

Summary of Feedback Received on the Future of JCA Committees & Structure

The following comments and ideas came from members who responded to the February 28 Quarterly Meeting survey and/or the survey emailed to members.

General comments on JCA committees

- Committees need more visibility- not obvious to new members
- The need for strong youth & advocacy committees received numerous support
- A member of the youth committee indicated they have not met in one year
- The committees are the foundation of the organization and should continue
- Some committees should be restructured to reflect the responsibilities that these committees carry out

- Each Committee chairs should report directly to the board, they actually carry out the work. Time should be set aside by the JCA Board to have meetings with committee chairs, even once per quarter
- Going forward, the organization's focus should be
 - Membership/Retention, Fundraising / Hall Rental Income / Building Maintenance and Youth Involvement
- There are quite a few events geared towards youth in the community, for example, Scholarship Gala but youth not seen participating in JCA; if they are, then we should be highlighting them and making it known
- Every event the JCA hosts should have some membership focus
- Membership should not be left to just one group of people
- Committees should consider teleconferencing and live-streaming as a way to involve more people
- The membership committee is currently supporting the senior's club very well – good relationship with membership chair

Other comments

- Youth should be shown the value of JCA to them - for example, could offer legal advice, offer 2 scholarships
- Youth committee is key but need to adjust to what works for them
- Meetings held at night can be an issue for some seniors

START

What committees should JCA Start?

Small business committee
Men's committee (2) Could create a sports team to attract men of various ages to JCA
Awards committee
Bring back social committee/entertainment committee
A 10 member guardianship for the membership lounge to include: building chair, membership chair, one board member & balance selected from general membership
Build mentoring into the women and men's committees
Create a tutoring program for adults needing literacy and numeracy support – this is based on current experience with the Saturday Morning Tutorial Program where adults have come to the Saturday morning program looking for help with literacy
Volunteer committee - facilitate orientations, training, document procedures, match volunteers to committees, coordination of volunteer data base of skills, volunteer recognition events
Toastmasters for adults

STOP

What should JCA stop?

With the exception of the following comment, no one wanted any of the committees to end.

Fundraising committee can stop when JCA foundation is up and running
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CONTINUE

What should JCA continue or revise?

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Fundraising related:

- Put fundraising under finance committee (2)
- For the fundraising committee, make major initiatives (eg. walkathon, golf) a focus for a specific year
Put Independence, golf, walkathon under fundraising & put more emphasis on these three events
- If the golf turns a profit keep it; if not discontinue
- Walk a thon – providing there is someone to take the lead – continue

Membership related:

- Combine Independence with membership
Seniors club should go under membership committee
- Membership needed but not sure of format. Maybe focus more on marketing membership at events, Corporate membership, host membership (events), manage the membership lounge, maintain membership list, plan events in membership lounge and barbeque
- Membership to continue however their role should be redefined to focus more on increasing membership and outreach
- Recently joined the membership committee because I know that JCA can partner with companies like the one I work for to increase membership and awareness. I am hoping to see more emphasis with the committee to work on more ways to increase membership
- Have grave concerns about the current 'workload' of the membership committee. It is inconceivable that there are ten committee meetings in the year yet the committee has the responsibility for three quarterly meetings, an AGM meeting, the annual picnic, the flag raising ceremony, Seniors' Brunch, the Children's Christmas party and is expected to recruit new members, keep in touch with current members and to make telephone calls at the behest of other committees.
- The primary focus of the Membership Committee is recruitment and following up with new members but ancillary duties will affect our ability to effectively maintain this focus. We are experiencing several challenges in recruiting younger members so we have to create new ideas to attract them to the organization. Again, we have a better chance of success if the committee directs its efforts specifically to membership requirements and not incurring the responsibility for social events.
- Membership could be renamed to Membership and Event Planning /

Coordination with two sub teams.
<p><u>Education & Culture related:</u></p> <ul style="list-style-type: none"> • Rename: Education, Heritage & Culture committee Rename: Youth, Education & Culture committee (2) Rename: Youth & Education committee • Put Independence under education A committee to document our community stories (could go under Education & Culture Committee) • Do more than just scholarships
<p><u>Advocacy related:</u></p> <ul style="list-style-type: none"> • Need to define advocacy Advocacy needs a strong focus • Advocacy - continue expand and include historical education and keeper of the library and update to include current events history • Advocacy – Joint venture between CAFCAC & JCA
<p><u>Youth related:</u></p> <ul style="list-style-type: none"> • Youth committee should be an affiliate like Seniors - Need to define youth (15 - 21 & 15 - 30 were given as definition) • Youth to continue but need to map a plan and bring right people or don't start • keep Saturday (SMTP) and focus on college/ University and careers age • Youth - yes - they are our future. More emphasis should be made from all groups to grow this group's interest in their heritage.
<p><u>Finance related:</u></p> <ul style="list-style-type: none"> • Committee is needed but needed but must have the right people, focus on investments reviewing payment methods, recommending policy, reviewing and reporting on expenditures, recommendations for fund generation using assets • Finance committee should work more closely with building committee
<p><u>Independence related:</u></p> <ul style="list-style-type: none"> • Independence Committee - make it a cultural event committee with expanded reach to include black history month event, independence event and some type of Caribbean history event lecture\seminar • Independence committee needs to begin planning earlier

What role should the trustees play?

Should work more closely with the Building Committee
Oversee bids, processes, quotes
Not needed
Monitor building and report inventory of assets and disposal of assets (2)
Officiate at presentations
Use them to address youth
Speak on JCA history (2) – be the collective memory of JCA
The assets should be part of the building committee. The trustees should be oversees of quotes ensuring we are efficiently spending, procedures when we have votes, reviewing insurance requirements, hall agreements...
These functions should be part of the Building Committee's role with reporting to Trustees
Inventory is necessary as items break or are no longer usable they need to be replaced; keeping an accurate count of all assets is necessary.
The trustees' role is still needed ,so additionally, maybe records should be kept of our kitchen utensils i.e. glasses, knives, forks etc.
Play a role in fundraising
Make sure damages and deficiencies are reported to board

Should JCA create an advisory committee for JCA, CAFCAN, Foundation?

More information needed/needs clarification
Yes (9)
Yes but only for JCA & foundation, not CAFCAN (2)
Formalize relationship- very important

Not CAFCAN the others yes unless requested by CAFCAN. Not sure what benefit to JCA as they do not need to listen to JCA and they report to funders. We have rep on board that can volunteer help if required or make recommendations. Need to focus on core.

Absolutely yes; they are uniquely separate but all functioning within the JCA Building; connection still needs to be maintained. Individuals feel that the organization is divided and there is no longer the sense of unity.

An advisory committee of all the organizations is needed to ensure that the overall operation of all entities is successful.

I think before the charitable foundation organization is started, the transition team should take the time out, to conduct an assessment of the impact of the JCA / CAFCAN separation has had so far.

Since the JCA is now separated from the Social Services, we will need to ensure that:

- we are not competing against CAFCAN when we are deciding on efforts to fund the organization
- we need to maintain our relationship with CAFCAN and be an active member involved in the decision making processes by the board, or else we lose the history of how it all got started.