



BOARD OF MANAGEMENT

of The 519 Church Street Community Centre

MEETING MINUTES

for the meeting held on April 27th, 2015
2014-2015 Meeting #6

Meeting Attendance	
Board Members and Staff	
Attending:	Nadia Bello, Tom Lewis, Margo Foster, Michelle Walker, Wesley Watson, Paul Bent, Nikki Monahan, Tyler Fleming (6:43), Jacob Porpossian (6:44), Luc Levasseur (6:45)
Staff:	Maura Lawless (Executive Director), Rick McCarty (Director, finance), Becky McFarlane, John Farrell, Matthew Cutler
Guests	Catherine Meade, David Morris (Co-Chairs, PHTO)
Recording Secretary:	Kristina Flynn (Senior Consultant, Project Administration)
Regrets:	Dan Boyer
Meeting Minutes	
1. Quorum Confirmed / Visitors	
	Margo Foster opened the meeting at 6:31PM.
	The Board introduces themselves to special guests.
2. Approval of agenda	
MOVED BY	Wesley Watson

SECONDED BY	Tom Lewis
THAT	the agenda be approved as circulated with the movement of PrideHouseTO up to sooner in the agenda, introduction of addition in-camera session on Sunday Drop In, addition of Correspondence from Welch LLP regarding the audit.
DECISION	Carried.

3. Approval of minutes

MOVED BY	Nikki Monahan
SECONDED BY	Tom Lewis
THAT	the minutes from the March 23 rd , 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: PrideHouseTO Leadership Team

Catherine Meade & David Morris thank the Board for their support on the PrideHouseTO project – specifically Michelle Walker, Maura, Matt and their team.

They distributed a handout to the Board which is a timeline/overview of the work completed to date; Catherine reviewed the document.

David spoke specifically to the reach of the Inclusion Ambassadors program across Ontario, as a result of this program.

Catherine explained some of the changes that have taken place in advance of the Games and through their decisions as Co-Chairs, including having more regular and joint meetings with the operational and leadership team and comprehensive reports from various sectors of the operational team.

Dave explained key deliverables/accomplishments:

- TO2015 Youth Summit – with participation from Saad Rafi
- The PrideHouse That Kids Build Launch
- Invitation to the COC Sport Inclusion Roundtable
- An asset map of policy/advocacy work (identify legacy opportunities at a municipal level)

Upcoming activities:

- John Farrell and the GreenSpace team engaged to assist in Pavilion activations
- One of very few spaces where you can actually watch the Games
- Crowdfunding campaign (VIP passes and other products); a new source of revenue
- Realignment in the Marketing team to ensure successful application/execution of the variety of products

Dave explained that they may return next month to explore and explain some possible changes to the operating budget and activation strategies etc. He also provided an update on park animation including: that it's intended to be a social space, shipping containers will be set up as bars, it's a celebration environment, drumming groups, dancers, circus performers etc. Catherine added that on the weekends there will be street activations on Church, i.e. beach volleyball, human foosball.

Matt explained that we are working to ensure brand alignment with "GreenSpace" to cross promote the events. PrideHouse will also be providing the Board with Pride House Ambassador training.

April Agency Business Report

Presentation: Will Munro Fund

John Farrell reviewed the briefing note as distributed in advance of the meeting. He provided a background on the Will Munro Fund. John and Becky Mcfarlane have been working closely with the family to develop a workable agreement.

It proposed that it will provide emergency funds to LGBTQ identified people in the community living with cancer. To date the fund has close to \$30K. The draft MOU is being recommended to the Board. It includes provisions related to fund administration, cost sharing for administration and mechanisms to distribute funds. The public launch including the details of this fund will be released mid-May, in conjunction with the new 519 website.

The Board asked various questions. John reviewed the eligibility requirements and acknowledged at this time there is no way of knowing how popular this fund will be. Mechanisms have been built in to reassess the administrative costs as well.

Indigenous will be capitalized on page 2. Maura explained that this is in an arms-length group managing decisions – we've given them the framework but they are taking the leadership on decisions. The 519 has obligations related to MFIPPA we are building in as many safeguards as possible to help mitigate risk and there are provisions in place for dissolving the agreement when the funds are depleted.

Maura thanked Becky & John for their leadership over the last year. And that the family feels quite good now about where things are with the fund.

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

Board Notables Calendar

John explained that our launch event for GreenSpace is on Friday May 1st (pre-party between 9-10 p.m.) and encouraged the Board members to attend. He stated that this is the launch of the Club 519 passes, which will open to the public Saturday at 8 a.m.

The group also requested some additions/changes to the Board Calendar.

6. Chair Report / Executive Committee

No formal report.

7. Executive Director’s Report

No formal report.

8. Strategic and Program Planning Committee

Margo reviewed the SPP report as distributed. SPP and HR have been talking at length regarding which Board committee will retain governance obligations. Staff (Maura and Matt) prepared a chart that identified governance responsibilities. SPP review the chart and are happy with the recommendations of governance alignment between Human Resources Governance (HR) Committee and SPP. The HR committee will be meeting on May 12th, to review the proposal as well.

SPP Annual Workplan – this was confirmed in the last meeting. Staff has confirmed the timelines associated with this and state that they believe they can certainly accomplish these timelines.

Matt reminded Board members to connect with Richard to have a updated photo for the new website.

9. Resource Development Committee

Luc explained that the committee did not meet in April but the next meeting will be in

mid-May. Luc thanked the Board members for providing their leads – and asked that they continue this information along.

John provided an update on the draft plan of the Resource Development framework. He stated that they want this to be a living document that will build on the organization's success. He will provide a copy of the last RD framework for everyone's review – this laid the groundwork to getting us to where we are now.

John also stated that part of the process is setting up a number of round table discussions re: issues on philanthropy/fundraising within the community/stakeholders (tentatively scheduled for the beginning of June) to seek input in the next phase of the development process. The Board reviewed and discussed the timelines.

Luc added that the third party fundraiser, Queens Care w/ OutTV, happened on Saturday. No final numbers have been returned yet. John explains there was a change in venue and responsibility on sales and price of tickets, in addition to issues with sound. It's clear those that went had a good time – but there were some challenges.

10 Finance Committee

Tom apologize that there was no written report– and it will be passed along in advance of the next meeting.

Quarterly Report:

Tom explained there is a new format. He stated that the changes reflect the operations breaking down into different activities, mirroring The 519 org. chart. This first quarter states that we're on target, despite tiny differences (mostly due to timing).

He explains the next will be at the August meeting and then at November – so these will be presented quarterly. The committee reviewed the detailed statements and is confident that we'll meet our overall targets by year end.

Revised Budget:

Tom presented the recommended Revised Operating budget as circulated in advance of the meeting.

2014 Audit Financial Statement:

Tom reviewed the draft audited statement as circulated in advance of the meeting.

Rick reminded the Board that the City selects the audit firm. There were very few items that came up for question – they were satisfied with back-up provided. All trustee accounts are in line. This is the first year in a few that we have a surplus after depreciation. Tom included that we also have a one-time opportunity with World Pride last year which helped as well.

The Board reviewed the statements including requesting clarification on the timesheet procedural issue identified in the auditor letter. Rick provided a brief overview of the policy and practice and that this was a very minor issue. He also reminded the Board that the new HRMS system will improve all practices associated with payroll.

Maura did draw everyone’s attention to Schedule A – the format has been slightly reviewed this year to provide a better view of the how funds are spent on community programs.

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
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

No formal report.

12 Correspondence

Welsch LLP covered in the Audited Financial

13 Emerging Issues

MOVED BY	Nadia Bello
SECONDED BY	Jacob Porpossian
THAT	The Board of Management go into in-camera discussions regarding the Sunday Drop-in program for contractual funder/legal and human resources reasons.
DECISION	Carried

MOVED BY	Wesley Watson
SECONDED BY	Luc Levasseur
THAT	The Board of Management go come out of in-camera. That the Director, Community Programs and Services will prepare a report to be presented at an upcoming meeting.
DECISION	Carried

14 Other Business

Margo asks if there are any questions about the Sport & Recreation Centre Council report.

Tom asked if the Moss Park site will affect the timelines? Maura explained that our next step is to report back in September on whether it's feasible to do a due diligence review on Moss Park. Following September we'd take the next 15 months to do a deep dive on the site (design competition, identify costing structures, capital development plan, development board establishment etc.), we'd report back in December, 2016 to seek the authority to proceed. We'd then be able to hire a contractor, release the tendering etc.

Maura confirmed that the development board would be responsible for these measures. Our sense is that there is significant support from local Councillors given the funding proposal.

MOVED BY	Tom Lewis
SECONDED BY	Wesley Watson
THAT	the meeting of the Board of Management for Monday April 27 th , 2015 be adjourned.

DECISION

Carried.

Next Board Meeting

The next regular Board meeting will take place on Monday May 25th, 2015.

DRAFT