



## **Annual General Meeting**

July 10, 2014

Sheridan College

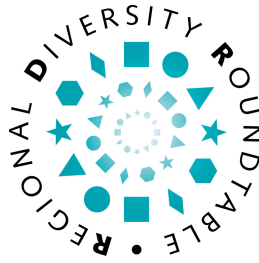
4180 Duke of York Boulevard, Mississauga

9:40 am - 10:10 am

### **AGENDA**

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- |  |                |
|--|----------------|
| 1. Welcome/Call to Order                 | Varsha Naik    |
| 2. Introductions                         | Sarala Uttangi |
| 3. Approval of Agenda                    | Sarala Uttangi |
| 4. Board Chair Report                    | Varsha Naik    |
| 5. Treasurer's Report/Financial Overview | Michelle Bilek |
| 6. Coordinator's Report                  | Sarah Grzincic |
| 7. Election of the Board of Directors    | Varsha Naik    |
| 8. New Business                          | Varsha Naik    |
| 9. Adjournment/Closing Remarks           | Varsha Naik    |



**Inaugural Annual General Meeting**  
**The Regional Diversity Roundtable (RDR)**  
 June 27, 2013  
 Sheridan College  
 4180 Duke of York Boulevard, Mississauga  
 9:30 am - 10:00 am

**MINUTES**

**Membership Present:** Francesca Bernadowitsch, Susan Cheeseman, Larisa Drozd, Sharon Douglas, Varsha Naik, Kay Setaram, Sarala Uttangi, Fauzia Khan, Alison Caird, Aida Carlos, Omnia Helbah, Jenny Qin, Megan Richardson, Dilys Watanabe, Aamna Ashraf, Antonina Boulkanova, Shari Lynn Ladanchuk, Tina Chu, Toni Francis.

Agenda Item	Action	Resp.
<p><b>1. Welcome/Call to Order</b></p> <p>Varsha Naik officially opened the AGM and welcomed everyone. She declared that the RDR Board and 19 RDR Members were present. No proxies were received. Having established quorum, Sarala Uttangi, RDR Secretary, proceeded to read the notice calling this meeting. Sarala Uttangi read: The notice calling of this meeting was shared with RDR members on May 8<sup>th</sup>, 2013. It was also distributed to the larger community and RDR members via e-mail and local networks on May 23<sup>rd</sup> 2013. Reminders were sent electronically and delivered in-person at the RDR May and June meetings.</p>		
<p><b>2. Introductions</b></p> <p>Sarala Uttangi stated that RDR was incorporated as a Charitable Not for Profit organization in May 2012. In the interim, from incorporation up until then, the RDR's Steering Committee transitioned as the Board of Directors to meet RDR's new fiduciary responsibilities. The current Board of Directors constituted the Chair, Varsha Naik, Secretary, Sarala Uttangi, Treasurer, Larisa Drozd and RDR Coordinator Monica Valencia.</p>		
<p><b>3. Approval of Agenda</b></p> <p>Sarala Uttangi invited all attendees to review the agenda. Varsha Naik called for a motion to approve the agenda of The</p>	Carried	

<p>Regional Diversity Roundtable 1<sup>st</sup> Annual General Meeting for June 27, 2013.</p> <p>Moved by: Seconded by:</p>		
<p><b>4. Board Chair Report</b></p> <p>Varsha Naik presented her report as Chair of the RDR. Sarala Uttangi called for a motion to receive the RDR Chair's Report.</p> <p>Moved by: Seconded by:</p>	Carried	
<p><b>5. Treasurer's Report/Financial Overview</b></p> <p>Larisa Drozd presented the financial report/overview of the RDR. Varsha Naik called for a motion to receive the Treasurer's Report.</p> <p>Moved by: Sharon Douglas Seconded by: Kay Setaram</p>	Carried	
<p><b>6. Coordinator's Report</b></p> <p>Monica Valencia presented her report as RDR Coordinator. Varsha Naik called for a motion to receive the Coordinator's Report.</p> <p>Moved by: Seconded by:</p>	Carried	
<p><b>7. By-laws Ratifications</b></p> <p>Sarala Uttangi presented the ratification of the RDR by-laws. She stated that the by-laws were approved by RDR members on February 13<sup>th</sup>, 2013 and approved by the board on March 13<sup>th</sup>, 2013. The RDR members and the board decided and voted on opening the positions of the Board of Directors to the community at large. Thus, the second paragraph from section 5.02 of the by-laws had been removed. Details were provided in the packages of voting members.</p>		

<p><b>8. Election of the Board of Directors</b></p> <p>Varsha Naik declared that in early May 2013, the RDR put out a community-wide call for members for the RDR Board of Directors. She read the call out loud. Varsha Naik added that she had received 11 letters of interest and stated the following: the RDR officers nominate the following individuals to stand for election as directors of the RDR to hold office for the current term. Each of the nominees has accepted the nomination. You will find their biographies in the AGM program. Varsha Naik also presented the Board of Directors Slate, which included Gurwinder Gill, Lakhbinder Pabla, Michelle Bilek, Paul Nguyen, Peter Gatto and Atif Mahmood. Varsha Naik called for a motion to elect the aforementioned slate.</p> <p>Moved by: Seconded by:</p>	Carried	
<p><b>9. New Business</b></p> <p>Varsha Naik called for any new business. None was called. She invited attendees to stay for the Inaugural RDR Conference.</p>		
<p><b>10. Adjournment/Closing Remarks</b></p> <p>Varsha Naik thanked everyone (BBBS, RDR members, partners, funders, board members) and delivered her closing remarks.</p>		



## **Second Annual General Meeting 2014**

### Chair's Report

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I am proud to share the Regional Diversity Roundtable's (RDR) story of a year of change and growth. The past year brought many changes to RDR. To name one - personnel changes at the Board and staff levels. The full capacity Board that began the year after our inaugural AGM has today remained to half its capacity. The members who stepped away were directly impacted by changed status in their respective workplaces. Organizational restructuring and reassigning of responsibilities factored in these decisions impacting RDR. It is a credit to the passionate, committed and dynamic members of the Board that work has continued with minimal disruption. RDR also saw staff changes during the year. The Coordinator and Project Lead moved to new challenges taking with them the skills and experiences shaped by their time at the RDR.

Since its inception, the RDR has considered change to be the norm and hence took this opportunity to bring in new thought, aspects of diversity and personnel to the table. The new Coordinator, Sarah Grzincic joined the organization in May and has begun to contribute to building the RDR. The community call for Board members has had a tremendous response and we will be at full capacity once again. On board will be highly skilled and experienced governing body.

This past year, the focus was on building a sustainable RDR. Strengthening the organizational infrastructure was central to the growth. The Policy and Procedures Manual was revised and approved by membership. Processes were finalized that stabilizes RDR as an entity. The RDR currently has 34 member organizations that are active and many more that remain on our mail list for information and support.

With growth and sustainability in mind, the Board was successful in adding two projects to the RDR achievements. The first from the Ministry Of Education for Diversity and Inclusion Training for their 230 senior staff over a period of one year and second from the Region of Peel for Phase 2 of the Diversity and Inclusion Charter of Peel over a period of 18 months. The new opportunities have allowed RDR to grow and increase its personnel by one FTE.

RDR remains a leader in knowledge transfer and exchange in the GTA and the Region. Collaboration continues to be the approach of choice for RDR and its goal remains on organizational and collective impact. Community Capacity Building is our organizational commitment and to realize it, we have trained ten trainers cross-sectorally to facilitate organizational change and achieve inclusion. Our hope is to add to the trainers list in the coming year. RDR continues to be asked and based on

resource availability; does offer supports to local organizations for diversity, equity and inclusion initiatives.

RDR's strategic direction inspires our work and effort. Our ask is simple. All Peel service providers join us in the diversity, equity and inclusion journey. Our path has been supported by Big Brothers and Big Sisters of Peel, our Ontario Trillium Foundation grant trustee and RDR host. The Board joins me in extending our gratitude for the assistance to all our funders. The Ministry of Education and Region of Peel grants have allowed RDR to chart its independent course in the region.

I want to thank my fellow Board members for their tireless dedication and time devoted to RDR. I would be remiss if I did not mention Monica, Marisa and Sarah for their contributions. As staff they implement/ed the Board's vision very effectively. The RDR volunteers are valued and appreciated. They play a vital part in RDR's success. Lastly, and most significantly, our member organizations and their representatives are noteworthy. They keep RDR real, meaningful and growing. Thank you for keeping diversity, equity and inclusion on the agenda in our organizations and community. Our collective efforts and voice ensures the equity outcome for all.

RDR is committed to building a harmonious community and inclusive Peel.

Sincerely,

A handwritten signature in black ink, appearing to read 'Varsha Naik'.

Varsha Naik  
RDR Chair, Board of Directors



## Annual General Meeting 2014 Coordinator's Report

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Good morning RDR Members, Board of Directors and community members. Today marks the second annual conference for the Regional Diversity Roundtable. Since its inauguration, RDR has been committed to building inclusion and diversity competence in organizations' core values, structures, workforce, policies and services in Peel. This work could not be possible without this year's grants from Ontario Trillium Foundation, Ministry of Education and the Region of Peel.

This has been an eventful year for the RDR. RDR was the successful proponent of the request for proposal for Diversity and Inclusion Training. Training has commenced and will be conducted to 230 managers within the Ministry of Education. Training has started mid November and will end in November 2014. The manager training serves to achieve a higher level of diversity competency while engaging in self-reflection about their understanding of diversity and inclusion issues.

Another successful milestone was the first white paper, which was the creation of an organizational assessment tool. The Regional Diversity Roundtable developed a tool for non-profits to assess their diversity, equity and inclusion practices. The tool assesses progress in key domains of a non-profit organization; they were developed as a result of the research and stakeholder engagement undertaken as well as the knowledge and experience of the working group.

Additionally, a second white paper was written as a critical reflection on the Diversity and Inclusion Charter of Peel. Critical questions surfaced regarding challenges arising from antiquated definitions of identity and culture that dominate over new identities. The paper showcased the complexity of these identities in order to assist with implementation of Phase 2 of the Charter.

The Region of Peel granted funding to RDR for Phase 2 of the Diversity and Inclusion Charter of Peel. Phase 2 aims to expand charter outreach and endorsement as well as provide support to current endorsers. 5 partnering agencies act as the advisory committee and a Project Lead will be hired at the end of the month to execute this initiative.

To expand community knowledge regarding organizational equity, train the trainer sessions started in September in Brampton. This train-the-trainer series trained participants to become confident in offering the *Steps to Organizational Equity* curriculum to others and/or other organizations on behalf of the RDR. Participants were provided with an immediate opportunity to implement the skills and knowledge needed to strengthen internal organizational capacities in order to respond to our increasingly diverse organizations and communities

Lastly, a Tough Questions Café was held at the Art Gallery of Mississauga with critical discussions and dialogue to address the issues of art, diversity and inclusion

in the city. The forum was collaborative, educational and highlighted the importance of showcasing diverse community identities in local art galleries. Art is a powerful medium and when inclusive, it can easily break down barriers.

I would like to thank all of the people who have helped support RDR to carry out and support its initiatives. Without your assistance and timeless commitment, the work could not be completed.

I look forward to meeting more community organizations in Peel and the GTA as together we will work towards making Peel a more equitable and inclusive space.

Thank you,

Sarah Grzincic  
RDR Project Coordinator





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Thank you,

Sarah Grzincic  
RDR Project Coordinator



## **Annual General Meeting**

July 10, 2014

Sheridan College

4180 Duke of York Boulevard, Mississauga

9:40 am -10:10 am

### **BOARD OF DIRECTORS SLATE**

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- |                           |                  |
|---------------------------|------------------|
| • Varsha Naik             | Chair            |
| • Sarala Uttangi          | Secretary        |
| • Laky Pabla              | Acting Treasurer |
| • Michelle Bilek          | Board Member     |
| • Atif Mahmood            | Board Member     |
| • Thamina Jaferi          | Board Member     |
| • Sharmini Constantinescu | Board Member     |
| • Megan Richardson        | Board Member     |
| • Nikhat Rasheed          | Board Member     |
| • Samuel Malvea           | Board Member     |



## **Board of Directors Biographies**

### **Annual General Meeting 2014**

#### **Continuing Members:**

##### **Varsha Naik, Chair**

Varsha Naik is community liaison coordinator for the Peel District School Board with more than 20 years of senior level experience in the human service sectors in Ontario and has a personal commitment to equity. She is responsible for initiating and managing collaborative and leading edge community development projects with emphasis on diversity. She is a noted expert and frequent presenter on integrating diversity into public education and in engaging and involving the diverse faith and culture communities nationally and internationally. She facilitates board, school and community communication to further develop transparent, inclusive and fair practices, procedures and protocols. Strengthening Peel board's partnership with key agencies within the Region of Peel is part of her portfolio. She has brought a number of new and innovative initiatives to the board like Faith Forward and Diversity and Inclusion Charter of Peel. She is one of the founding members of the RDR and has led and supported many of its activities, projects and committees from 2005 to date. She is leading the RDR as Board Chair from April 2013.

##### **Sarala Uttangi, Secretary**

Sarala Uttangi is the Multicultural Services Coordinator at Brampton Library and has been instrumental in the development of multicultural programs, services and collections, designed to meet the needs of the Brampton community. She sits on a wide range of committees including the Regional Diversity Roundtable. She has served as an RDR member since October 2005, contributing through working groups, steering committee and as a board member and has a passion for strengthening diversity, equity and inclusion in the organizations.

##### **Laky Pabla, Acting Treasurer**

Laky Pabla graduated from York University with a BA in Sociology and an Honours in Bachelor of Social Work. She graduated from the University of Windsor with her Masters in Social Work. She was one of the initial members of Peel CAS' diversity committee and co-chaired the committee for two years. Laky also worked as a psychotherapist for several years. She is a member of the CAS/VAW collaborative table

and is currently working with CAS' and VAW agencies in Central West Region. She is the primary trainer of social workers at Peel CAS and has chaired Peel CAS South Asian Heritage month events in past years.

**Michelle Bilek, Board Member**

Michelle Bilek is a 30-year resident in Mississauga and has experienced the vast growth and diversification of our Region. Michelle is a local social activist and advocate for social justice, equity and diversity. She served as a Diversity and inclusion Champion in the creation of the Regions first ever Diversity and Inclusion Charter. She recently served on the Board of Directors of SAVIS (The Sexual Assault and Violence Intervention Services) for 7 years as Vice-Chair. She sat on the Finance, Personnel, Fundraising, and Strategic planning Committee. She has also served on the Board of Directors of UNACTO (United Nations Toronto Regional Chapter) for 5 years as well as on the Environmental Committee of that Board. She is currently an Executive member of the Ontario New Democratic Party as the Central West Regional Representative. Michelle is a formal Psychosocial Worker for the Department of Patient Education at Princess Margaret hospital, as well as in Long Term Care and Retirement in Peel Region. She is also a former High School Teacher. Michelle has studied Psychology and Sociology at McMaster and later educated in Women's Studies and Diversity Studies at York.

**Atif Mahmood, Board Member**

Atif Mahmood is Youth Program Manager at Peel Multicultural Council for the past 5 years. He is a graduate from Ryerson University and has a B.COMM in Information Technology Management. However his love for working with diverse youth has strayed him away from computers and technology and has focused him more on working with young leaders in the community and empowering them to become leaders in the future. He is also passionate about creating a harmonious community in the region of Peel by promoting and spreading the message of diversity and inclusion. Atif is also involved as an executive council member for the Young Leaders Council (YLC) and South Asian Advisory Council (SAAC) of the United Way of Peel Region.

**New Members:**

**Thamina Jaferi**

Thamina Jaferi is a lawyer by profession with experience in labour and employment law, and a passion for diversity and human rights. She has extensive experience working with other Canadian non-profits dedicated to eradicating social inequities and promoting institutional and organizational diversity. Thamina believes that diversity initiatives must always be coupled with an importance on inclusion, and being accountable to all equity-seeking groups. She also believes that the rich diversity of Peel is a valuable asset that should be harnessed to strengthen diversity-oriented programs in this region. Thamina is extremely grateful for being considered to become a part of the RDR Board, and would be honoured to have the opportunity to serve the RDR and its membership.

### **Sharmini Constantinescu**

Sharmini holds a Masters in Business Administration (MBA) and is a Certified Disability Management Professional (CDMP) of the Canadian Society of Professionals in Disability Management and the International Disability Management Standards Council. Sharmini's expertise covers areas that include the implementation of programs to support social inclusion of people with disabilities. Sharmini presented the Disability Employment Placement Program as a case of good practice at the United Nations International Labor Organization (UNILO) Multinational Roundtable on Disability and Employment. She is currently the co-founder and Executive Director of Diversability Development Organization (DDO), a Canadian non-profit. DDO brings about innovative approaches to improve the lives of people with disabilities in varied social, economic, and cultural settings.

### **Megan Richardson**

Megan Richardson is a Strategic Planning Specialist at the Region of Peel, working within her department to bring an equity and inclusion lens to Human Services planning, and to build capacity internally and in the community to further equity and inclusion in Peel region. Megan has been a Regional Diversity Roundtable member for over a year and contributed towards developing the Diversity and Inclusion Charter of Peel as a member of the Committee of Diversity and Inclusion Champions. She was also a participant in the RDR's pilot of the Steps to Organizational Equity Curriculum. Megan worked with non-profits in Canada and internationally for about 13 years and looks forward to bringing her skills and experience to further support the RDR.

### **Nikhat Rasheed**

Nikhat is a seasoned senior consultant with 9+ years of managing complex multi-institutional projects in the public sector (community colleges and non-profits) funded by the Governments of Ontario and Canada. Nikhat has senior leadership experience as former Executive Director of a registered Mississauga charity, served on the Diversity & Inclusion Charter of Peel's champions committee, and currently serves as Board President of the Canadian Evaluation Society – Ontario Chapter, the professional association of program evaluators. Her key skills include strategic planning, measurement, research and evaluation, and project management. Nikhat is a systems thinker with a passion for learning organizations, diversity and inclusion, and utilizing her skills for positive social impact.

### **Samuel Malvea**

Samuel is an experienced professional with over 20 years in policy development, administration, consulting, market and economic research. He has led and executed large research studies and consulting assignments for public, private and multinational clients. Sam also has board governance experience in the not-for-profit sector including executive transition, change management and resource allocation. In addition, he is involved with The Mentoring Partnership to assist skilled immigrants in their settlement and job search activities.

# The Regional Diversity Roundtable

## Financial Overview

From April 1, 2013 to March 31, 2014

Statement of Operation

Year Ended March 31, 2014



### Revenue

Ontario Trillium Foundation	\$	75,050
RDR generated revenue		<u>5,902</u>
	\$	80,952

### Expenses

Salaries & Benefits	\$	53,788
Professional Fees		5,306
Program Expenses		12,520
Administrative		<u>8,109</u>
	\$	79,723

Surplus(deficit)		<u><u>\$</u></u>	<u>1,229</u>
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Note: Statement of Operation is unaudited