

**BOARD OF MANAGEMENT of The 519**

**MEETING MINUTES**

for the meeting held on August 24<sup>th</sup>, 2015

Room 204

2014-2015 Meeting #9

<b>Meeting Attendance</b>	
<b>Board Members and Staff</b>	
<b>Attending:</b>	Nadia Bello, Paul Bent, Margo Foster, Tom Lewis, Luc Levasseur, Nicki Monahan, Jacob Porposian, Michelle Walker
<b>Staff:</b>	Maura Lawless (Executive Director), Becky McFarlane (Director, Programs and Community Services), Matthew Cutler (Director, Strategic Partnership Initiatives), Rick McCarty (Director, Finance), Kristina Flynn (Senior Consultant, Project Administration)
<b>Recording Secretary:</b>	Monica Notaro (Senior Consultant, Knowledge Management)
<b>Regrets:</b>	John Farrell (Director, Development), Wesley Watson
<b>Meeting Minutes</b>	
<b>1. Quorum Confirmed / Visitors</b>	
	Margo Foster opened the meeting at 6:30PM.
<b>2. Approval of agenda</b>	
<b>MOVED BY</b>	Tom Lewis
<b>SECONDED BY</b>	Michelle Walker

**THAT**

the agenda is approved noting the addition in item #11 of including a motion to pass the June 15, 2015 In-Camera Meeting Minutes, during the in-camera session.

**Carried.**

**DECISION**

Jacob Porpossian

**MOVED BY**

Dan Boyer

**SECONDED BY**

**THAT**

the meeting of the Board of Management be moved in-camera to review the in-camera minutes from June 15, 2015 capital and operating budgets, the reason being labour relations; and, item #11 the Financial Briefing Note, 7+ Month Variance and Pride Year-End projection report and the Resource Development Committee report

**DECISION**

**Carried.**

**MOVED BY**

Tom Lewis

**SECONDED BY**

Dan Boyer

**THAT**

the meeting of the Board of Management be moved ex-camera to review the in-camera minutes from June 15, 2015 capital and operating budgets, the reason being labour relations; and, item #11 the Financial Briefing Note, 7+ Month Variance and Pride Year-End projection report the Resource Development Committee report

**DECISION**

**Carried.**

**3. Approval of minutes**

**MOVED BY**

Luc Levasseur

**SECONDED BY**

Nicki Monahan

**THAT**

the minutes from the June 15<sup>th</sup>, 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

**Aug, Sept, Oct Board Notables Calendar** was presented by Maura as circulated in advance of the meeting and noted the Annual General Meeting on September 24, 2015.

Margo noted that the Strategic and Program Planning Committee meeting moved from August 26 to August 25, 2015.

**The Recreation Centre Update** was presented by Kristina, she noted:

- The Sport Inclusion Summit is considered a success based on participation, engagement and meeting or exceeding expectations. As there were 51 participants with global representation of sport leaders; high volume of media which was help to leverage sport leader attendance.
- The event is considered momentum building, positioning The 519 to move forward with an action plan through a task force or focused body that can build on, and continue the work (i.e. Inclusion Play Book, future partnerships).
- Work continues with the City of Toronto with a report back to Council regarding a feasibility study is expected for September 2015. Maura added that the success of the Sport Inclusion Summit will be a focus in the report along with an overview of project steering committee structure.

**PrideHouse Interim Report** presented by Matthew at the meeting, highlighting:

- Successful outcomes were met due to the significant volunteer support, visiting politicians, athletes and global delegates
- The experience provides a foundation for legacy work to follow
- Valuable feedback from partners, stakeholders, funders and sponsors informed ongoing success
- The PrideHouse that Kids Built is considered the best attended event in the Celebration Zone successful to the point of running out of bricks for children

However there are issues to manage and learn from for future planning:

- The experience still required exceptional extra work from The 519 staff
- GreenSpace events partnered required increased community outreach to manage noise, clean up and neighbourhood complaints
- Increased marketing and enhanced capacity for French language communication would have supported more effective awareness and participation

- Despite planning and fiscal management, forecasted expenditures exceeded projections before salary allocations are analyzed against the overall budget

Next steps include:

- The 519 mitigating human resource and finances
- The 519 working with project co-chairs to close out the project and transfer knowledge

### **Questions from The Board**

1. What measures are being taken to re-establish trust and communication with the community? Have stakeholders been actively engaged regarding accountability?
  - Meeting in person, letters, Maura Lawless will meet with Councilors Office and local community, BIA and Neighbourhood Association
  - Councilors office to share outcome of survey they conducted with community
  - Inform future events such as a managing GreenSpace events with a revised framework, including looking at how events are planned, and governed and staffed
2. What were the marketing issues encompassing events? Considering the time to prepare was not identified as a concern.
  - The capacity to promote the entire project could be improved (from print, media, social media, staff and volunteer training and tools)
  - A more strategic information transfer would support timely and clear information sharing
  - Monitoring how information is transferred would be an informative measure to identify timely course correction
3. Will overall review and reporting on this event help inform future investments and events?
  - General, yes, there are lessons to learn from this however formal reporting is not set up to respond to exact questions. An analysis of the various reports is advised.
4. What is the close date of trustee role of 519? Profits of beverage sales (alcoholic)? December 2015 and final financial analysis will be completed and discussed with the PrideHouseTO Co-Chairs prior to year end.

**Grant Applications** were presented by Becky McFarlane as circulated in advance of the meeting:

United Way of Greater Toronto: Innovation Fund

- Becky highlighted, the internal and external strategy to ensure full delivery and readiness to deliver program as this continues The 519 commitment to deliver on

responsive programming on trauma, including training of staff

United Way of Greater Toronto: Youth Success Strategy Development Grant

- Becky highlighted the Youth connection to labour market and this fund would serve as a pilot with an intent for scaling work toward current TransAccess program for next year
- Program value include supporting pathways for youth to join the labour market, gain post-secondary education, a variety of transferrable employment skills, knowledge, confidence while working and developing themselves in a safe space
- This program is viewed as further evolution of the education department

Tom Lewis and the Board applauded the effort and intent.

1. Nadia Bello asked how the program is distinct from possible existing programs (who may pose as competition for resources)?

Becky further highlighted:

- The 519 uniqueness of establishing a relationship with and training demands from, the corporate sector
- The increasing demand for mentorship opportunities and the capacity and track record of The 519
- The full scope experience for mentees includes business, project, skills in facilitation, education, budget with outcome of empowerment, education and the willingness to move on to other employment opportunities
- The focus on providing a safe/mentoring environment ; supporting a move from detachment to involvement and realization/ pursuit of self-actualization

Maura added that this work is in keeping with The 519 Strategic Work Plan to operate and build up social enterprise programs.

Becky added that the Fabarnak as a social enterprise is successful because it focuses as a labour market entrance program, demonstrating The 519 capacity to help create opportunities with participants and this program recognizes the high rate of Trans unemployment.

<b>MOVED BY</b>	Nadia Bello
<b>SECONDED BY</b>	Dan Boyer
<b>THAT</b>	the Board of Management approve an application United Way of Greater Toronto: Innovation Fund for \$50K.
<b>DECISION</b>	Carried

<b>MOVED BY</b>	Tom Lewis
<b>SECONDED BY</b>	Nicki Monahan
<b>THAT</b>	the Board of Management approve an application United Way of Greater Toronto: Youth Success Strategy Development Grant for \$100K.
<b>DECISION</b>	<b>Carried</b>

**7. Chair Report / Executive Committee**

Margo noted that the financial and human resource implications from GreenSpace are a focus of the Board later on in the meeting. As well Margo:

- thanked the Nomination Committee for its continued work and encouraged the Board to continue to reach out to potential Board of Management candidates, citing The 519 Facebook page as a means to add more information
- noted Matthew Cutlers departure, thanked him for his contribution and leadership
- congratulated The 519 on a successful PrideHouseTO, Greenspace festival, Sports Inclusion Summit

**8. Executive Director’s Report**

Maura echoed Margo’s comments and highlighted additional work of Matthew, wishing well. Other matters are contained in the in-camera portion of the meeting.

**8. Strategic and Program Planning Committee**

Dan noted that the meeting planned for August 26, 2015 is moved to August 25, 2015. The agenda will discuss Nominations, Annual General Meeting, PrideHouseTO update and reviewing the work plan.

**9. Resource Development Committee**

Luc to note that Resource Development Committee Report to be presented in the in-camera session with Finance Committee update.

**10. Nominations Committee**

Luc presented a verbal update on the Nominations Committee, confirming the members

as Maura, Nicki, Nadia with himself as Chair and Monica as support.

Luc highlighted that the Committee:

- continues to build on the work of the previous year
- is focusing on Board recruitment targets (in particular, fundraising and resource development, sport and recreation management, community and neighbourhood development)
- managing an enhanced streamlined process for applying to increase ease of access
- consulting with The 519 to incorporate updated language and branding in all material (i.e. revising how questions are posed in the optional survey and application questionnaire).

Luc highlighted key dates and deliverables such as:

- Notice of AGM up with more information following (Aug 6)
- Open application and nomination process (Aug 20)
- Close application and nomination Process (Sept 3)
- Candidate shortlist (Sept 4)
- Interviews (Sept 14 and 15)
- Candidates to present themselves at the Sept 16 Board meeting

The Committee welcomes suggestions for candidates to approach from the Board and encourages the Board to reach out and share their Board experience. The application and nomination process is an online process with membership email outreach, The 519 web site, social media and print promotion.

Margo suggested adding more detail on the Facebook page to build on the current link to the site. The committee assured following up.

## 11. Finance Committee

Tom presented Financial update and recognized that further agenda items would be in-camera. Margo motioned to move the meeting to in-camera.

<b>MOVED BY</b>	Tom Lewis
<b>SECONDED BY</b>	Dan Boyer
<b>THAT</b>	the Board move to in-camera meeting.
<b>DECISION</b>	Carried.

**12. Human Resources and Governance Committee**

Tom noted that work is to come on ratifying the Terms of Reference with a discussion with Strategy and Program Planning Committee, to finalize the separation a separation of work with the Human Resources and Governance Committee. The next meeting is planned for October 2015.

**13. Emerging Issues**

No emerging issues were identified.

**14. Other Business**

No other business was identified.

<b>MOVED BY</b>	Jacob Porpossian
<b>SECONDED BY</b>	Nicki Monahan
<b>THAT</b>	the meeting of the Board of Management for Monday August 24 <sup>th</sup> , 2015 be adjourned.
<b>DECISION</b>	<b>Carried.</b>

**15. Next Board Meeting**

The next Board meeting will take place on Wednesday September 16, 2015.