



# **BOARD OF MANAGEMENT**

of The 519 Church Street Community Centre

## **MEETING MINUTES**

for the meeting held on 31 March 2014

<b>Meeting Attendance</b>	
<b>Board Members and Staff</b>	
Attending:	Tyler Fleming (Chair), Margo Foster, Luc Levasseur, Dan Boyer, Angeline Ico, Tom Lewis, Michelle Walker, Scott Bomhof, Jacob Porpossian, Paul Bent
Staff:	Maura Lawless, Matthew Cutler (Recording Secretary), John Farrell
Guests:	Mathieu Chantelois, Victoria Young (City of Toronto)
Absent:	Stephen Menon
<b>Meeting Minutes</b>	
<b>1. Welcome</b>	
	Tyler opened the meeting at 6:35 PM
<b>2. Approval of agenda</b>	
<b>MOVED BY</b>	Margo Foster
<b>SECONDED BY</b>	Jacob Porpossian
<b>THAT</b>	the agenda be approved with one amendment – the emerging issue item be advanced to position 6 on the agenda.
<b>CARRIED</b>	
<b>3. Approval of minutes</b>	
<b>MOVED BY</b>	Scott Bohmof
<b>SECONDED BY</b>	Angeline Ico
<b>THAT</b>	the minutes be approved as circulated.
<b>CARRIED</b>	

#### 4. Declaration of conflicts of interest

None were declared

#### 5. Green Space Planning Committee

Mathieu Chantelois presented an overview of the 2014 programming for Green Space Toronto to the Board.

#### 6. Emerging Issues: Legal Item

The Board moved in camera to discuss a legal matter.

**MOVED BY** Tom Lewis  
**SECONDED BY** Angeline Ico  
**THAT** the Board moves *in camera* to discuss a legal issue.  
**CARRIED**

**MOVED BY** Angeline Ico  
**SECONDED BY** Scott Bomhof  
**THAT** the Board resume its meeting *ex camera*.  
**CARRIED**

**MOVED BY** Jacob Porpossian  
**SECONDED BY** Paul Bent  
**THAT** the Board authorizes and gives force to the decisions made during its *in camera* session.  
**CARRIED**

#### 7. Chair Report / Executive Committee

Tyler noted there was no specific report. He thanked staff on behalf of the Board for their hard work in relation to the Queens Care event hosted over the weekend.

#### 8. Executive Director's Report

Maura spoke to her report as circulated. Maura highlighted the section of her report that related to Fabarnak. Maura noted that staff would be reporting back to the Board in June related to business success and future strategies and forecasting; however, she noted the management changes and budgetary improvements that have been realized in the first quarter.

#### 9. Strategic and Program Planning Committee

Margo Foster spoke to the meeting summary of the Strategic and Program Planning Committee meeting held on March 4, 2013. The following motion arises from the minutes of that meeting.

**MOVED BY** Margo Foster  
**SECONDED BY** Jacob Porpossian

**THAT** the Board of Management approve the March agency business report including a grant application to the Law Foundation of Ontario's Responsive Grant Program for up to \$100,000 to support policy development and training regarding trans detention practices.

**CARRIED**

Tyler noted that in future, grants will be approved by the Strategic and Program Planning Committee (SPP) and that the Board will only be engaged where required, i.e. timing / due date does not align with SPP meeting schedule.

Tyler introduced the briefing note regarding the Let's Talk About Sochi campaign. Matt spoke to the note and the background and challenges experienced. Tyler expressed the appreciation of the Board on to staff for their commitment and leadership of the PrideHouseTO Winter Games Lounge.

**10. Resource Development Committee**

Luc and John spoke to the reports as circulated including the Donor Recognition Policy, Honorary Council and Kyle Scanlon Fund.

**MOVED BY** Luc Levasseur  
**SECONDED BY** Jacob Porpossian

**THAT** the Board of Management adopt the Donor Recognition Policy as recommended by the Resource Development Committee.

**CARRIED**

Luc spoke to the report relating to the Kyle Scanlon Fund.

**MOVED BY** Jacob Porpossian  
**SECONDED BY** Margo Foster

**THAT** the Board of Management affirm the establishment of the Kyle Scanlon Fund as a fund that The 519 provides trustee support,

**AND THAT** the Board of Management direct staff to ensure an annual budgetary allocation of \$2,500 for 10 years to the Kyle Scanlon fund in support of the Fund's objectives,

**AND THAT** the Board of Management direct staff to establish a 'Memorial Committee' constituted of relevant community members that shall recommend an annual plan for the Fund subject to Board approval,

**AND THAT** the Board of Management reserves its authority to determine the use of the fund on an annual basis, as well as for determining the

allocation of residual funds at the end of the 10-year period.

**CARRIED**

**11. Finance Committee**

Tom presented a draft overview of the audited financial statements. It is anticipated that there will be no changes to these numbers at the end of the audit process. The Auditor will present its finding to the Board in the coming months, which will present opportunities for the Board to respond as necessary.

Tom presented a Year-to-Date Financial Statement and noted that the organization is performing well against budget. He noted that because of a significant shift in grant development projections, an amended budget will be circulated to the Board of Management for approval before mid-year to ensure the accuracy of our budget data.

Tom noted that the Committee will be receiving quarterly reports moving forward and will be reporting summary details to the Board. This change to the reporting schedule will allow time to process all revenue and expenses, improving the accuracy of information provided.

Tom spoke to a review of cash flow that was undertaken by the Finance Committee and noted that the organization has a need to access the line of credit during the first two quarters of the fiscal year. Previously, The Centre was required to divest of investments during periods of the year where cash flow was an issue. The line of credit was established by the Board to ensure the organization has the funds required throughout the year while avoiding the liquidation of investments. Staff require Board authority to access the line of credit.

**MOVED BY** Tom Lewis  
**SECONDED BY** Tyler Fleming

**THAT** the Board of Management authorizes the Executive Director to access and utilize the line of credit as required from January 1, 2014 through to July 31, 2014.

**CARRIED**

**12. Human Resources and Governance**

Tom provided an update on the Human Resources and Governance Committee, which was reflected in the Committee's minutes.

**13. Correspondence**

None were received.

**14. Emerging Issues**

None emerged.

**15. Adjournment**

**MOVED BY** Scott Bomhof  
**SECONDED BY** Paul Bent

**THAT** the Board of Management meeting be adjourned.  
**CARRIED**

The next regular Board meeting will take place on April 28, 2014.