

Minutes

Central Council

Date and Time:
October 24, 2011
5:00 – 7:00 pm

Meeting Location:
Kiwanis Community Centre,
78 Riverside Drive

Present: Huda Hussein, Kelly McManus, Jean-Simon Cantin, Lauren Touchan, Henri Boyi, German Gutierrez Sanin, Dev Sainani, Ria Urbi, Muriel Abbott (in lieu of Jean-Pierre Cantin), Vicki Esses, Corinne Walsh, Asma Ahmed

Regrets: Ahmed Yahya Ali, Junyan (David) Chen, Naeem Qureshi, Anne Langille, Elisabeth White, Mohamed Al-Adeimi

Absent: Jo-Ann Hutchison

Item Description	Information, Update, Action, Lead and Due Date
1. Updates and Actions from Previous Business	<p>Governance Model</p> <p>Carol Stewart from the Culver Group presented the draft governance documents to the Council. Council members provided comments and suggested additional components to the model.</p> <p>The motion to approve the Governance framework and its accompanying documents (with the additional components as noted below) was made by Vicki, seconded by Lauren and passed unanimously by the Council.</p> <p>The following components of the governance model</p>

2. Co-Chair's Opening Remarks

were approved as provided by the Culver Group:

- Terms of reference (noting that the current co-chair model will be in place until 2013 – 2014, and at such time it will be reviewed)
- Roles & responsibilities
- Code of conduct
- Conflict of interest
- Policies and operating procedures (attendance, decision-making, Council relationship to staff, media and communications)
- Meeting guidelines and minutes templates, timelines and memberships
- Letter of understanding

These items will be put into place immediately.

The following items will be drafted and brought forward in November:

- Leave of absence policy
- Council recognition procedure
- Procedure for calling emergency meetings
- Procedure for adding agenda items
- Note that Robert's Rules of Order is the standard decision-making format
- Health and safety

Carol will draft the new items and submit to the governance group. New items will be shared with the Council in November's meeting for approval.

Kelly noted that Elisabeth is out of the country and sends her regards to the Council.

Kelly provided the following updates:

- The Governance Task Group met and provided their inputs to the Culver Group. Carol is here on behalf of the Culver Group to present the Governance Model to the Council.

3. Updates and Actions from
Previous Business
(continued)

- Muriel Abbott was introduced to the Council as the Education sub-council vice-chair. She will be sitting-in for Jean-Pierre (Education chair).
- Jean Pierre is currently recuperating from a medical issue. He has been in touch and sends his best regards to the Central Council.
- George Perez has submitted his resignation from the Council. This means there are currently two vacancies for the members at large (formerly “immigrant representatives”); recruitment has been on hold pending the completion of the governance review.

Given that the bulk of the governance review has been approved by Council, there was agreement to begin the recruitment process. The motion to recruit new members-at-large was made by Lauren, seconded by Dev and passed unanimously by the Council. Lauren and Henri volunteered to join Huda in the recruiting committee. Vicki suggested that the recruitment committee reviews applications submitted last spring before sending out new expression of interest. There was agreement.

Media and Engagement Update (Strategic Multimedia Communication Plan)

Dev presented the kitchen table implementation plan and survey questions to be used by the facilitators for the upcoming kitchen table discussions with six ethno-cultural groups in London. He also shared the dates for the upcoming facilitated discussions.

He also presented the draft Request for Proposal for a media/communications consultant. The key deliverables for the consultant would include a “media literacy” guide, a training curriculum and workshops on social media for six ethno-cultural groups.

Vicki suggested to include some demographic

	<p>questions in the survey and to provide an information and consent letter to the participants. Vicki offered help on these particular items.</p> <p>A motion was made by Dev to proceed with the kitchen table questions and survey and to accept the request for proposal for a media/communications consultant. Motion moved by Dev, seconded by German and passed unanimously.</p> <p>Kelly and Huda thanked the facilitators (Asma, Dev, Lauren, German, David, Yahya) for their leadership in the kitchen table discussions, and Vicki for helping to relay the need for note-takers to her students at the university.</p>
4. Adoption of Previous Minutes	<p>September 26, 2011</p> <p>Motion to approve the Minutes as circulated was moved by Lauren, seconded by Corinne and passed unanimously.</p>
5. Additions to Agenda	<p>Information Package - Lauren</p>
6. Updates and Actions from Previous Business (continued)	<p>Welcoming Community Initiatives (WCI) Update</p> <p>Vicki shared a number of Welcoming Community Initiatives (WCI) reports that would be relevant to the information being collected through the kitchen table discussions and the survey. She also mentioned that Making Ontario Home is completed and will be shared once Ontario Council of Agencies Serving Immigrants (OCASI) releases it. This report would also be a resource in developing the measures of LMLIP Outcomes.</p> <p>Advocacy/Systemic Change and Outcomes Task Group</p> <p>Two task groups have been struck to work on the Advocacy /Systemic Change and Outcomes. Advocacy task group members include Corinne, Lauren, Naeem and Henri while Outcomes task group members include Vicki, Mohammed and</p>

	<p>German.</p> <p>Groups will have their first meetings in November and bring updates to Central Council next month.</p> <p>Cultural Competency</p> <p>Corinne presented on the work of the group. The group is working on a plan of collecting and reviewing existing resources, connecting with service providers who have done cultural sensitivity training that target senior management, followed by middle management/administrators. Corrine asked the Council for any suggestions to the group. Lauren will provide information on a training that College Boreal has recently taken.</p>
<p>7. New Business</p>	<p>Lauren suggested the idea of developing a welcome package to newcomers based on the University of Western Ontario's welcome package for international students. The package might include discount coupons and promotional items to shops and restaurants in London and more information about tourism and recreational activities in London.</p> <p>Huda noted that the idea aligns with the Settlement priority of access to information and attraction. A task group from Settlement will be struck to look into this proposal.</p> <p>Henri noted that members need to feel valued for their contributions and commitment.</p> <p>Kelly advised that 211 London Middlesex is now available. Anyone can access 211 for information on services. Kelly also noted that this is a multilingual resource. Materials on 211 are also available today for members to pick up and share.</p>
<p>8. Co-chair's closing summary and review of action items.</p>	<p>Kelly thanked all Council members for attending and invited everyone to the next Council meeting. The additional components to the governance model will be shared by then.</p>

9. Adjourn

Meeting was adjourned at 7:00 p.m.

10. Next Meeting Location and Date

Kinsmen Recreation Centre on November 28, 2011

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