



INDO-CARIBBEAN CANADIAN ASSOCIATION

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MINUTES

Management Board
Regular Meeting - Q3, 2024
Indo-Caribbean Canadian Association
Thursday, September 19, 2024
7:00 p.m. ET (2hrs)
Google Meet

Attendees: Ryan Singh, Hanso Sheopaul, Alim Lila, Ralisa Saywack, Ayesha Khan, Sabrina Itwarie

Regrets: Shivani Persaud, Germain Kasee

1. Meeting called to Order at 7:05 p.m. ET by R. Singh

2. Meeting Agenda – R. Singh

- **Motion:** Adoption of Meeting Agenda
 - Date corrected and amended
 - Moved by R Saywack, Seconded by A. Lila
 - Carried Unanimously

3. Meeting Minutes for Approval – R. Singh

- **Motion:** Approve Minutes from meetings held on Oct 11, 2023, and Jan 29, 2024
 - Moved by A. Lila, Seconded by R. Saywack
 - Carried Unanimously
- Discussion minutes-to be publicly circulated on website
- Purpose is to capture and summarize the meetings
- Format to follow recommendation provided by Chair
- Minutes require approval before published online
- Minutes to published
- **Motion:** to publish approved minutes from Management Board on website of the Indo-Caribbean Canadian Association
 - Moved by R. Singh, Seconded by H. Sheopaul
 - Carried Unanimously

4. Management Board Expectations – leadership, attendance and quality – R. Singh

- Recap roles in organization
- Currently eight members of nine on Management Board (MB)
- Looking to members of MB in leading events or a committee
- MB members must demonstrate a high-standard in regards to time commitments to organization and lead by example
- Quality in work is expected:
 - ensuring that we are putting forward high-quality products/materials/events/engagement
 - Quality up to the standard as outlined by MB
- Communicate to Chairs as your time and ability to commit and contribute change



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5. Financial Update-CFO Report H. Sheopaul

- New spreadsheet for financial review of MB
- Positive account balance after, including outstanding expenditures
- Expenses have been paid with minimal amount left to reconcile
- Will attempt to request reimbursement by outside providers (MailChimp)
- **Motion:** To adopt financial report
 - Moved by H. Sheopaul, Seconded by A. Khan
 - Carried Unanimously

6. Adoption of Volunteer Guide

- R. Saywack and R. Singh spoke to the new Volunteer Guide document (guide)
- Includes important ICCA documents
- Created based on feedback from current volunteers
- Part of the onboarding process for new volunteers
- It will be a living document
- Can be applied to all volunteers new and current
- Will not be posted on website
- Conversation on publicizing this document, made for internal used, access provided to approved volunteers
- Volunteer onboarding process explained to by chair R. Singh
- Possible occasions where volunteer candidate may bypass process, brought to organization by Chair
- **Motion:** To adopt Volunteer Guide as the official guide of the Indo-Caribbean Canadian Association
 - Moved by R. Saywack, Seconded by H. Sheopaul
 - Carried Unanimously

7. Policy on Volunteer Absenteeism

- Proposal to add an outline for expectations for volunteers
- Review of Regulation- Part 1 and 2 of Police on Volunteer Absenteeism
- Reporting absence to chairs (of ICCA and/or subcommittees)
- This will be an internal document and embedded in by-laws
- Advised to lend or include in the volunteer package
- **Motion:** to adopt Policy on Volunteer Absenteeism
 - Moved by R. Singh, Seconded by A. Lila
 - Carried Unanimously

8. Candidate for Removal as Volunteer and Candidate for Potential Removal

- **Motion:** to go in camera
 - Moved by R. Singh, Seconded by A. Lila
 - Carried Unanimously
- R Singh motion to come out of camera
- **Motion:** to adopt the recommendation that was proposed by Management Board in camera
 - Moved by R. Singh, Seconded by A. Khan



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- Carried Unanimously
- R. Singh to action decisions made in camera

10. Non-Profit Status Requirements

- Timelines for director's meeting
 - At first meeting will complete required documentation
 - Must adhere to required guidelines
- Have draft of by-law by the end of this year
- Financials
 - CFO to review with professional for auditing requirements
 - Investigate how to appoint an auditor/financial advisor
- Appointment of officers will follow format as outlined
- Membership process will require review or incorporation into by-laws
- 2025 to hold first all members meeting before proceeding with regular business

11. Next Meeting

- Potentially November 15th will be in-person
- Preference noted for Friday evenings in-person
- Please note avoid Nov 22nd due to Green Dupatta Gala

12. Other Business

- Nil

13. Adjournment

- Chair thanked the management board for their participation
- **Motion:** to adjourn
 - Moved by R. Saywack, Seconded by H. Sheopaul
 - Carried Unanimously