



BOARD OF MANAGEMENT

of The 519 Church Street Community Centre

MEETING MINUTES

for the meeting held on August 25, 2014
2013-2014 Meeting # 10

Meeting Attendance	
Board Members and Staff	
Attending:	Tyler Fleming, Paul Bent, Angeline Ico, Michelle Walker, Tom Lewis, Margo Foster, Stephen Menon, Luc Levasseur,
Staff:	Maura Lawless (Executive Director), Becky McFarlane (Director, Programs and Community Services), Matthew Cutler (Director, Strategic Partnership Initiatives), John Farrell (Director of Development)
Recording Secretary:	Grant Lehmann (Senior Consultant, Policy, Administration and Executive Management)
Regrets:	Daniel Boyer, Scott Bomhof (absent), Jacob Porpossian, Councillor Kristyn Wong-Tam
Guests:	Kristina Flynn (Senior Project Consultant), Lesli Gaynor (Manager, Social Enterprise)

Meeting Minutes

1. Welcome

Tyler Fleming opened the meeting at 6:36PM. Confirmed Quorum.

2. Approval of agenda

MOVED BY	Angeline Ico
SECONDED BY	Tom Lewis
THAT	The agenda be approved as circulated.
DECISION	Approved

3. Approval of minutes

MOVED BY	Luc Levasseur
SECONDED BY	Margo Foster
THAT	The minutes of the June 10, 2014 meeting of the Board of Management be approved as circulated.
DECISION	Approved

4. Declaration of conflicts of interest

Tyler Fleming flagged that regarding the discussion about the Board Terms, the topics affects all Members of the Board, but some more than others who may be eligible for re-appointment under the changes. Although there is no financial benefit for Members of Board, Members were encouraged to make a decision about their participation in discussion and voting based on their own feelings of what is best.

5. Agency Business

United Way Agency Review

Becky McFarlane reviewed that funding is currently reviewed on a three year cycle assigned to the agency by United Way. At the end of the cycle, the agency undergoes a comprehensive review (called a review-year). Preparing annual reporting requires significant amounts of staff time, but even more resources are required to prepare the review year submission. Following the written submission, United Way will be scheduling site visits to better understand agency work. A volunteer panel will review the submission and re-visit allocated funding, although presumed no base funding increase.

Education and Training

Currently working on a business plan, based on a social enterprise model. Received funding from the Federal Government (Employment and Social Development Canada) to complete a two year pilot project for training related to supporting older LGBTQ people. Becky also updated that *Hear It, Stop It!* Campaign evaluation is now available. The evaluation summarizes the impact of the training to date around safe spaces and understanding homophobic and transphobic language and its impacts.

Tyler Fleming asked about the results of the Older LGBT Conference (in June 2014). Becky advised that a lot of the decisions related to the conference were made by the Senior Pride Network as a partnership. The partnership decision-making model posed some challenges related to relationship management, outreach and may have affected the diversity of workshops on offer at the conference. However, the conference helped to build relationships that will flow into the upcoming education and training work. Individuals and organizations are showing a new level of engagement with issues facing Older LGBTQ people.

FABARNAK Mid-Year Report

Reviewed report as circulated. Comparatively looked at financials from October 2013 and present, in relation to targeted reductions in operation costs. Noted that revenue remains same, but have achieved significant reductions in food and labour costs. Lesli Gaynor noted there is a small variance between projected revenue targets and actual revenue, however this is likely link to Church Street construction in advance of World Pride. Staff will be preparing a 2015 FABARNAK plan which reflects implemented changes. Will be reporting back to the Board end of 2014 / early 2015. Becky clarified that the current deficit figures provided in the report includes all staffing and management costs.

Update: Annual Gala

John Farrell advised that planning well underway for October 18 Gala. Currently having approximately 19 tables sold. The 519's Honourary Patron hopes to generate the greatest fundraising return on the event possible. Ads are scheduled for September 4th issue of *Xtra*, followed by a full page "thank you" ad after the Gala event. Invited all Board Members to consider attending. John clarified event capacity is 20 tables, 200 attendees.

Agency Business: GoodLife Kids Champion Grant Program

Matthew Cutler reviewed the agency business report as circulated. Proposal to provide training for staff teams working with children / youth in the Canadian Sport 4 Life Model. Funding would also provide a small amount of money to purchase equipment to support physical activity programming. Seeking retroactive approval from the Board, grant opportunity came up quickly and required submission prior to the August meeting.

Update: PrideHouseTO Activities

Matt outlined that materials circulated in advance of the meeting provide an update on activities to date. Beginning process to finalize games year plan and budget. The circulated plan includes timelines for Board Member engagement. Reviewed key dates for 2015, and noted in context of the proximity of the start of the Games to Pride activities.

Tyler asked about learnings from activations in 2014 to inform Games Year activities. Matt reviewed that there was a lot of learning about systems, decision making and the roles of partner organizations. There was also learning about how to engage participants / spectators i.e what sports are popular, and about where levels of sport literacy make individuals feel able / comfortable to take part. PrideHouseTO also undertook important work around branding and communications, establishing reputation as a partner organizations would be interested in working with.

Stephen asked about future strategies to fill the venue and encourage spectatorship. Matt noted that part of the learning in 2014 was also identifying sports / activities that draw participants, e.g. World Cup, Women's Gold Medal Hockey game, etc. Matt also noted that there were struggles with the engagement of planning volunteers around PrideHouseTO activations which may have affected attendance.

Tyler asked about the impact of the homophobic comments made during the one year out / countdown event. Matt noted that the attention seems to be more about PrideHouseTO events and activities, and the positive memories of sport and recreation created for participants. During the lead-up to the games, the Ambassador program will help to engage athletes, politicians and celebrities to continue positive messages about the power of inclusion in sport.

Update: Sport and Recreation Centre Development Project

Kristina Flynn reviewed the Briefing Note as circulated. Noted the project will be included in a Briefing Note that is part of the this year's Mayoral / Councillor transition materials. The hope is to continue momentum through changeover in local government, and City Senior Leadership. Next steps will focus on communications / dialog with different levels of government, based on different messaging / themes.

Noted the project provides a unique opportunity to build leadership in community

recreation, vs. predominant dialog around inclusion at the elite / professional levels. Kristina invited the Members of the Board to assist PILOT PMR's work regarding the website re-development by completing the online feedback survey. Board also invited for suggestions on organizations to be engaged around hosting / moving forward a potential sport inclusion summit.

Board members asked about how current progress with the project aligns with projected timelines and activities e.g. capital campaign. Maura advised a follow up report will go to Toronto City Council in Spring 2015 with information on site-procurement. Much of the upcoming decision making will be related to the environmental assessment of the current site and required excavation and/or soil remediation.

Capital campaign work, led by a development board, would start approximately 6 months after site procurement is confirmed. The project continues to aim for site development allowing for 2017-2018 delivery. As part of the 2015 budgeting process, staff will be identifying project development costs to be covered.

Tyler asked if there were any other concerns related to the current site. Maura advised have great relationships with the local Councillor, the YMCA (opening a new facility nearby), and the local neighbourhood associations. Lots of support moving ahead with that particular location.

MOVED BY Margo Foster

SECONDED BY Angeline Ico

THAT the Board of Management approve the August Agency Business report including a grant application to the GoodLife Kids Champion Program for up to the amount of \$8,500 to support enhanced, inclusive physical activity through The 519's existing programs and services.

DECISION **Approved**

6. Chair Report / Executive Committee

Tyler Fleming acknowledged the work of staff, Honourary Chair, and Green Space committee on the 2014 Green Space Festival.

Margo / Tyler met with Councillor Wong-Tam related to projects affecting The 519. The meeting was productive with the Village Study being an area of focus. The Councillor expressed interest further discussions about the study, and looking at how an active partnership can be developed. Margo noted that during the upcoming Community Day, is one opportunity to engage community members about the results Village Study and next steps.

Councillor Wong-Tam has asked The 519 to be a trustee for the *Open Streets* initiative. Have received positive feedback so far. Also noted was the recent park re-naming. The event was well received by the community, with many Board Members in attendance.

Stephen Menon asked about any impact of the improvements on park attendance? Matt advised that there has been some feedback around challenges with bike parking, but conversations ongoing as City/Centre staff develop a better understanding of how the re-designed park is being used. The contracted company is still completing repairs on deficiencies.

Tyler asked if there was any more information related to the development of a more permanent Trans memorial. Staff noted this type of initiative is most effective when led by the community. The 519 is opening to supporting development of a more permanent memorial subject to community agreement.

Currently community members are working with Councillor Wong-Tam’s office around future planning. The 519 staff are currently undertaking a review of Trans Community Services, looking at the needs and interests of Trans communities and to understand how programs and services can best support them. Based on the review and other considerations, Becky will be bringing forward more information related to the Trans Community Services review (likely in October or November), may provide guidance in how best to engage, work with and support Trans communities.

MOVED BY	Tom Lewis
SECONDED BY	Michelle Walker
THAT	the Board of Management formally adopt the “Acknowledgement of requirements of the City of Toronto Community Grants Policy”, and agree to comply with the policy at all times, including in relation to political activities.
DECISION	Approved

7. Executive Director’s Report

Maura Lawless reviewed Executive Director’s Report as circulated. Maura clarified that the fundraising ratio provided in the report reflects the current 2014 figure.

In 2014 for every \$1 we receive in Core City funding – The 519 raises \$3.50 towards the community programs, services, activities and related costs.

8. Strategic and Program Planning Committee

Margo Foster reviewed that at the committee's recent meeting the Board Recruitment / Nominations process was discussed. 2013 skill / competencies and diversity priorities were revised and a few minor changes were made. Knowledge of sport / recreation management, and community / neighbourhood development were added as desired skills / competencies. The committee also agreed to change the presentation of these priorities on the application forms to avoid the appearance that the priorities were ranked. Grant clarified that both sets of priorities are now in a bulleted list format.

The organization has already taken steps to encourage community user groups, program and service users to become members prior to the new membership cutoff (30 days prior to the AGM). Once the Nominations Committee is confirmed by the Board, the nominations / recruitment process will be finalized. Michelle Walker, Margo Foster, and Jacob Porposian have expressed interest in being part of the 2014 Nominations Committee. Margo reviewed the committee has traditionally not included individuals who are up for re-elections. SPP also recommends that the Board approve inviting Milé Komlen to act a consultant during the nominations process. Outside advisors / individuals are permitted under the Board's by-laws.

Stephen Menon asked if particular ethno-cultural groups have been noted for recruitment. Margo noted that the Board is always looking to encourage the participation of newcomers. Once the Nominations Committee is struck priorities will be finalized, but much of the consideration will be based on self-identified diversity information provided through the application process.

Margo reviewed that along with staff, she had a conversation with the Maytree Foundation, regarding their DiverseCity OnBoard program. DiverseCity OnBoard has a large pool of board-ready candidates who have been pre-screened. The program focuses on promoting cultural diversity on organization's boards. The 519 will proceed with posting its board opportunity to Maytree on Wednesday (August 27, 2014)

Community Planning Day, SPP has been involved in re-shaping the AGM day around a community development model. Margo noted there will be opportunities for the Board to be involved e.g. hosting community table, hosting workshop / discussion session to discuss topics like the Village Study, and other strategic community development priorities. Community day will include a full day of events.

Tyler Fleming asked about confirming the timing for the AGM business meeting. Maura Lawless advised that following the decisions related to governance will be able to finalize agenda.

MOVED BY	Paul Bent
SECONDED BY	Tom Lewis
THAT	Margo Foster, Michelle Walker, and Jacob Porposian be

appointed to the Nominations Committee with Milé Komlen as a special advisor.

DECISION

Approved

9. Resource Development Committee

The committee will be meeting in September. Throughout September the committee will be hosting focus groups with sponsors and Club 519s to get feedback on the Green Space Festival. Further information will be brought forward at the September Board meeting.

Green Space Festival Wrap Up Strategy

John Farrell reviewed the strategy as circulated. A Green Space wrap up report will go forward the committee in for consideration in early September. The report will be circulated to the full Board prior to the September meeting. John extended an invitation to Board Members to send any feedback on this year's festival, noting staff were aware of some challenges around capacity management, security, etc. Would like to also hear about successes and issues to help improve future events. John thanked the Board for undertaking focus group activities to support wrap up process.

10. Finance Committee

Stephen Menon reported that the Finance Committee met in August, to consider the agency's mid-year Financial report. Stephen reviewed six month report for information as distributed. He highlighted in particular the significance of positive variances related to Green Space Festival fundraising, and upcoming Gala were highlighted as these were not originally included in projected 2014 budget.

11. Human Resources and Governance Committee

Tom Lewis reviewed that the HR and Governance Committee met in August and discussed the Management / Union-Exempt Compensation Review. Have scheduled further follow up discussion in September, will bring recommendation to the Board for the September meeting. The committee also started discussion about board accountabilities and the Board's its role, will be continuing discussion a future meetings.

Board Term Limits

Reviewed the Updated Board Term Limits Staff Report as circulated. Tyler Fleming provided background information, noting staff have identified potential public perception issues based related to the policy shift as it has not been communicated to the membership / public and that the implementation in 2014 would result in a single Board vacancy. He clarified that staff need direction on the interpretation and application of policy changes for proceed with 2014 AGM planning.

Margo Foster asked if Board Members would like more context before considering further, as the Executive Committee has had great opportunity to discuss and understand the issues. Maura Lawless was invited to provide further background. Maura clarified that the intent of the updated staff report was to highlight issues related to the implementation of the Board approved policy shift which were not considered previously. These issues have implications related to the constitution and governance framework that staff need clarity on in order to implement any process changes.

Paul Bent commented that he felt the updated report flushed out questions about the implementation, which may not have been considered as part of the May HR / Governance Committee. Margo expressed concerns about how to make a decision given that individuals on the Board stand to benefit from the decision. Need to determine how to manage even the perception of personal benefits in decision making, although it is fully acknowledged that there is no financial benefit. Based on the issues Michelle Walker felt that the Board needed more time to make a decision, given the proximity to the Annual General Meeting.

Maura advised that Board must carefully consider its interpretation so that it does not breach its obligations related to catchment requirements, one of the fundamental tenets of the AOCC model. Maura asked for example, how the Board will manage a member who has served for two years, has moved out of the catchment but wishes to seek reappointment without election under the new policy. This would affect the catchment composition of the Board. Maura strongly advised that the Board direct staff to get a legal opinion if any options are being considered which may affect catchment composition. She also noted that the Board may choose to use the existing policy to allow time to consider other options to achieve the original outcomes around board stability and continuity, but also in supporting diversity and encouraging diverse candidates.

Grant Lehmann reviewed the Tables prepared by staff as requested at the HR and Governance Committee and the Executive Committee. The tables showcased the number of vacancies each year, over the next 8 years, based on two Board proposed policy interpretations, including details on the catchment / non-catchment. The goal was to provide Board Members with more information about the potential impact on elections vacancies of the options brought forward by Board Members.

Tom Lewis asked about the impact if the legal opinion disagrees with the Board's interpretation. Maura noted that the Board can always direct staff to implement a process with conflicts with the City of Toronto's legal advice but that it opens the organization to complaints to the Integrity Commissioner.

Stephen Menon stated that he also feels that the Board does not have enough information to recommend an interpretation to implement the new policy. Paul agreed that it is still possible for principles of policy to be applied, but need to answer questions about the implementation details. Angeline Ico stated that she also felt that the Board currently does not have enough information on implementation to proceed this year.

Tom stated that if the existing policy is used for 2014, the Board will need to determine how existing Board Members will be considered as part of the nominations process.

Tom suggested that the Community Day provides opportunities for new ideas e.g. the Board policy to be floated with community members. Tyler suggested that a legal opinion be sought, so that the Board can aim to bring forward ideas which are able to be more fully explained at Community Day. Luc Levasseur asked if reasonable to get a legal opinion prior to Community Day.

Maura identified that staff resources are already committed for a number of projects in September to advance the organizations' strategic action plan; she did not recommend re-directing staff resources at time. Maura suggested that the Board consider opportunities through Community Day to ask questions which relate to the original intent of the policy. Tom liked the idea of getting feedback and a better understanding of community perceptions and ideas. Tyler stated that he felt this approach may potentially bring a broader range of options for consideration, the Board can determine if constitutional amendments are required so that best tools are used to address the identified challenges.

Maura suggested that moving forward the Board may have the opportunity to be more involved in defining the implementation of any governance policy changes, given strategic action items / commitments of staff.

Luc stated that he would like more information about what was meant by Board diversity. He asked SPP Committee members to define what they believed the "ideal" Board would look like. Margo reviewed the process for identifying diversity priorities from previous years and noted the Board approved focus on increasing representation of women, trans people, and individuals from diverse racial and ethno-cultural backgrounds. She confirmed that the goal of the nominations process is to allow the selection of candidates who have the skills / experience that would benefit the board and also meet diversity priorities. Diversity is not the only consideration, but an important part of the picture. Margo reminded members of the significant criticism at the 2013 AGM from community members about the perceived lack of diversity on the Board. Members articulated concerns that Board members appear to be cis-gendered, Caucasian, men. She also noted that one of the reasons to involve Milé as part of this year's process is to have an objective look at balancing skills / knowledge and diversity priorities.

Paul stated that he felt that Margo seemed to feel very strongly about board diversity. He asked if the other members of the Nominations Committee had the same views because he felt it was important that the committee represent a variety of opinions related to Board composition.

Luc stated that he believed that the Board was already doing a good job in supporting diversity and expressed concern that skills may be placed as a secondary to consideration

to diversity. Tyler stated that the topic is difficult and that we don't want to pit Board members against the other when having to run for election.

Michelle noted that other lived experiences can bring just as effective perspectives to the Board when it includes a different lens which is just as important and valuable in supporting the Board's work and decision making. Margo confirmed that the role of the Nominations Committee is to review and if appropriate recommend candidates to the membership for election.

Tyler informed the Board that if the current policy is to be continued for 2014 that incumbent Board members should be recommended by the Nominations committee as a slate for re-election. Tyler noted that this would mean that Angeline and Stephen would complete against each other for the one available non-catchment position.

Tyler suggested that for upcoming 2015 AGM and nominations process there would be a benefit in defining how the SPP and Human Resources and Governance Committees intersect.

MOVED BY	Tom Lewis
SECONDED BY	Stephen Menon
THAT	The Board of Management delay the implementation of the amended Board Terms policy and assign the Human Resources and Governance Committee the responsibility to look at engagement of membership around proposed changes at Community Day.
DECISION	Carried
MOVED BY	Tom Lewis
SECONDED BY	Stephen Menon
THAT	The Board of Management approve moving the date of the Annual General Meeting to Saturday September 27 th , as recommended by staff, to align with community engagement activities recommended by the Strategic and Program Planning Committee.
DECISION	Carried

12. Correspondence

No correspondence.

13. Emerging Issues

No emerging issues.

14. Other Business

No other business.

MOVED BY Stephen Menon

SECONDED BY Margo Foster

THAT the meeting of the Board of Management be adjourned

DECISION Carried

Next Board Meeting

The next regular Board meeting will take place on Monday September 15, 2014.