



INDO-CARIBBEAN CANADIAN ASSOCIATION

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MINUTES

Management Board

Regular Meeting – Q4, 2024

Indo-Caribbean Canadian Association

Friday, November 15, 2024

7:00 p.m ET

In-Person

Pickle Barrel – Yorkdale

1 Yorkdale Rd, North York, ON M6A 2T9

Attendees: Sabrina Itwarie, Germain Kasee, Ayesha Khan, Alim Lila, Shivani Persaud, Ralisa Saywack, Hanso Sheopaul, Ryan Singh

Regrets: Nil

1. **Meeting called to order** – 7:21 p.m. ET by R. Singh
2. **Adoption of the Agenda** – R. Singh
 - **Motion:** Adoption of Meeting Agenda
 - Location corrected and amended
 - Moved by S. Persaud, Seconded by R. Saywack
 - Carried Unanimously
3. **Declaration of Conflicts** – R. Singh
 - Opportunity to note a conflict of interest as per the agenda
 - No declarations
4. **Approval of Previous Meeting Minutes** – S. Itwarie
 - **Motion:** Approve Minutes from September 19, 2024
 - Moved by A. Lila, Seconded by H. Sheopaul
 - Carried Unanimously
5. **Ratify Virtual Motions** – R. Singh
 - **Motion:** Ratify motions from virtual votes as presented
 - Moved by G. Kasee, Seconded by H. Sheopaul
 - Carried Unanimously
6. **Vacancy on Management Board** – R. Singh
 - Proposed to fill vacancy with Lila Hosein
 - Propose that volunteers serve a year prior to becoming a Management Board member
 - **Motion:** Fill vacancy with Lila Hosein



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- Moved by S. Persaud, Seconded by A.Lila
- Carried Unanimously

7. Financial Update – H. Sheopaul

- Positive account balance, including outstanding expenditures
- Currently no outstanding debt
- Deposits made to venue for
 - Fete Gala
 - Star Bhai
 - Bombay's cooking
- Create and establish a potential projection of funds raised
- Signing authority will move forward to include one of three executives (A. Lila and R. Singh or H. Sheopaul)
- There are certificates for donors for monetary donations and raffle prize
- **Motion:** Adopt Financial report
 - Moved by H. Sheopaul, Seconded by G. Kasee
 - Carried Unanimously
- **Motion:** Donate to Save Abee Foundation amount of \$250
 - Moved by H. Sheopaul, Seconded by G. Kasee
 - Carried Unanimously

8. Volunteer Process and Human Resources Update – R. Saywack

- Have acquired 10 new volunteers from 16 candidates that applied
- Conducted a joint Management Board and Human Resource meeting to review candidates and their viability within the organization after the interviews
- Accepted 10 and 3 were not selected at this time and received communication from ICCA
- S. Persaud volunteered to review copy of any messaging from Star Bhai regarding privacy and other areas of important and private information
- **Motion:** Adopt R. Saywack HR report
 - Moved by G. Kasee, Seconded by A. Lila
 - Carried Unanimously

9. Volunteer Online Accounts and Document Access System – G. Kasee

- Accessed G Suite as a non-for-profit status for free
- Will have access to individual Gmail addresses for members
- Propose that every member have access to a Gmail address
 - Tier 1-External
 - Most chairs have access to Gmail addresses
 - Priority given to management board members
 - Tier 2- Internal
 - Tier 3
 - No email access but will have access to some Google drive



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- Within two weeks the remainder of volunteers will be onboarded to have email address and appropriate access to drives/email
 - Using standard email signature for all accounts
 - Create a virtual directory of email addresses and the connections to the verticals
 - G. Kasee will review logging in and logging out frequency
 - Advise volunteers and establish email protocol for all users
- 10. Insurance Coverage – H. Sheopaul**
- Reviewing options to propose general liability and coverage for directors and officers
 - Begun the process of gathering three quotes for insurance companies
 - Desjardins, Alan to get a quote, Sabrina to ask CAA
 - Will require the MB to discuss and decision on how to proceed
- 11. Vulnerable Sector Screen Requirements – R. Singh**
- We will need to require vulnerable sector screening for all volunteers
 - Complete self declaration and submit,
 - Will need to amend the volunteer application process to state that all volunteers will need to complete VSS
 - **Motion:-**To adopt policy for VSS search for all members, including:
 - All volunteers must be in the process of applying with their local police service by February 1, 2025
 - Copy of completed VSS to be shared virtually with the Chair
 - If members have a VSS through their employer, member will be required to provide an updated VSS
 - Should a volunteer not be able to meet the financial requirement in their region the CFO will use their discretion to use up to \$100 and provide financial support
 - Moved by H. Sheopaul, Seconded by A. Lila
 - Carried Unanimously
- 12. Nonprofit Status Requirements – R. Singh**
- Review and establish by-laws
 - Will align with the nonprofit status
 - Auditor or CA who can consult and audit for and will propose for next meeting
- 13. Annual General Meeting – R. Singh**
- AGM pass by-laws, elections of board members
 - Q1 meeting on March 12th, 2025 AGM
- 14. Development of By-Laws and Consultation – R. Singh**
- **Motion:** Create task force to establish and create by-laws, including:



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- R. Singh to generate first draft of by-laws and will serve as chair
- A. Khan and A. Lila to be vice-chairs
- Task force to begin December
- Consultation with members in January
- Presented next MB meeting
- Moved by R. Singh, Seconded by S. Persaud
- Carried Unanimously

15. Next Meeting

- Virtual meeting March 5th, 2025 – R. Singh
- Set out timetable of proposed meeting

16. Other Business

- NIL

17. Adjournment

- **Motion:** To adjourn meeting
 - Moved by G. Kasee, Seconded by R. Saywack
 - Carried Unanimously