

MEETING SUMMARY
Durham CAS Community Advisory Council
21 JUNE 2018

Attendance

Community: Sandra Forsythe
Blessing Morka
Raphael Francis
Larry Johanson

Board: Bryan Buttigieg
Michelle Davis

Staff: Wanda Secord
Amanda Colacicco

Regrets: Akilah Haneef
Leroy Clarke
Verilyn Alleyne
Natalie Perryman (Co-Chair)
Dawn Walcott Parris

Administrative Terri Hedley (Minutes)

Meeting was called to order at 6:47pm. Quorum was not achieved for this meeting. CAC members continued to meet informally. No decisions requiring Council approval could be taken in light of the lack of quorum.

1) Standing Items

Community Advisory Council has the following standing items at each meeting:

- Approval of Agenda
- Approval of Past Minutes
- Declarations of Conflict of Interest
- Community and Agency Updates
- Meeting Evaluation

2) New CAC Members

Amanda Colacicco was introduced and welcomed as the new CAC staff member. Amanda is assuming the position of AOP Project Manager, which is contract position for the up to 6-months. She will be tasked with One Vision/One Voice Phase 2 tasks and will sit as a staff CAC member.

CAC will have 2 new DCAS Board of Director members for the 2018-19 term. Natalie Perryman and Michelle Davis are completing their terms and were thanked for the hard work and contributions to CAC.

3) Building Bridges Event Review

CAC members reviewed 2 roll up reports of Building Bridges event evaluations (community attendees feedback, staff feedback). They discussed in depth about the following:

- Evaluation Roll Up Format
- Facilities/Set Up

- Opening/Closing of Event
- Suggestions for Future Building Bridges Events
- Purpose of the Council/Event

4) CAC Terms of Reference

The council had a discussion of the Terms of Reference (TOR) wording:

- No mention of an annual community event in the TOR
- Clarification required regarding terms of membership (Can members sit on the Council longer than 3 years? Staggered rotation of members required)

TOR Suggestions;

- Suggest look at expanded membership (younger members, TOR states “black and or other oppressed communities”)
- CAC could follow DCAS’s Board of Directors recruitment techniques
- Adding to TOR that CAC members should live or work in Durham Region

5) Suggested Work for 2018-19

Work for early next term:

- Review Terms of Reference document
- Determine the focus of the work of CAC for the 2018/2019 year
- Select co-chairs who are able to meet to create agenda and responsive to review the draft minutes prior to meetings

6) Next Meeting

The next meeting will occur in late October 2018. A meeting invitation will be sent out over the summer months.

Meeting adjourned at 8:09pm