



BOARD OF MANAGEMENT

of The 519 Church Street Community Centre

MEETING MINUTES

for the meeting held on December 15, 2015
2014-2015 Meeting # 3

Meeting Attendance	
Board Members and Staff	
Attending:	Dan Boyer, Wesley Watson, Tom Lewis, Margo Foster, Tyler Fleming, Paul Bent, Michelle Walker, Nicki Monahan, Jacob Porpossian
Staff:	Maura Lawless (Executive Director), Becky McFarlane (Director, Programs and Community Services), Rick McCarty (Director, Finance and Facilities Services), John Farrell (Director of Development)
Recording Secretary:	Grant Lehmann (Senior Consultant – Policy and Business Systems)
Regrets:	Luc Levasseur, Councillor Kristyn Wong-Tam
Guests:	No Guests

Meeting Minutes

1. Welcome / Confirmation of Quorum

Margo Foster opened the meeting at 6:30PM.

2. Approval of agenda

MOVED BY	Jacob Porpossian
SECONDED BY	Dan Boyer
THAT	the agenda be approved as circulated, rescinding the motion for Item #9.
DECISION	Carried

3. Approval of minutes

MOVED BY	Wesley Watson
SECONDED BY	Tyler Fleming
THAT	the minutes from the November 24 th , 2014 meeting of the Board of Management be approved as circulated.
DECISION	Carried

4. Declaration of conflicts of interest

No conflicts declared.

5. Agency Business

Presentation: Productive Enterprise

Becky McFarlane provided a presentation on The 519's Productive Enterprise, highlighting content from the reports distributed.

Wesley Watson asked if the Investing in Neighbourhoods program is a possible funding source for productive enterprise activities. Maura Lawless and Becky McFarlane advised that following policy changes to the program The 519, as an agency of the City of Toronto, was not eligible for funding through this program.

Margo Foster noted the importance of using metrics to help advance understanding of the social good which is achieved by social / productive enterprises and how this relates to cost recovery.

Becky reviewed some mock-ups of the photo-shoot for the upcoming campaign around housing inclusion for older adults.

Tyler Fleming noted his connections to various committees advancing issues related to older adults, which may be helpful in upcoming Training and Education work around housing.

Annual Health and Safety Policy Re-Affirmation

Grant Lehmann reviewed the requirement for employers to annually review their Health and Safety and Workplace Violence policies. Grant outlined that The 519's Joint Health and Safety Committee (JHSC) has already reviewed the policies and recommends their re-affirmation by the Board of Management.

Annual Declaration of Compliance Anti-Harassment / Discrimination Legislation & City Policy

Maura reviewed requirement that on an annual basis the agency declare compliance with Anti-Harassment / Discrimination Legislation & City Policy. Maura reviewed that in previous years the declaration was signed by the Executive Director as the agency head and affirmed through a motion by the Board of Management.

MOVED BY	Tom Lewis
SECONDED BY	Nicki Monahan
THAT	the Board of Management re-affirm The 519's Health and Safety Policy Statement and Workplace Violence Policies as recommended by the Joint Health and Safety Committee.
DECISION	Carried

MOVED BY Dan Boyer

SECONDED BY Tom Lewis

THAT the Board of Management affirm The 519's commitment to and compliance with Anti-Harassment / Discrimination legislation & City Policy, as required by the City of Toronto.

DECISION Carried

6. Chair Report / Executive Committee

Margo Foster reviewed that the Executive Committee met, and discussed the Board retreat, including management staff. Margo extended thanks to staff for their work in coordinating retreat activities.

The committee also discussed some of the considerations related to Item #9, regarding the motion for the Green Space Honorary Chair.

Tom Lewis commended staff for the hard work in preparing the 2015 budget submission.

7. Executive Director's Report

No formal report.

8. Strategic and Program Planning Committee

No formal report.

9. Resource Development Committee

Green Space Honorary Chair

Jacob Porposian provided an update that The 519 had received an e-mail from Mathieu Chantelois formally resigning from role as the Green Space Honorary Chair. On behalf of The 519 and the Resource Development Committee, Jacob extended thanks to Mathieu for his commitment over the past 7 years, making Green Space such a successful fundraising event for The 519.

Margo Foster noted that Mathieu expressed sincere thanks for the opportunity to work with The 519 for so many years.

Tyler Fleming asked if there has been any risk analysis completed with Mathieu's departure, given his significant role. Maura advised that RDC will be conducting an analysis shortly and report back to the Board.

Year End Campaign

The End of Year campaign was launched, reaching out to 8000 households. Jacob invited Board Members to participate in the end of year campaign, remind that that Board giving is strongly encouraged.

Third-Party Fundraising Events

Jacob noted a number of third-party fundraisers scheduled in December: Yellowcorner Canada Art Sale, *Snow Queen* performance, OCAD Staff Holiday Event, and the Pantages Hotel Martini Week. Over \$5,000 has been raised through various fundraising events.

Margo Foster asked about how third-party events are being brought / connected to the Centre. John Farrell noted that encouraging third-party giving is part of the Development department work plan. Many of the events come through individuals connected to the Centre, or supporters of the Centre. Partnership agreements are then established to help set clear expectations. John noted a tremendous impact for attendees of December events, knowing that they were supporting The 519.

2015 Green Space Festival Planning

The Resource Development Committee will be meeting in January to discuss next steps for planning the Green Space 2015 Festival.

MOVED BY

Jacob Porpossian

SECONDED BY

Tom Lewis

that the Board acknowledge the receipt of Mathieu Chantelois' letter resigning from the role of Green Space Festival Honorary Chair, effective immediately.

THAT

Further, that the Board and the Leadership Team of The 519 formally acknowledge and thank Mathieu for his exceptional leadership and dedication to working with the GreenSpace Committee, staff, and volunteers to make The 519's Green Space Festival a remarkable fundraising success that supports The 519's year round community programs and services. We are grateful for his commitment to the Centre and wish him all the best.

DECISION

Carried

10. Finance Committee

Utilization of The Line of Credit¹

Tom Lewis outlined that there is a procedure whereby staff seek approval from the Board to draw upon the secured line of credit for operational requirements. He noted that there are currently over \$350,000 in outstanding account receivables from various funders, granting organizations, etc. Staff have identified it may be necessary to draw on the line of credit pending receipt of outstanding receivables.

Finance Policies

Rick McCarty reviewed the draft Payment Policy and Purchasing Approval and Contract Management Authorities Policy as circulated.

Margo Foster noted that the Finance Committee did review the policies in detail and recommends them for adoption by the Board.

Paul Bent asked if there was any overarching policy at the City which relates to Finance. Maura Lawless noted that the City is governed by a lengthy by-law, the agency policies adopt the same principles and best practices and align them with the Centre's size and scope.

MOVED BY Jacob Porpossian

SECONDED BY Paul Bent

THAT

the meeting of the Board of Management be moved in-camera to discuss the proposed 2015 capital and operating budgets, the reason being to consider labour relations or employee negotiation.

DECISION Carried

MOVED BY Tyler Fleming

SECONDED BY Paul Bent

THAT

The Board of Management meeting be resumed ex-camera.

DECISION Carried

¹ Amended at the January 25, 2015 Board of Management Meeting, changing discussion subject heading from "End of Year Accounts Receivable" to "Utilization of The Line of Credit".

MOVED BY	Tom Lewis
SECONDED BY	Paul Bent
THAT	The Board of Management approve the proposed 2015 capital and operating budgets.
DECISION	Carried
MOVED BY	Tom Lewis
SECONDED BY	Jacob Porpossian
THAT	the Board of Management authorize the Executive Director and Director, Finance and Facilities Services to draw upon The 519's line of credit (within their assigned authorities) for up to \$200,000 to cover operating costs pending receipt and deposit of 4 th quarter funding contributions.
DECISION	Carried
MOVED BY	Jacob Porpossian
SECONDED BY	Tom Lewis
THAT	The Board of Management approve the Payment Policy and Purchasing Approval and Contract Management Authorities Policy as circulated.
DECISION	Carried
11. Human Resources and Governance Committee	
	Tom Lewis reviewed that the committee met in November and discussed the draft Human Resources and Health and Safety reporting frameworks. Maura Lawless noted that the addition of the new HRMS systems will help to deliver on the metrics outlined in the proposed reporting frameworks.
12. Correspondence	
	No correspondence received.
13. Emerging Issues	
	No emerging issues identified.
14. Other Business	
	No other business raised.

MOVED BY	Jacob Porpossian
SECONDED BY	Michelle Walker
THAT	the meeting of the Board of Management be adjourned
DECISION	Carried
Next Board Meeting	
The next regular Board meeting will take place on January 26, 2015.	