



# **BOARD OF MANAGEMENT**

## **of The 519 Church Street Community Centre**

### **MEETING MINUTES**

**for the meeting held on 28 October 2013  
2013-2014 Meeting # 1**

#### **Meeting Attendance**

##### **Board Members and Staff**

Attending: Tyler Fleming (Acting Chair), Margo Foster, Steve Menon, Luc Levasseur, Paul Bent, Angeline Ico, Tom Lewis, Michelle Walker, Dan Boyer, Scott Bomhof, Jacob Porpossian

Staff: Maura Lawless, Matthew Cutler (Recording Secretary),

Regrets: Councillor Wong-Tam

#### **Meeting Minutes**

##### **1. Welcome**

Tyler opened the meeting at 6:33 PM

##### **2. Approval of agenda**

**MOVED BY** Margo Foster  
**SECONDED BY** Scott Bomhof  
**THAT** the agenda be approved as circulated.  
**CARRIED**

### 3. Approval of minutes

**MOVED BY** Scott Bohmof  
**SECONDED BY** Angeline Ico  
**THAT** the minutes be approved as circulated.  
**CARRIED**

### 4. Declaration of conflicts of interest

Scott declared a potential conflict regarding the in camera item.

### 5. Agency Business

Maura provided an overview of the agency business that was circulated in advance.

**MOVED BY** Tom Lewis  
**SECONDED BY** Angeline Ico  
**THAT** the Board approves The 519's application to the City of Toronto for housing help services for up to \$150,000.  
**CARRIED**

**MOVED BY** Angeline Ico  
**SECONDED BY** Scott Bomhof  
**THAT** the Board approves The 519's application to the City of Toronto for employment support services for up to \$200,000 to support employment and social enterprise programming.  
**CARRIED**

**MOVED BY** Tom Lewis  
**SECONDED BY** Margo Foster  
**THAT** the Board approves The 519's application to the New Horizons for Seniors pilot program related to long-term care training services related to Older LGBT people for up to \$100,000  
**CARRIED**

**MOVED BY** Scott Bomhof  
**SECONDED BY** Paul Bent  
**THAT** the Board of Management of The 519 Church Street Community Centre approves and adopts the City of Toronto Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy.  
**CARRIED**

### 6. Chair Report / Executive Committee

The first order of business for the Board relating to the Executive Committee is the election of officers for the 2013-2014 year. Nominations and balloting were conducted by secret paper

ballot. The following motion confirms the results of those ballots.

**MOVED BY** Scott Bomhof  
**SECONDED BY** Tom Lewis  
**THAT** the Board appoints the following Executive members for the 2013-2014 year:

Tyler Fleming, Chair  
Margo Foster, Vice-Chair  
Stephen Menon, Treasurer  
Luc Levasseur, Secretary

**CARRIED**

## 7. Committee Mandate and Membership

The Board reviewed the terms of reference of the committees of the Board and recommended the following changes to mandate as well as the following appointments to the committees

**MOVED BY** Scott Bomhof  
**SECONDED BY** Tom Lewis  
**THAT** the Board amends the mandate of the Human Resources Committee to encapsulate governance review activities in addition to human resources oversight, that the committee be re-titled as "Governance and Human Resources Committee", and directs the Executive Director to adapt the terms of reference for approval by the Executive Committee.

**CARRIED**

**MOVED BY** Stephen Menon  
**SECONDED BY** Dan Boyer  
**THAT** the Board appoints the following individuals to the Strategic and Program Planning Committee:  
Margo Foster, Jacob Porpossian, Angeline Ico, Dan Boyer, Michelle Walker, and Stephen Menon

**CARRIED**

**MOVED BY** Stephen Menon  
**SECONDED BY** Dan Boyer  
**THAT** the Board appoints the following individuals to the Human Resources and Governance Committee:  
Scott Bomhof, Tom Lewis, Paul Bent, Luc Levasseur, Tyler Fleming

**CARRIED**

**MOVED BY** Stephen Menon  
**SECONDED BY** Dan Boyer  
**THAT** the Board appoints the following individuals to the Finance Committee:

**AND THAT** Tom Lewis, Angeline Ico, Stephen Menon, Paul Bent  
Stephen Menon be appointed Chair of the committee ex officio in  
his role as Treasurer

**CARRIED**

**MOVED BY** Stephen Menon  
**SECONDED BY** Dan Boyer  
**THAT** the Board appoints the following individuals to the Resource  
Development Committee:  
Scott Bomhof, Michelle Walker, Jacob Porpossian, Dan Boyer,  
Tyler Fleming, Luc Levasseur

**CARRIED**

## 8. Executive Director's Report

Maura reviewed the materials circulated in her report. In particular, she highlighted:

**Service Planning:** There have been changes to the AOCC service planning process and Maura noted that it is becoming increasingly difficult for The 519 to represent the breadth and success of our work as part of the AOCC reporting process. This is due in part to the averaging that occurs among AOCC members, given the diversity of size and scope of AOCC Community Centres. Maura will continue to represent the interests of The Centre and our ability to demonstrate the success of our public-private partnerships within the City of Toronto's reporting and evaluation frameworks.

**Hiring Update:** Maura confirmed for the Board of Management that we have successfully hired a new Director of Development, the identity of which will be announced in the coming weeks with an anticipated start date in late November.

**Ralph Thornton Centre Interim Management:** The new Executive Director of RTC began her new role on 21 October 2013. Maura continues to finalize the transfer process to ensure the continued success of Ralph Thornton after her departure.

The remainder of the Executive Director's Report would be addressed *in camera* at the end of the meeting.

## 9. Strategic and Program Planning Committee

Steve and Margo recapped the success of the Board retreat, noting the importance of the work of the committees moving forward in advancing the issues and ideas reflected in the discussions at the retreat.

## 10. Finance Committee

Tyler noted that the Finance Committee had not met, however he provided a high-level overview of the Financial Statements as at September 30, 2013.

## 11. Human Resources Committee

The primary discussions at the Human Resources Committee dealt with items that will be addressed *in camera*.

## 12. Confidential Items

**MOVED BY** Margo Foster  
**SECONDED BY** Scott Bomhof  
**THAT** the Board of Management meet *in camera* to discuss items of a legal and human resources nature.

**CARRIED**

The Board met in camera.

**MOVED BY** Tom Lewis  
**SECONDED BY** Margo Foster  
**THAT** the Board meet *ex camera*.

**CARRIED**

**MOVED BY** Scott Bomhof  
**SECONDED BY** Jacob Porpossian  
**THAT** the Board receive and accept the organizational structure recommendations presented by the Executive Director during the *in camera* session.

**CARRIED**

## 13. Correspondence

None was received.

## 14. Emerging Issues

Luc Levasseur raised the issue of Board diversity as presented and discussed at the Annual General Meeting. The Board discussed the tools and approaches that have been used in the past to advance Board diversity at The 519.

**MOVED BY** Jacob Porpossian  
**SECONDED BY** Margo Foster  
**THAT** the meeting be adjourned.

**CARRIED**

## 15. Next Board Meeting

The next regular Board meeting will take place on November 25, 2013.