



INDO-CARIBBEAN CANADIAN ASSOCIATION

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Management Board

Regular Meeting – Q2, 2025

Friday, June 6, 2025

7:00 p.m. ET

3321 Yonge St, Toronto, ON M4N 2L6

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

1. Call to Order – R. Singh

- Called to order at 7:09 p.m. by R. Singh

2. Adoption of Agenda – R. Singh

- **Motion:** Adoption of Meeting Agenda
 - Moved by G. Kasee, Seconded by H. Sheopaul
 - Carried Unanimously

3. Declaration of Conflicts – R. Singh

- No declarations

4. Approval of Previous Meeting Minutes – S. Itwarie

- **Motion:** Approve Minutes from Monday, March 24, 2025
 - Moved by: R. Saywack, Seconded by A. Kissoon
 - Carried Unanimously

5. Ratify Virtual Motions – R. Singh

- No motions to be ratified

6. Financial Update – H. Sheopaul

- Account summary shared with the Board
- Insurance payment deadline - April 1, 2025 – 2026 (total premium - \$1233)
- Net cost for Leadership Summit - \$146
- Wotless (Pride Event) - paid \$750 due to venue for rental fee, estimate performance fees \$1100
- All debts paid to date
- **Motion:** To approve financial update:
 - Moved by G. Kasee, Seconded by R. Saywack
 - Carried Unanimously

7. Auditor Requirement – H. Sheopaul

- Auditor required by next AGM
- Identifying independent third-party auditors



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8. Membership Task Force – A. Lila

- Establishing work plan with items for review
- Next meeting scheduled for June 25, 2025
- Purpose is to make recommendations related to membership
- R. Singh – moving forward to implement pulse survey of volunteer
- R. Singh - priorities should exit interviews and incident reporting processes
- **Motion:** Amend the deadline dates for the Task Force on Membership, including:
 - Provide initial work plan no later than June 25, 2025
 - Provide initial report no later than December 1, 2025
 - Provide final recommendations no later than Management Board meeting Q1, 2026
- Moved by S. Persad, seconded by H. Sheopaul
- Carried Unanimously

9. Youth Program Attendance Policy – H. Sheopaul

- Issue are many participants/parents/guardians don't respond/ghost messages
- Proposal to have absentee policy, removal policy, recouperation fee
- **Motion:** To adopt youth program attendance program
 - Moved by H. Sheopaul, Seconded by G. Kassee
 - Carried Unanimously

10. Vulnerable Sector Check Extension – H. Sheopaul

- Reminder to be sent on deadline for vulnerable sector check (Ryan)
- Keep updated list of completed VSC (Lilah)
- Must have VSS/C to stay within the organization
- Finance authorized up to \$100 for anyone who needs assistance with the fee
- **Motion:** Amend the deadline for compliance with Vulnerable Sector Search requirement to Monday September 1, 2025 as final deadline
 - Moved by L. Hosein, Seconded by R. Saywack
 - Carried Unanimously

11. Volunteer Attendance and Absenteeism- R. Singh

- Current policy is three absences and may be removed
- Establish master list for attendance of all ICCA meetings on Google Form
- All chairs/vice-chairs of all committees will be responsible to take attendance of all meetings
- Checking in with absentee volunteer at the discretion of the chair
- Attendance to be sent to Lilah

12. Volunteer Pulse Survey – R. Singh

- Ryan has designed first pulse survey for volunteers
- Under 10 questions, multiple choice or yes/no or scale
- Results can only be seen by Management Board



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- Surveys are anonymous
- Pulse survey results are meant to be shared at the upcoming All-Volunteer Meeting per quarter

13. Meeting Decorum – R. Singh

- No policy at the moment
- Off camera incidences, participants should be on camera
- In the future/next meeting, discuss draft a policy - expectation is to be on camera
- Implement policy on meeting decorum - reason for off camera
- Absenteeism/off camera behaviour must be disclosed to the Chair of the meeting
- Potentially do a poll in the WhatsApp on attendance
- Potential draft policy, won't be completely ready until the Q4 meeting
- Active participation is a must especially if participant is off camera for any reason

14. 2026 Strategic Planning Exercise – R. Singh

- Strengths of the organization: logistics, event planning, etc.
- Focus on partnering with similar communities
- Should work to improve promotion of events to improve turnout
- Create smaller more frequent internal events to maintain volunteer engagement
- Implement volunteer pairs for new volunteers prior to their first official meeting
- HR Committee to connect with new volunteers regarding involvement
- Consider volunteer trial period for the organization (i.e. 3, 6, 9, month period)
- Have decided criteria to onboarding new volunteers based on their qualities
- Fundraising Committee should track in-kind donations

15. In Camera

- **Motion:** to go in camera
 - Motion carried by S. Persad, seconded by G. Kassee

16. Adjournment

- **Motion:** To adjourn
 - Moved by S. Persad, seconded by A. Kissoon
 - Carried Unanimously