Management Board
Regular Meeting – Q1, 2026
Wednesday, February 28, 2025
7:00 p.m. ET
Virtual via Google Meet

Attendees: Germain Kasee, Adelaide Kissoon, Alim Lila, Shivani Persad, Ralisa Saywack, Hanso Sheopaul, Ryan Singh, Shameeza Yusaf

Regrets: Shivana Ramkissoon

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 H. Sheopaul, Seconded by G. Kasee
  - Carried unanimously

3. Declaration of Conflicts - R. Singh

- H. Sheopaul declare a conflict re: item No. 10

4. Approval of Previous Meeting Minutes – S. Yusaf

- **Motion:** Approve Minutes from Monday, November 17, 2025, and special meeting from Monday, January 19, 2026
  - Moved by: H. Sheopaul, Seconded by S. Persad
  - Carried unanimously

5. Ratify Virtual Motions - R. Singh

- **Motion:** To ratify the vote on Saturday, January 21, 2026 for approval of up to $1100 budget for the logistics and hospitality costs of the 2026 Annual General Meeting
  - Moved by R. Saywack, Seconded by G. Kasee
  - Carried unanimously

A. Lila joined at 7:13 p.m.

6. Financial Update - H. Sheopaul

- Account summary shared with the Management Board, account is a positive financial status, significant expenditures anticipated, however, all 2025 expenditures have been completed
- Update provided on revenue stream and content presentation for upcoming annual general meeting

- Discussion to outline increase of insurance costs
- **Motion:** To approve $1,250.64 for the renewal of the organization's annual insurance policy with United States Liability Insurance Company for the term of April 1, 2026 to April 1, 2027, and authorize payment of the annual premium to ensure continued and uninterrupted coverage
  - Moved by: H. Sheopaul, Seconded by G. Kasee
  - Carried unanimously

7. Merchandise Funding – H. Sheopaul

- Overview of merchandise for Fete Gala and rational for products, general agreement among group
- Surplus items will be used for other giveaway opportunities
- **Motion:** To approve up to $1500 to purchase merchandise to be used for Fete Gala attendee giveaway and promotional opportunities
  - Moved by H. Sheopaul, seconded by R. Saywack
  - Carried unanimously

8. Auditor Requirement – R. Singh

- The chair will now lead the search for an auditor, and has identified potential auditors
- Goal to find an auditor possibly by end of Q2

9. Caribbean Heritage Event Allocation - R. Singh

- This amount will be contributed to the Caribbean Heritage Reception by the Federal Government on the Parliament Hill, if required
- The amount is a maximum, but may not be completely spent, and might not delivered as a payment, but may cover deliverable items associated with responsibilities for event.
- It is important that there is Indo-Caribbean representation at the event
- **Motion:** To approve up to $1000 for the Caribbean Heritage Reception on Parliament Hill hosted by the Government
  - Moved by R. Singh, seconded by A. Kissoon
  - Carried unanimously

H. Sheopaul left call at 7.36pm

10. In-House Audio Equipment – R. Singh

- Discussion on the purpose and rationale of the motion, incuding the long-term cost saving measures that would be achieved
- Group input was on topics includes: number of minimum events, maximum cost of services, and completion period
- Agreement to amend from 4 months to 6 months, additional of $300 maximum cost of services and increasing to a 24-month period
- Discussion on guardianship of the asset and the outcomes if damaged, amendments included

- Number of events should go up (G. Kasee), 6-8 events *
- G. Kasee - making sure the dollar value of the events is aligned
- A. Lila - this is a cash advance that's saving the organization money in the term
- A.Lila prescribe the dollar amount per event in contract
- A. Kissoon -do a max number of events to pay off the value
- Agreement to amend up to a minimum of 6 six events
- S. Persad raise the concept of a damage situation and who would be the keep of the property
- **Motion** To approve the purchase of an audio mixer up to a maximum of $1800, for use at events host by the organization.
    - This expenditure will be considered as in-kind exchange for in-house DJ services. This means that in lieu of payment, the DJ known as "LKtheDJ" (Mr. Lucas Sheopaul) will provide services at no fee for a minimum of six (6) events and maximum when total value of equipment is achieved; events and compensation value will be mutually determined with a maximum cost of services at $300 per event, and completed within 24 months of purchase of the audio mixer. The above-mentioned DJ will need to submit an event agreement that includes the agreed monetary value of services for the specified event.
    - The mixer will remain the property of the organization until the terms noted above are completed, after which ownership will transfer to the DJ. The asset will remain in possession of the DJ, however, if the asset is damaged prior to completion of the full payment, the value differential shall be paid to the organization, unless the damage occurs at an event of the organization and is at the fault of another party.
    - If all events are not delivered within the agreed timeframe, a prorated value based on completed events will be reconciled and ownership and/or repayment determined accordingly
- Moved by R. Singh, second by R. Saywack
- Carried unanimously

Hanso rejoined at 8.46pm

11. Non-Monetary Signing Authority - R. Singh

- Explanation to allow all board members the ability to sign non-monetary contracts on behalf of the chair of the organization, with approval
    - This would not impact monetary contracts which are subjected to the predetermined approval process
    - **Motion:** Any member of the Management Board may sign non-monetary contracts on behalf of the organization for pre-approved operational requirements
        - Moved by R. Singh, seconded by H. Sheopaul
    - Carried unanimously

12. Executive Council Nominations Committee Report – R. Singh

- **Motion:** to go in camera at 8:51 p.m.
    - Moved by R. Singh, seconded by G. Kasee
    - Carried unanimously
- **Motion:** Out of camera 9:08 p.m.
    - Moved by R. Singh, seconded by G. Kasee
    - Carried unanimously
- **Motion:** To accept the report from the executive Council Nominations Committee regarding candidates for the Management Board for the 2026 Annual General Meeting
    - Moved by R. Singh, seconded by H. Sheopaul
    - Carried unanimously

13. New Volunteer Applicant Interviews - R. Saywack

- This quarter, 16 candidates applied, nine completed interview process and accepted
- More diverse candidates, impressive candidates with a variety of backgrounds and experiences
- All Management board to must attend/take part in volunteer interviews
- R. Singh – H. Sheopaul, exempted due to current workload and responsibilities
- R. Singh - Succession planning is important to our work recruiting in candidates

14. Volunteer Age Requirement Policy - R. Singh

- Discussion on if the organization should consider a minimum age requirement
- Group agreed the merits of a minimum age requirement; 18 years old emerged as the consensus age
- S. Persad – organization can have campus clubs in the future
- This will be proposed at the AGM as an amendment to the by-laws
- **Motion:** To propose an amendment to the by-laws that there shall be a minimum age requirement to apply to be a volunteer with the organization, that age shall be 18 years old. Current volunteers who do not meet this requirement shall have their enrollement with the organization grandfathered
    - Moved by G. Kasee, seconded by S. Persad
    - Carried unanimously

15. In Camera

- No items

16, Next meeting

- Coordinate in person meeting, if possible, will be held in June 2026

17. Adjournment

- Moved by G. Kasee, seconded by R. Saywack at 9:45 p.m.