



# **BOARD OF MANAGEMENT**

of The 519 Church Street Community Centre

## **MEETING MINUTES**

for the meeting held on October 28, 2014  
2014-2015 Meeting # 1

<b>Meeting Attendance</b>	
<b>Board Members and Staff</b>	
<b>Attending:</b>	Tyler Fleming, Margo Foster, Michelle Walker, Wesley Watson, Dan Boyer, Tom Lewis, Paul Bent, Luc Levasseur
<b>Staff:</b>	Maura Lawless (Executive Director), Becky McFarlane (Director, Programs and Community Services), Matthew Cutler (Director, Strategic Partnership Initiatives)
<b>Recording Secretary:</b>	Grant Lehmann (Senior Consultant, Policy, Administration and Executive Management)
<b>Regrets:</b>	Jacob Porpossian
<b>Guests:</b>	None

## Meeting Minutes

### 1. Welcome / Confirmation of Quorum

Tyler Fleming opened the meeting at 7:05PM

Confirmed quorum.

### 2. Approval of agenda

**MOVED BY** Tom Lewis

**SECONDED BY** Michelle Walker

**THAT** The agenda be approved as circulated, with the addition of an In-camera discussion during the Chair / Executive Committee report.

**DECISION** Carried

### 3. Approval of minutes

A question was raised about reflecting amendments to the minutes at the time of their approval vs. making changes to the original minutes themselves. Staff noted the requirements for the organization around maintaining accurate corporate records, including clearly documenting requested changes / amendments. Staff directed to seek advice from the City of Toronto Clerk's Office on best practices for corporate records and to report back.

**MOVED BY** Wesley Watson

**SECONDED BY** Michelle Walker

**THAT** The meeting of the Board of Management be moved in-camera to review the in-camera minutes from September 15<sup>th</sup> pertaining to the 2015 Budget.

**DECISION** Carried

**MOVED BY** Margo Foster

**SECONDED BY** Tom Lewis

**THAT** The meeting of the Board of Management be resumed ex-camera.

**DECISION** Carried

**MOVED BY** Margo Foster

**SECONDED BY** Dan Boyer

**THAT** The minutes from the September 15<sup>th</sup> meeting of the Board of Management, including in-camera minutes, be approved as circulated.

**DECISION** Carried

### 4. Declaration of conflicts of interest

No declarations

## 5. Agency Business

### **Board Notables Calendar**

Maura Lawless reviewed the newly developed calendar of events / notables, which will be circulated monthly at Board meetings. With the goal of projecting events and activities which may be of significant for the Board, the calendar will include both internal and external events.

### **PrideHouse TO Update**

Matt delivered a presentation of the slide deck as distributed to Members at the meeting.

Tom Lewis asked about financial risks for The 519 associated with games-year activities. Matthew Cutler clarified that as PrideHouse trustee, The 519 will be responsible for managing project finances / financial oversight, purchasing, etc. He clarified that systems are already in place to manage budgeting and reporting of PrideHouse revenues and expenses.

Dan Boyer asked if the projected sponsorship revenues will be secured prior to the games. Matthew confirmed that projections will be reviewed frequently, and that analyst notes including risk planning will be provided to the Finance Committee as part of the 2015 budgeting processes. This information will enable the Committee to effectively make decisions to mitigate or avoid risks.

Margo Foster asked if earned revenue from the project will go entirely to The 519. Matthew noted that discussions around cost-sharing of any related deficits or revenues are ongoing. There has been some high-level discussion about legacy planning for sport inclusion beyond the games. Staff are currently in the process of reviewing the Memorandum of Understanding with the project Leadership Team which will clarify expectations leading up to the games.

Maura Lawless underscored the importance of Board involvement as part of the Ambassador program. Through games animation activities Members have the opportunity to be champions for The 519. The games are a launching pad for The 519's continued work in advancing inclusion, including through the development of the Sport and Recreation Centre.

## 6. Chair Report / Executive Committee

Tyler extended thanks to staff, in particular John Farrell, for work which contributed to the success of the Annual Gala. Tyler also wished to extend thanks on behalf of the Board of Management to The 519's Honourary Patron, Salah Bachir for ongoing leadership.

Tyler also extended thanks to staff for their work in planning and execution of the Annual General Meeting and also the Community Day events. He noted receiving lots of positive feedback from attendees and community members.

### 2014-2015 Term Meeting Schedule

Members reviewed the proposed 2014-2015 meeting dates as circulated. The Board agreed to approve the schedule, with amendment to the meeting date for September which conflicted with Rosh Hashana. The September meeting will be rescheduled to Wednesday September 16<sup>th</sup>.

**MOVED BY** Paul Bent

**SECONDED BY** Luc Levasseur

**THAT** The Board of Management extend its thanks to Salah Bachir for leadership in another successful Annual Gala event.

**DECISION** Carried

**MOVED BY** Michelle Walker

**SECONDED BY** Dan Boyer

**THAT** The meeting of the Board of Management be moved in-camera for discussion of a legal matter.

**DECISION** Carried

<b>MOVED BY</b>	Tom Lewis
<b>SECONDED BY</b>	Paul Bent
<b>THAT</b>	The meeting of the Board of Management be resumed ex-camera.
<b>DECISION</b>	<b>Carried</b>
<b>MOVED BY</b>	Wesley Watson
<b>SECONDED BY</b>	Michelle Walker
<b>THAT</b>	The Board of Management confirm the proposed meeting schedule for the 2014-2015 term as amended.
<b>DECISION</b>	<b>Carried</b>
<b>7.</b>	<b>Executive Director's Report</b>
	No formal report.

## 8. Nominations Committee

### Board Nominations / Recruitment

Margo Foster reviewed that Nominations Committee members are continuing their roles to fill two (2) remaining vacant catchment positions on the Board of Management. The Committee determined there were an insufficient number of qualified applicants during the public nomination process.

Several qualified candidates have been identified to the committee, who will be scheduling follow up and meetings / interviews. All candidates will go through the same application and interview process used during the public process. Recommended candidates will be approved by the Board.

Tyler Fleming asked if additional candidates need to be identified to ensure that the vacancies are filled. Margo noted that the Nominations Committee updated the recruitment priorities will be focusing on candidates who live in the catchment and meet those priorities. Margo invited Board Members to recommend qualified candidates to the Committee.

Tyler Fleming asked if the candidates will be confirmed by the Board at the next meeting. Maura Lawless noted Board can use its discretion in deciding on the time necessary to consider the applicants; historically the Nominations Committee has brought forward candidates for recommendation to the Board.

### Executive Elections / Committee Appointments

The Board Executive and Committee membership is usually decided as the first meeting of the Board term. However, given the two vacancies the Nominations Committee recommends that the Board defer this decision to the November meeting.

**MOVED BY** Tyler Fleming

**SECONDED BY** Wesley Watson

**THAT** The current Executive and Committees of the Board of Management continue up until its November meeting.

**DECISION** Carried

<b>MOVED BY</b>	Margo Foster
<b>SECONDED BY</b>	Luc Levasseur
<b>THAT</b>	Tom Lewis be appointed Acting Treasurer until the November meeting of the Board of Management.
<b>DECISION</b>	<b>Carried</b>

**9. Strategic and Program Planning Committee**

Margo Foster shared that staff have debriefed the Annual General Meeting (AGM) and Community Day events. In summary, staff strongly recommended hosting Community Day, or similar event next year. Through the planning process it would be beneficial to examine the link between the AGM and community events.

With regard to the AGM, Margo noted that although there was a good general turnout, there were only 19 voting members in attendance. She noted that this raises important questions about the Centre’s governance, and existing catchment / boundaries with The 519 providing services outside of its constituted boundaries. Tyler Fleming added that the AGM did achieve quorum with 25 members of The 519 in attendance.

**9. Resource Development Committee**

Luc Levasseur reminded Board Members of behalf of the committee to attend the upcoming Donor Recognition event indicated on the Board notable calendar.

**11. Finance Committee**

Tom Lewis reviewed the 9 month financial report as circulated. Tom noted that the agency is in a positive variance by approximately \$50,000. Tom noted that one of the large pressures in 2014 were capital repairs to the Centre’s elevators. The agency is currently working with the City of Toronto to review costs associated to these repairs. He also noted the positive variance is also thanks to the high degree of success with fundraising in 2014.

Maura Lawless noted that the Finance Committee has done a thorough review of the current state of the Centre’s finances. Paul Bent shared that the Committee has done, and is continuing to work to develop effective tools to present financial information to the Board. In 2015 the Committee will look at how best to provide details on how individual departments / programs are performing financially.

**12. Human Resources and Governance**

No formal report.

**13. Correspondence**

No correspondence received.

Tyler Fleming noted that the Board of Management has historically sent congratulatory letters to local Councilors and the Mayor elect following and municipal election.

<b>MOVED BY</b>	Dan Boyer
<b>SECONDED BY</b>	Luc Levasseur
<b>THAT</b>	The Board of Management send congratulatory letters to Councillor Wong-Tam, Councillor McConnell, and Mayor-elect John Tory.
<b>DECISION</b>	<b>Carried</b>

**14. Emerging Issues**

No emerging issues identified.

**15. Other Business**

<b>MOVED BY</b>	Margo Foster
<b>SECONDED BY</b>	Wesley Watson
<b>THAT</b>	the meeting of the Board of Management be adjourned
<b>DECISION</b>	<b>Carried</b>
<b>Next Board Meeting</b>	
The next regular Board meeting will take place on November 24, 2014.	