the CFO or Chair
  - Expenses submitted before the 5th of the following month in which the expense was incurred shall be reimbursed to the payee by the first of the following month (i.e., expense incurred in January must be filed by February 5th, reimbursement shall be issued by March 1st).
- Moved by: H. Sheopaul, Seconded by R. Saywack
- Carried unanimously

## 10. Task Force for Fete Gala Planning - H. Sheopaul

- **Motion:** To establish a Task Force on the Organization of Fete Gala, 2025, which will include the following individuals:
  - HOSEIN, Lilah
  - MATHURA, Devin
  - RAMKISSOON, Shivana
  - SHEOPAUL, Hanso - Co-Chair
  - SINGH, Nadia
  - SINGH, Ryan - Co-Chair



# INDO-CARIBBEAN CANADIAN ASSOCIATION

www.indocaribcdn.com

- YUSAF, Shameeza - Vice-Chair
- Moved by: H. Sheopaul, Seconded by S. Ramkissoon
- Carried unanimously

## 11. Vulnerable Sector Check: Extenuating Circumstances - R. Singh

- Discussion on deadline extension for volunteers, and opportunity was presented for extension was offered to all volunteers equally in the WhatsApp chat
- **Motion:** To extend deadline to Nov 1, 2025, for the Vulnerable Sector Check requirement for the following individuals:
  - PERSAD, Shivani
  - SAYWACK, Ralisa
  - SHEOPAUL, Hanso
  - SINGH, Ryan
- Moved by: S. Persad, Seconded by A. Lila
- Carried unanimously
  
- **Motion:** Amend the Policy on Vulnerable Sector Search as follows:

All volunteers will be required to provide a new clear Vulnerable Sector Search **Check** every five (5) years from the date of the last clear search issued. Cost will be covered by each volunteer unless otherwise determined by the Management Board. To supplement this requirement, a Self-Declaration Form, **that is provided by the Indo-Caribbean Canadian Association**, must be signed by all volunteers **each year upon submitting their records**. Volunteers will not be permitted to volunteer without a cleared Vulnerable Sector Search **Check within three (3) months of being introduced as a volunteer of the organization.**
- Moved by: H. Sheopaul, Seconded by R. Saywack
- Carried unanimously

## 12. Policy on External Vendor Agreements

- Discussion on the need for contracts with vendors.
- H. Sheopaul provided examples of when vendors failed to deliver and there was no service agreement in place.
- Agreement that Management Board can exempt this requirement, and if urgently required through a vote via WhatsApp.
- **Motion:** All external vendors that are hired to work with the Indo-Caribbean Canadian Association (unpaid or paid) must complete a Vendor Service Agreement. This agreement must clearly define the parties, the specific services or goods to be provided (scope of work), payment terms, and contract duration, with the possibility, if required, of clauses for liability, dispute resolution, termination, confidentiality, and termination rights. The Indo-Caribbean Canadian Association reserves the right to not apply to vendors at the discretion of the Management Board.



# INDO-CARIBBEAN CANADIAN ASSOCIATION

www.indocaribcdn.com

- Moved by A. Lila, Seconded by H. Sheopaul
- Carried unanimously

## 13. Volunteer Code of Conduct Update - R. Singh

- **Motion:** To adopt the following amendments to the Volunteer Code of Conduct of the Indo Caribbean Canadian Association:

**ADD** (Under Section 7. Professionalism, to the section on Professional Conduct):

There is an expectation that when meeting with external parties on behalf of the organization, in-person or virtual, the setting must be acceptable to professional standards to the best of the abilities of the individual.

**ADD** (Under Section 7. Professionalism, after the section on Ethical Responsibility and Accountability)

**Hygiene and Attire:** To maintain a professional and respectful environment, all volunteers engaging in ICCA activities and events, and/or representing our organization with external parties must adhere to the following hygiene and professional standards. These standards include:

*Personal Hygiene:* Volunteers should present themselves clean and well-kept for a professional setting. Regular showers, the use of deodorant, and clean, well-groomed hair are expected. Natural body odour must be effectively always managed when participating in in-person events.

*Clothing:* Attire should be clean, neat, and appropriate for a professional setting. Overtly casual clothing, such as ripped and unkept pants/shirts, tank tops, or clothing with offensive graphics or language, is not permitted. Business casual or business formal is recommended unless otherwise specified.

- Extensive discussion on the rationale for this proposal as well as various amendments to the proposal.
- Group agreed to table the motion until the next Management Board meeting (17th November, suggestions to be sent by 10th November).
- R. Singh to operate an open consultation with volunteers of the organization for further feedback.

## 14. Membership Task Force Update – A. Lila

- Initial phase objectives are:
  - Review of application process and feedback on on boarding process for new volunteers.



# INDO-CARIBBEAN CANADIAN ASSOCIATION

www.indocaribcdn.com

- Aim to receive feedback from new volunteers and discuss findings with HR Chairs.
- Timeline is dependent on approval of questions and revision of answers - potentially early October.
- For further updates:
  - Membership charter
  - Incident Reporting
  - Exit Survey & Exit Process
- Parking Lot:
  - Membership Dues (based on ongoing feedback from volunteers)
- R. Singh suggested that we Define volunteer versus member to apply the above recommendation, clarity on this will assist in future steps.
- R. Singh recommended that this could be included in the membership charter.

## 15. Human Resources and Culture - R. Singh

- A. Lila asked what defines culture, R. Singh responded its about establishing the environment in which we operate and serve volunteers, ensuring that key elements are introduced and/or upheld to provide a comfortable, safe, welcoming and adaptable space – these can be guided by specific initiatives
- **Motion:** The Human Resources Committee will be renamed to the *Human Resources and Culture Committee*, with a continued responsibility of oversight on fostering an inclusive, productive, and transparent work culture within the Indo-Caribbean Canadian Association.
  - Moved by R. Saywack, Seconded by H. Sheopaul
  - Carried Unanimously

## 16. Volunteer Pulse Survey – R. Singh

- New pulse survey reviewed by executive council and released to the ICCA volunteer group.

## 17. Guidelines for Chairs and Regular Meeting – R. Singh

- Address issues about participation in planning committee meetings which have been raised by Executive Council.
- Guidelines to be set for the Chairs of planning committees, the chairs are expected to know their volunteers and expect who will be actively participating and who isn't for valid reasons.
- Guidance document to be assembled for the chairs of planning committees, need to explore what are the issues that they'd like solved and how are we going to achieve them.
- The Chairs Assembly will be an initial discussion to build support for chairs.



# INDO-CARIBBEAN CANADIAN ASSOCIATION

www.indocaribcdn.com

18. **2025-2026 Planning Overview** - R. Singh
  - Document in G-Drive outlining events for 2026
  
19. **In Camera**
  - Moved by R. Singh, Seconded by S. Ramkissoon
  - Carried Unanimously
  - Motion to adopt decisions made In Camera
    - Moved by R. Singh, Seconded by G. Kassee
    - Carried Unanimously
  
20. **Adjournment**
  - Meeting Adjourned at 9:14 p.m.