



INDO-CARIBBEAN CANADIAN ASSOCIATION

www.indocaribcdn.com

Management Board

Regular Meeting – Q4, 2025

Monday, November 17, 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 7:04 p.m. by R. Singh

2. Adoption of Agenda - R. Singh

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

5. Ratify Virtual Motions - R. Singh

- n/a

6. Financial Update - H. Sheopaul

- Account summary shared with the Management Board, account is a positive financial status, all reimbursements paid to date.
- **Motion:** Approve the CFO Report
 - Moved by: A. Kissoon, Seconded by A. Lila
 - Carried unanimously

7. Auditor Requirement

- No update, prospects being vetted.



INDO-CARIBBEAN CANADIAN ASSOCIATION

www.indocaribcdn.com

8. Financial Transparency s - H. Sheopaul

- **Motion:** The Chair and Chief Financial Officer (CFO) are the primary authorities of the financial and bank accounts. In lieu of the Chair or CFO, the Vice-Chair(s), shall also have access to the financial accounts.
 - Moved: by H. Sheopaul, Seconded by G. Kasee
 - Carried unanimously

9. Contract for Fete Gala - H. Sheopaul

- Based on previous decision to implement a vendor contract with an exemption clause
- **Motion:** Terry Gajraj shall be exempt from the Vendor Service Agreement requirement. Terms of service are appropriately documented by other means, including but not limited to email and text messaging.
 - Moved by: H. Sheopaul, Seconded by S. Persad
 - Carried unanimously

10. Signing Authorities – R. Singh

- **Motion:** The Chair is the designated signing authority of the Indo-Caribbean Canadian Association. In lieu of the Chair, a Vice-Chair or the Chief Financial Officer (CFO) will have signing authority on non-monetary contracts that are approved operational necessities of the organization, including day-to-day contracts. In lieu of the Chair, the Chief Financial Officer may sign monetary contracts that have been approved by the Management Board.
 - Moved by: R. Saywack, Seconded by G. Kasee
 - Carried unanimously

11. Attendance System - R. Singh

- Attendance system was presented at the previous Chairs Assembly meeting
- All chairs or vice-chairs will be required to take attendance at each of their meetings to build trends about inactivity.
- Attendance must be inputted within 24hours of their meetings.

12. Vulnerable Sector Check Non-Compliance – R. Singh

- **Motion:** Volunteers whose service began before May 1, 2025, and have not applied for a VSC with their respective police service, shall be immediately temporarily paused as a volunteer with the organization until when they can provide proof that they have applied for their VSC. Volunteers whose service began on or after May 1, 2025, and before September 1, 2025, will have until December 1, 2025 to demonstrate that they have applied for their VSC otherwise will be temporarily paused as a volunteer with the organization until when they can provide proof that they have applied for their VSC or submit the relative documents. Volunteers who



INDO-CARIBBEAN CANADIAN ASSOCIATION

www.indocaribcdn.com

bean service to submit proof of application of their VSC or relative documents. To complete the VSC requirement, volunteers must submit the appropriate documentation from their respective police service and completed Indo-Caribbean Canadian Association self-declaration form.

- Moved by H. Sheopaul, Seconded by L. Hosein
- 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 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. A quiet and distraction free environment should be the priority, as well as making arrangements for that to be possible ahead of time. In the event the meeting may be confidential in nature, the volunteer is expected to ensure that no other volunteer or party is privy to discussion or meeting contents.

- **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 the organization with external parties are encouraged to adhere to the following hygiene and attire standards to the best of their abilities. Volunteers shall take the event, as well as external parties into account when dressing, attire should be clean, neat, and appropriate for a professional setting. Volunteers should maintain a high standard of cleanliness suitable for a professional setting. If a volunteer is in a circumstance that might hinder this, they are encouraged to reach out to the Chair for assistance.

- Moved by A. Kissoon, Seconded by G. Kassee
- Carried unanimously

14. Executive Council Nominations Committee – R. Singh

- The AGM to be held in March 2026, date to be advised
- Chair will assemble a Nominations Committee
- Need committee to contact with prospects for board vacancies and then make a recommendation to go to the AGM and then brought to the Board



INDO-CARIBBEAN CANADIAN ASSOCIATION

www.indocaribcdn.com

- H. Sheopaul and S. Persaud will be on the committee with Ryan as Chair
- G. Kasee – What is the situation when the Chair's term is up
- R. Singh – Undecided of what the process will be in 2 years, however, we will avoid a conflict of interest situation

15. Event Photography Policy - R. Singh

- R. Singh explained the origins of this request for this policy, he also consulted with the Equality and Pride for Indo-Caribbeans (EPIC) volunteers.
- **Motion:** Motion: Photography and videography at all events by the Indo-Caribbean Canadian Association shall be noted to (registered and/or paid) patrons and volunteers in any communications about the event prior to the event and signage must be posted at the event to explicitly indicate that photography and videography from the event may be used by the organization for promotional purposes and the organization reserves the right to use any images or video from the event.
- To ensure the privacy and safety of patrons, the organization will implement a non-imagery indicator (i.e. lanyard, sticker, or button, etc.) for certain events, including all events by Equality and Pride for Indo-Caribbeans (EPIC) and Single Parent Indo-Caribbean Exchange (SPICE), whereby patrons with those indicators will not be captured in photography and videography of the organization and any photos or videos including those individuals will not be used in promotional materials.
- The Indo-Caribbean Caribbean Association will discourage other patrons from using photography and videography of patrons with a non-imagery indicator but will not be responsible should they or external party defy that guidance.
 - Moved by H. Sheopaul, Seconded by A. Kissoon
 - Carried Unanimously

16. 2025-2026 Planning Overview – R. Singh

- R. Singh presented the upcoming strategic plan, which will be presented to all volunteers

17. Unauthorized Website – R. Singh

- **Motion:** To go in camera
 - Moved by: R. Singh, Seconded by A. Lila
 - Carried unanimously
- **Motion:** To adopt all motions carried in Camera
 - Moved by: G. Kasee, Seconded by R. Singh
 - Carried unanimously



INDO-CARIBBEAN CANADIAN ASSOCIATION

www.indocaribcdn.com

- **Motion:** Notice to be delivered to Mr. Kevin Dyal to request to immediately and permanently deactivate any unauthorized website that use any intellectual property and/or misrepresent the Indo-Caribbean Canadian Association. And that distribution of an unauthorized QR code on literature produced by the organization has ended.
 - Moved by: G. Kassee, Seconded by A. Kissoon
 - Carried unanimously

18. **Adjournment** – R. Singh

- Meeting Adjourned at 8:49 p.m.
- Next Meeting: Wednesday, February 25, 2026