



BOARD OF MANAGEMENT

of The 519 Church Street Community Centre

MEETING MINUTES

for the meeting held on
February 23rd, 2015

2014-2015 Meeting #5

Meeting Attendance

Board Members and Staff

Attending:	Margo Foster, Michelle Walker, Jacob Porpossian, Dan Boyer, Tom Lewis, Tyler Fleming
Staff:	Maura Lawless (Executive Director), Becky McFarlane (Director, Programs and Community Services), Rick McCarty
Regrets:	Matthew Cutler (Director, Strategic Partnership Initiatives), Paul Bent, Nicki Monahan, Wesley Watson, Luc Levasseur
Recording Secretary:	Kristina Flynn (Senior Consultant, Project Administration)
Guests	Nadia Bello (6:53)

Meeting Minutes

1. Quorum Confirmed / Visitors

Margo Foster opened the meeting at 6:31.

2. Approval of agenda

MOVED BY Jacob Porpossian

SECONDED BY Tom Lewis

THAT the agenda be approved as circulated.

DECISION Carried.

3. Approval of minutes

MOVED BY Dan Boyer

SECONDED BY Tom Lewis

THAT the minutes from the January 26th, 2015 meeting of the Board of Management be approved as circulated.

DECISION Carried

4. Declaration of conflicts of interest

No conflicts of interest.

5. Agency Business

Presentation: Program & Community Services Framework

Becky McFarlane reviewed briefing materials on The 519's Program & Community Advocacy, Engagement and Community Framework as circulated in advance of the meeting.

Background

Over the past few years, the Programs and Services Department has been evolving to better reflect our organizational priorities and to build our capacity to take on new work. These changes have included:

- Moving from an identity-based staffing and program model to a more flexible and nimble model that allows for the expansion and contraction of programs and services as needed
- The addition of a formal Education and Training Department that has been tasked with stream-lining, standardizing, and growing our work in the education and training realm
- The incorporation of FABARBAK into the Program Department and a focus on building on the principles of productive enterprise across program areas.
- The realignment of our Front Desk and Information Services Department under the

- Program and Services Department to ensure an integrated customer service and community access philosophy
- A sharper focus on the work of community-led groups and a review of our Space Use Policy.

Why the Shift?

- With gaps in existing social service delivery, the development of identity-based programming was an important step in both acknowledging and meeting the needs of specific LGBTQ communities. (Trans programs, for example, were almost non-existent until more recently – designating specific staff positions as ‘trans competent’ was an important step in filling this gap) – times have changed.
- Peer-led staff positions was key in building our legitimacy and strength as LGBTQ ‘service providers’ – though this model came at a cost.
- The needs of our communities are ever changing and so we must build our capacity to be ever changing too!
- Understanding the distinction between and overlap within our ‘Space. Service. Leadership.’ model is helpful in keeping our work current and moving. (ex. work with trans sex workers, work with refugee communities)
- We need to acknowledge the impact that much of what we do has on the staff who work here – this model allows for more flexibility and cross-over.

Advocacy at The 519

- Most of our advocacy efforts stem directly from the work we are doing on the ground – our campaign are responses to the issues and experiences faced by the communities we serve.
- This new framework allows us to respond much more quickly to the immediate needs of a particular advocacy issue – more importantly, it creates the structure that allows us to build a more thoughtful and systemic advocacy model.
- Because ‘advocacy’ means many things, we need to better understand what we are currently doing that is advocacy related. We also need to formalize the mechanisms that exist to identify advocacy issues and assess our capacity to respond.
- Advocacy is a critical element of the work that we do – it allows us to respond to the systemic issues we are seeing at a front line level and create a response that validates, brings resources to, and seeks to change things for the better.

Some Advocacy Initiatives already underway at The 519 include:

- LGBTQ youth homelessness
- Rights of older LGBTQ adults
- Building safe and inclusive work environments
- Trans access and inclusion
- #allblacklivesmatter and allyship
- Building inclusive sport and recreation spaces

Briefing: Sport & Recreation Project Update

Kristina Flynn reviewed the Sport & Recreation Project briefing note as circulated in advance of the meeting.

February Agency Business Report

There was no formal agency business to report for February.

Board Notables Calendar – circulated

MOVED BY	Jacob Porpossian
SECONDED BY	Luc Levasseur
THAT	The Board of management approve establishment of the Trustee of the Will Munro Fund as proposed.
DECISION	Carried

6. Chair Report / Executive Committee

Nominations Committee Report and Committee Appointment Recommendations:

Nominations Committee report as circulated.

Margo updated the Committee's continued efforts to fill the remaining vacancy. The nominations committee has been busy interviewing candidates and is recommending Nadia Bello as the candidate.

Nadia Bello introduced herself to the group, mentioned her background in Human Relations, and current role as a Certified Training and Development Professional at York University, with the Sexual Harassment portfolio.

Margo mentioned that there were other strong candidates through the process and that the nominations committee is recommending them to join the SPP committee. Dan, the new Chair is aware of this and supports the suggestion. These two individuals are Ybia Anderson and Keaton Taylor.

Margo finished by acknowledging that after seven months of nominations, she is proud of the work of the committee. The nominations committee is recommending that a new committee is establishing soon to begin recruitment for the 2015/2016 term. She hopes that the new committee will continue the commitment to filling vacancies in line with our efforts to improve the diversity of the Board including trans, women and ethno-racially diverse candidates. Tyler expressed interest in being on the committee.

MOVED BY	Tyler Fleming
SECONDED BY	Dan Boyer

THAT

Nadia Bello be appointed to the Board of Management subject to final approval at Toronto East York Council as a catchment member and that Ybia Anderson and Keaton Taylor be appointed to the Strategic Program Planning Committee as non-board members.

DECISION

Carried

7. Executive Director's Report

February Executive Director's Report

Executive Director's Report circulated in advance of the meeting.

Maura mentioned that the Director's team will be meeting to discuss the Organizational Services vacancy and how that position will be filled. In the meantime the majority of the responsibilities have been divided across the management team. She thanked staff for their work on this.

8. Strategic and Program Planning Committee

Dan reviewed the SPP Report as circulated in advance of the meeting – including the motions outlined below.

He mentioned that the SPP and Human Resources Governance committees are having a discussion in April about where Board governance is going to situate itself. He stated that right now there are no decisions about how that is going to look, but discussions are happening.

Tom asked if perhaps it would be appropriate for him to come to the SPP Committee meeting in March? To which Dan says yes. The meeting is on Monday, March 9th at 6:30pm.

Dan updated the Board on the 2014 SPP Workplan accomplishments. The committee will be reviewing the workplan over the next month to determine successes/challenges. From there they will come back March/April, after staff workplans are complete, to report on how the SPP workplans will align with staff plans. He stated that they also want to include governance in the workplan and that they've dropped some key priorities that they believe the Board no longer needs to look at.

MOVED BY

Tom Lewis

SECONDED BY

Michelle Walker

THAT

the Dan Boyer be appointed as Chair of the Strategic & Program Planning committee of the Board of Management

DECISION	Carried
MOVED BY	Tom Lewis
SECONDED BY	Jacob Porpossian
THAT	Margo Foster be appointed as Vice-Chair of the Strategic & Program Planning committee of the Board of Management
DECISION	Carried

9. Resource Development Committee

No formal report.

Jacob provided a verbal update on the Diablo event last week mentioning we raised almost \$5K. He thanked everyone for a great job collecting sponsorship and in-kind donations. Jacob explained that John Farrell is working on developing a corporate membership program and that they'll be meeting again in March.

Maura updated the Board on a partnership opportunity with Pride Toronto for Starry Night and we are recommending co-brand Starry Night with Toronto Pride for 2015. The specific details of the event including logo, VIP reception, etc still need to be finalized but it is an important opportunity to demonstrate how the community can work together to celebrate Pride and we would not be in competition with Pride Toronto for our Thursday night event.

Tyler asked what the rationale was for doing this, given our popularity in the past events? Maura responded by saying that the opportunity, from everyone's perspective, is to showcase the community working together. Without working together there may have been a competitive/competing event from Pride Toronto on Thursday anyways (the initial request was actually for co-branding Green Space), but at a broad community level, it is a nice way for our two groups to work together and ensure that the Thursday event remains a key component of Pride.

Tyler asked whether it is likely that there will be a competing event on the Sunday? Maura stated absolutely. Tyler followed up by asking whether there is any analysis on a potential revenue hit. Maura stated that Pride Toronto has not shared their event plan with The 519 and in the absence of knowing the events details it's impossible to analyze the revenue impacts. In addition Maura stated that she did not feel a detailed analysis of revenue impacts was possible in terms of reporting real/ accurate impacts given we don't know what the weather will be, what PT events will be or how PT will drive/promote their events. We are realistic in understanding that PT has a new direction. Greenspace are still very special events and venues and we will continue to build on these experiences in 2015.

Maura stated that events are always risky and the Board and the organization are well aware of the risks as we discuss and plan for them every year. Our Greenspace events to

date have demonstrated significant growth and success (2009 \$67K – 2014 \$500K). We have again retained Ian Abinacle for this year and he has played a central role in the growth and success of the events. Maura did state that she and the Green Space team would be meeting with Ian to review the operating budget in detail to make sure we are all comfortable with the expenses which are really the critical control point at this stage.

Jacob stated that when other events get announced and we will have to review at that time. Maura also explained that we're operating within a budget that the Board has approved and Ian is looking at his event production to see if he can bring in even better talent (which would be a \$4K-\$5K impact) to ensure the success.

Jacob also stated that the last three weeks of negotiations and planning have been a bit of a whirl wind and the decisions contemplated various considerations.

Maura closes by saying that in April they'll be coming back with an amended budget and will be able to, at that time, better determine any financial risks.

MOVED BY	Jacob Porpossian
SECONDED BY	Dan Boyer
THAT	The 519's Starry Night (subject to satisfactory agreement) will welcome Pride Toronto as a co-host for the reception, the details of which will be worked out in discussions with Pride Toronto.
DECISION	Carried

10 Finance Committee

No formal report.

Tom Lewis stated that they will be meeting tomorrow evening.

MOVED BY	Tom Lewis
SECONDED BY	Luc Levasseur
THAT	the first quarter variance report be received as information for the period of January 1, 2015 to March 31 st , 2015.
DECISION	Carried

MOVED BY	Tom Lewis
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SECONDED BY Jacob Porpossian

THAT The amended 2015 Operating Budget be approved as circulated.

DECISION Carried

MOVED BY Tom Lewis

SECONDED BY Jacob Porpossian

THAT The Board of Management receive the draft statements from Welsch LLP and forward the statements to the membership for approval at the AGM in September.

DECISION Carried

11 Human Resources and Governance Committee

Tom Lewis reviewed the minutes circulated from the last meeting.

Tom also presented the draft of the Human Resources Performance Reporting Framework that was distributed in advance of the meeting. The committee has reviewed the framework is recommending it for approval. The comprehensive framework is intended to foster organizational and employee development including establishing a mechanism to measure success and establish organizational priorities related to human resources. The framework is focused on five key areas:

- Organizational Leadership
- Leading Equity and Diversity
- Promote Employee Wellbeing
- Workforce Capacity Development
- Employee Recruitment, Retention, and Labour Relations

Tom also stated that the work staff are doing related to the implementation of the HRMS and the Time and Attendance systems is being developed in consideration of the framework. Margo asked what information is captured now? Maura explained that some of the information is being captured manually and a lot of the new information will be captured in the HRMS system which will allow us to significantly improve business efficiencies and performance reporting on a long-term basis. Maura thanked the Board again for their leadership in approving the expense for the new system as it advances a number of the centre's strategic objectives.

MOVED BY Tyler Fleming

SECONDED BY Tom Lewis

THAT the following Board Members be appointed as Chair and Vice Chair to the Human Resources & Governance Committee of the Board of Management:

- Tom Lewis – Committee Chair
- Paul Bent – Committee Vice-Chair

DECISION Carried

MOVED BY Tom Lewis

SECONDED BY Jacob Porpossian

THAT the Human Resources Performance Reporting Framework be

DECISION Carried

12 Correspondence

The Board received a letter from George MacIntyre, a community member and painter responsible for a number of pieces in The Centre and he is requesting a permanent installation of his work.

For context Maura explained that Mr. MacIntyre has a number of paintings hanging at The 519 and we've hosted a number of events for him over the last 4-5 years. She stated that staff do not think this is something we should be doing in the absence of a formal art policy approved by the Board and in line with the City of Toronto policies. A member of the Board expressed concern that we would be seen as playing favorites. Maura also stated that The 519 would stay focused on current priorities, (PanAm, Advocacy framework, Training and Education program development, Website relaunch, the Sport and Recreation Centre).

It was agreed that Maura would write to Mr. MacIntyre and thank him for his continued support of The 519, but that we would not be hosting the event or creating a permanent installation of his art at this time.

13 Emerging Issues

Becky explained that this week is when our various #allblacklivesmatter events happen. She asked everyone to take a promotion card and mentioned she also brought copies of our Older LGBTQ Campaign and International Women's Day posters for everyone to take with them.

14 Other Business

No other business.

MOVED BY Jacob Porpossian

SECONDED BY Nadia Bello

THAT the meeting of the Board of Management for Monday February 23rd, 2015 be adjourned.

DECISION Carried.

Next Board Meeting

The next regular Board meeting will take place on Monday March 23rd, 2015.

DRAFT