



BOARD OF MANAGEMENT

of The 519 Church Street Community Centre

MEETING MINUTES

**for the meeting held on April 30, 2012
2011-2012 Meeting # 7**

Meeting Attendance

Board Members and Staff

Pascal Dessureault, Scott Bomhof, Margo Foster, Tyler Fleming, Julia Lo, Andre Papadimitriou, Anthony Partipilo, Rudy Ticzon, Michael von Teichman. (Regrets: Don Middleton, Jeff Zoeller)

Maura Lawless (Executive Director), Matthew Cutler, Rick McCarty, Janet Rowe, Helen Rykens, Chris Veldhoven

Visitors and Guests

Mark Luciani

Meeting Minutes

1. Welcome

Pascal, the Chair, opened the meeting at 6:35 PM.

2. Approval of agenda

MOVED BY Scott Bomhof
SECONDED BY Michael von Teichman
THAT the Agenda be adopted
CARRIED

3. Approval of minutes

MOVED BY Andre Papadimitriou
SECONDED BY Tyler Fleming
THAT the minutes of the meeting held March 26, 2012 be approved as circulated.
CARRIED

4. Declaration of conflicts of interest

Michael Von Teichman declared a conflict of interest regarding the sponsorship item under the Chair and Executive Committee Report and will leave at point in the agenda. Members of his family have approached The 519 with sponsorship proposals to support the June 9 Gala and our June 28-July 1 Pride activities.

5. Agency Business - Grants

City of Toronto Children's Services
This grant funds a portion of the staffing costs for summer camp and is an annual returning application.

MOVED BY Tyler Fleming

SECONDED BY Julia Low

THAT the application to Toronto Children's Services for \$4,452 to support the Summer Camp Program be approved.

CARRIED

Agency Business – Queer Parenting Programs

Chris Veldhoven, the Queer Parenting Programs Coordinator presented information about the Queer Parenting Programs, which arose within our Children's Programs over the past 17 years.

The program is funded through Ontario Early Years, the Sherbourne Health Centre (LGBT Parenting Network), and The 519's own fundraising efforts. Workshop fees bring in \$15,000.

2500 adults and children attended programs in 2012 at The 519, with 1400 additional people attending off-site workshops. Classes are consistently full and in high demand.

Our programs have attracted people from around the world, and staff share materials with people in other jurisdictions who express an interest in creating their own Queer Parenting Programs.

6. Executive Committee Report

Pascal reported.

Board member accolades

- Julia has been recognized as a Breakthrough Community Activist by Asian Community AIDS Services.
- Scott Bomhof has been recognized as one of the leading 500 lawyers in Canada.

Gala Report

Maura, Matt, Rick and Chanel have been working hard to complete ticket orders. Tonight

is the last call for Board members to appeal to their contacts to sell tickets. It is essential that The 519 diversify our donor base by including new contacts that the Board may be able to bring in. A list of potential attendees was presented by Maura to Board members, and Board members selected those with whom they would be able to follow up.

Gala and Pride Sponsorship Opportunity

Michael von Teichman asked his family to see if there was a way that they could sponsor our Gala and Pride as a way to increase the net revenue for The 519. As this may be perceived as a conflict of interest the Executive Committee agreed after discussion with the Executive Director to bring the subsequent opportunities to the entire board for consideration and to ensure that the process is transparent and to address any concerns or questions the Board may have regarding the proposals.

Michael von Teichman agreed to absent himself from the item due to the previously declared conflict of interest. The following outlines the sponsorship proposals they are putting forward for the Board's consideration:

Maura reported that there are three proposals from businesses:

1. Gala Sponsorship - Union Winery - the value of the sponsorship is approximately 30% of the value of the wine – so approximately \$1200 - \$1400 – limited recognition including on lobby screens on June 6th.
2. Pride Sponsorship - Life Choices Natural Foods would like to be an official food partner. They offered to donate 50 cases of hot dogs that can be sold at Pride Approximate Retail Value \$7200. Promotion would be a display of flyers while we are cooking the food and on the event posters. We would do the food preparation for it and Fabarnak would do funky toppings. Social media linking would also help promote our event. The Chef, Jason Becker, thinks these products would work well for us and are of the quality that we require. The Board asked that we review safety considerations regarding use of a barbecue.
3. On-Going Donate Naturally is an on-line purveyor of food and healthy products. They donate 15% of their sales to the charity of their choice – buyer chooses the charity. The 519 can opt to be on the list that buyers can choose.

These are not exclusive agreements and are similar to other sponsorship arrangements already in place for these events.

MOVED BY Anthony Partipilo

SECONDED BY Margo Foster

THAT we permit Maura to proceed with finalizing a sponsorship agreement with Union Winery.

CARRIED

MOVED BY Anthony Partipilo

SECONDED BY Tyler Fleming

THAT we permit Maura to proceed with finalizing a sponsorship agreement with Life Choices Natural Foods.

CARRIED

MOVED BY Scott Bomhof

SECONDED BY Rudy Teichman

THAT we permit Maura to proceed with finalizing an agreement with Donate Naturally after a further investigation of what is involved with the 15% donation.

CARRIED

Michael von Teichman returned to the meeting.

7. Executive Director's Report

Maura noted that many items are covered in other areas of the Agenda.

Board members are asked to let her know which individuals and corporations they can approach regarding Gala tickets within the next 48 hours.

Maura thanked the Board members and staff who attended the very successful volunteer appreciation dinner, which took place during National Volunteer Week.

Additional security cameras have been installed. Helen is working on the policy regarding the use of downloads from the security system. The cameras will improve staff safety through our ability to fully investigate incidents.

The Trans Toolkit was expected to come to the Board this month. It's still at the designer and will be presented at the next Board meeting.

8. Finance Committee Report

Tyler reported

January – February – March 2012 Monthly updates

These were presented in one report as January and February were delayed until year end finance activities were complete.

Board members asked questions about cash basis or accrual basis methods. This is a question will be referred to the Finance Committee for discussion.

Hydro bill – We received the November Hydro Bill from the City of Toronto in February after the audit. The auditor had not put it in as a payable. We have notified the City that

because of the lateness in billing we will be over on that line in the coming year.

Phone – We do not receive enough funding from Core to pay for the expense of our internet service and phone service. We will spend out that line and then at the end of the year see if we can expense this in other budget areas.

Restaurant and catering sales are doing well at this time. The team is working extremely hard to increase sales and keeping expenses low.

MOVED BY Scott Bomhof

SECONDED BY Julia Lo

THAT we receive the unaudited financial statements of the past 3 months.

CARRIED

2011 Draft Audit

The Finance Committee reviewed the audit line by line. Questions posed by Board members were answered with the following points:

- Our fundraising approach will be slightly different this year. We have one night for the Gala, not two, but will be hosting a new event for Halloween which will appeal to a mid-range level donor.
- The majority of our fundraising income will come in during June.
- Any surplus on fundraising will go into unrestricted reserves.
- AIDS Vigil operated at a deficit, which will be made up in 2012.
- The increase in staffing reflects the opening of the restaurant – this was our first full year for Fabarnak. The new Citizen and Immigration Canada program has also increased our staff level. As we develop the organization we convert small part time positions into full time positions. This does cause the benefit costs to go up.

Noted that the auditor did not report any issues with our financial systems or books.

MOVED BY Tyler Fleming

SECONDED BY Anthony Partipilo

THAT we approve the 2011 Audit

CARRIED

Three additional points:

- Anthony is putting together a draft investment policy.
- The committee is reviewing the capital needs of the Centre. Note that the Board is responsible for any capital projects under \$50,000.
- Suggestion that we ask Grant Thornton, our auditing firm, to purchase a table at the Gala.

9. Human Resources Committee Report

The Human Resources Policy Committee had no report

10. Strategic and Program Planning

The Strategic and Program Planning Committee had no report

11. Fundraising and Communications Committee

Matt has put together a framework for corporate and individual donations. Currently we are working with Salah Bachir re: the June 9 Gala.

Pan Am Games

This subcommittee will be meeting on May 22 and will bring an update to the next Board Meeting.

12. Green Space on Church – Starry Night

- Committee Chairs Margo and Mathieu have been in constant contact with Ian discussing certain matters regarding the events. All events have advisory committees. There are lots of enthusiastic volunteers and fantastic ideas.
- For Starry Night we are working on making the event attractive and enticing for VIP's. Toronto All Star Big Band will be playing – a 1930's theme. Margo will collect the names from the board members. She has your old lists and will send the templates to all of the Board members.
- VVIP's (politicians, CEO's, \$1000 + donors) will have a separate event prior to the start of Starry Night. Send these names to Tyler.
- VVIP event would be for 100 – 200 people who would like the type of event.
- Starry Night: Board members can co-sign the invitation – they will have to come in by May 14th to sign them.
- Green Space will be a big event for PR and promotion of The 519's branding through social media.
- Board members should commit to being at Starry Night by 7 PM to meet and greet the VVIP's

13. Correspondence

No correspondence

14. Emerging Issues

There were no emerging issues brought forward.

15. Adjournment

MOVED BY Tyler Fleming
SECONDED BY Margo Foster
THAT the meeting be adjourned
CARRIED

16. Next Board Meeting

The next meeting will take place on Monday, June 11, 2012