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## The 519 Church St. Community Centre

### Board of Directors

**Monday, March 28, 2011**

### **Meeting # 6 (2010 - 2011)**

Board Members Present: Natasha Garda, Scott Bomhof, Pascal Dessureault, Tyler Fleming, Donald Middleton, Anthony Partipiloartipilo, Lee Schofield, Rudy Ticzon, Michael von Teichman, Kira Vallen

Regrets: Jeff Zoeller

Staff Present: Maura Lawless, Matthew Cutler, Rick McCarty, Janet Rowe and Helen Rykens

Visitors: Jessica Nelligan, Councillor Wong-Tam's office

The meeting was opened by Natasha Garda, Chair, at 6:35 PM

1) Welcome

2) Agenda approval

Motion: To approve the Agenda. Moved by Don Middleton and seconded by Anthony Partipilo – Carried.

3) Visitors – none

4) Minutes of the last meeting

Motion: To approve the Minutes of the February 25, 2011 meeting. Moved by Anthony Partipilo and seconded by Scott Bomhof – Carried.

5) Declaration of conflicts of interest: none.

6) Agency business – funding proposals: Will be covered under Resource Development and Communications

7) Executive Director's Report – Maura reported

a) June 4 and 5 Galas

In February 2011, BMO and Salah Bachir agreed to host a Spring Gala in support of The 519. The Gala will feature the fabulously hilarious Andrea Martin who will perform her new show "Final Days, Everything Must Go". The Gala was scheduled for June 5<sup>th</sup> but due to popular demand a second evening was added for June 4<sup>th</sup>. The event will be held at the Centre and the evening fair (food) will be prepared by our own FABARNAK.

We expect around 200 people per event. Due to the extraordinary efforts of Salah and BMO (Nada Ristich), Sunday is sold out and we are already well on our way for Saturday. We are developing a detailed GALA event scenario, menu, publicity/promotion and critical path for Salah's review and approval.

The Board is strongly encouraged to identify individuals, businesses, or corporations you know to help sell-out the remaining few tables.

b) 200 Wellesley Project

The 519 Community Centre has hired Public Interest Strategy & Communications Group, Principle community engagement expert Tony Boston who has years of experience developing and leading community engagement initiatives. Tony is leading the initiative including working collaboratively with the project steering committee to implement the St. James Town Community Corner initiative and develop effective funding materials to solicit and generate new funding sources to support the capital and on-going operation of the St. James Town Community Corner.

The intent of the project is to create a community centre space at 200 Wellesley. This place will become a hub of activities that includes health and settlement services, as well as meeting spaces for the communities of St. James Town. The 519 believes that this initiative will support the development of an effective long-term strategy that will have lasting benefits and improve the overall quality of life for the residents at 200 Wellesley and the local St. James Town community and will create an accessible community space that responds to the immediate local needs and priorities of this community.

c) Pride Toronto

Pride Toronto has requested that The 519 sit on the implementation/policy advisory committee of Pride Toronto to support the organization in response to the recommendations from the Community Advisory Panel. The Executive Director has agreed to do so as a representative of The 519 subject to the final terms of reference of the committee and the implementation plan being appropriate and reasonable.

d) CIC Grant

In 2010 the 519 submitted an application for funding to Citizenship and Immigration Canada (CIC) for our proposed "Settling In" initiative. This is an outcome-oriented holistic project that will support local (Living in Toronto) newcomers to Canada who face the additional barriers that come from being lesbian, gay, bisexual or trans and to help them integrate into the Canadian mainstream and LBGBT culture. The primary delivery stream is building community connections and the secondary stream is needs assessment services.

Our application was accepted and we were asked to move on to the more detailed submission process including an extensive site visit and interview with project staff and were approved in principle to receive \$212,000 in funding subject to final service /

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budget negotiations. Since January we have been in negotiations with CIC staff around securing funding starting April 1, 2011.

There are funding issues with the CIC grant as CIC re-profiled their service objectives and funder expectations in 2010 and subsequently defunded a number of long standing community newcomer providers. As we have discussed The 519 is very committed to effectively providing newcomer support services for the people who come to the 519 and we believe this submission is an important step in that process.

e) 519 Pride Planning

Pride planning at The 519 is in full swing we have secured competitive bids via an RFP process for the various infrastructure including fencing, radios, toilets, etc. We have contracted with Ian Abinake again this year to do the overall event management in terms of performers, venue structure and set-up, and promotions/publicity on coordination with the special volunteer committees. The Resource Development Committee has reviewed and approved the Pride 2011 matrix prepared by Matt Cutler. This document provides a clear outline of who's responsible for what this year and is a great framework for future planning.

f) Anti harassment and anti discrimination procedure attached

Attached to this report is a copy of the recommended draft Anti-Harassment and Anti Discrimination procedures that include the City's structure. The Executive Director is recommending the Board approve these procedures formally.

8) Chair and Executive Committee Report: Natasha reported

a) Liquor Sales Permit

Fabarnak's potential for raising funds will be realized more efficiently if we have a Liquor Sales Permit. We are reviewing the application process. We propose that The Board executive be the directors on the application and the Executive Director be the officer. The Manager, Food Services and Community Partnerships (Chef) will be the Manager.

The Board member names on the application are relevant at the time of application but don't have to change when the Board changes. The responsibility for ensuring that we comply with applicable legislation will be with the Manager (Chef).

Liability and risk assessment are being done through the City's risk management department.

We have a spotless record regarding LLBO Special Occasion Permits, including those for our Pride Beer Gardens. We don't want to create a bar we want to facilitate the restaurant and catering. Having a sale permit will reduce paperwork and administration, such as applying for permits and separating inventory for each permit.

We will license the restaurant and other main floor areas and rooms we normally use for big events, like the ballroom.

Motion: to approve in principle the application for a Liquor Sale License for The 519 Church Street Community Centre. Moved by Scott Bomhof and seconded by Michael von Teichman. Carried.

Motion: to approve that the Board Executive be named as Directors on the application for a Liquor Sales Permit. The Executive Director will hold the license for the purposes of liability. Moved by Scott Bomhof and seconded by Michael von Teichman. Carried.

9) Human Resources Policy Committee: The committee did not meet. Maura reported

a) Draft human rights complaint procedure

This document accompanies the existing Board approved policy. Scott noted that the document is clear and easy to understand. Maura noted that this is a new procedure being put in place for the first time. It does not replace an existing policy and procedure.

Motion: To adopt the procedure as printed. Moved by Don Middleton and seconded by Rudy Ticzon. Carried.

10) Finance Committee: Anthony reported

a) Revised budget for Fabarnak

As reported during the presentation of the 2011 operating budget the Executive Director, Manager of Finance and the Director of Food Services would come back to the March board with a revised budget based on a detailed review of revenue and sales based on actuals and projections.

The Executive Director presented the revised budget that projects revenue and identifies a portion of the operating revenue that includes fundraising targets for the costs associated with the social enterprise positions. The budget presented was balanced based on various revenue projection assumptions including daily sales, opening on Saturday for brunches, a half a year of liquor sales; and various event/catering sales

The board engaged in lengthy discussion about what sort of details it would like to see in the monthly financial reports. Some thought it appropriate for more detail, others thought the details should be reviewed at the Finance committee as is the current practice for the operating budget.

It was agreed that the Finance committee would review the detailed budget projections including trends, expenses, sales and projections at the April 4, 2011 Finance Committee meeting. Anthony invited any interested board members to attend the

meeting to review the information and give their feedback on the detailed monthly reporting form.

Motion: To ask the Finance Committee to create a template for Fabarnak reporting on a quarterly basis. Moved by Michael von Teichman and seconded by Scott Bomhof. Carried. (6 in favour, 3 opposed, 1 abstention)

Motion: To approve the revised Fabarnak budget as presented. Moved by Michael von Teichman and seconded by Scott Bomhof.

Discussion: Board members wishing quarterly reporting stated that they are not opposed to the revised budget.

Carried. (9 in favour, 1 abstention)

11) Strategic and Program Planning Committee: Lee and Maura Reported:

a) Follow up on the Board retreat

The committee met to review material from the retreat, and they will develop an organizational work plan.

b) Board governance

The committee is reviewing the process for future board selection and the length of term for Board members, so that there will be less turnover and better continuity. We may look at having a slate of candidates rather than individual nominations.

c) Relationship with the City of Toronto

We will work to maximize the relations between board members and current city councilors. Networking will be important going forward.

d) Organizational priorities – strategic planning for 2012

Our number one priority will be resource development regarding the 2012 and 2013 operating budgets. What kinds of conversations will we have with city councilors to ensure they recognize the importance of community supports and initiatives.

e) AOCC governance review

The City of Toronto will be reviewing the Association of City Funded Community Centres (AOCC) and changes to the framework agreement may arise from that process.

The community centres report on service outputs as a group.

f) Community groups question

Don raised a question regarding which community groups pay their way at the Centre and which ones are subsidized.

Maura referred to the financial summary, which shows income from memberships, rentals and community group donations. Maura reminded the board of the current Space Use Policy which is explicit in its goal to provide free accessible public space however, many groups which have access to space under the terms of the Space Use Policy make regular donations to The 519.

A detailed report on facility use will be coming forward to the Strategic and Program Planning Committee in April or May. In addition, the Resource Development and Communications Committee will be arranging for visits to groups to talk about The 519 and encourage those with the ability to contribute to do so. We will also ensure that groups charging for their activities have a sliding scale so that programs are financially accessible for people who require consideration.

- 12) Advocacy Committee: in camera topic will be moved to the end of the agenda.
- 13) Resource Development and Communications Committee: Natasha and Matt reported:

- a) Starry Night:

This will take place on June 30, the Thursday night of Pride Week. You will receive an email from Matthew requesting contact information on those who you wish to invite to Starry Night. This is an opportunity to invite VIPs and community members to The 519 for a wonderful event. We invite our own contacts – people feel special when they receive a good looking printed invitation. Your contact addresses will not be used to solicit unless people decide to donate or become members.

Board members are encouraged to respond promptly to Matt with information on anyone who you think should be invited to Starry Night. VIP access is also available throughout the weekend.

- b) Prospecting list for the Gala

Please identify individuals who you know so that we can ensure you see them during the gala.

- c) Centrepiece Dinners

We can book Saturday Nights in June, September, October and November. You can have your personal pride party at The 519 in June or wait until the fall. This is an opportunity to entertain friends and colleagues at an event with a lower donor amount than the gala. The centerpiece dinners will help us bring new members and supporters.

- d) Grants

Home Depot: We propose an application for \$5000 for community improvement of public spaces, such as Cawthra Square Park.

Motion: to approve in principle an application to Home Depot for up to \$5000. Moved by Anthony Partipilo and seconded by Kira Vallen. Carried.

Heart and Stroke Foundation: We propose an application of up to \$25,000 to support health and wellness for young people. We hope to use the park to create youth events throughout the summer. This grant would support the Board's community capacity building and arts & culture priorities.

Motion: to approve in principle an application to the Heart and Stroke Foundation for up to \$25,000 for youth recreational programming. Moved by Anthony Partipilo and seconded by Tyler Fleming. Carried.

Bell Canada: We propose an application to the Mental Health Services Program for up to \$50,000 to support our Counselling Program. This grant would enable us to expand services and train our staff to deal with mental health issues.

Motion: to approve in principle an application to Bell Canada for up to \$50,000 to support our counseling program. Moved by Anthony Partipilo and seconded by Don Middleton. Carried.

- 14) Correspondence – none
- 15) Emerging Issues – none
- 16) Other business – Jessica Nelligan had 2 questions

a) Bixi Bikes

Jessica noted that The 519 supports the docking station in Cawthra Square Park for Bixi bikes. There will be 23 bikes just north of The 519 in the park. The board briefly discussed the location of the bike station.

b) Park entrance design

Jessica reported that an artist, Andre Papadimitiou, had contacted the Councillor's office regarding a gateway to the park that would reflect the AIDS Memorial, which is closer to Jarvis Street.

Helen is familiar with the artist and the proposal. Patrick Fahn, the architect for the AIDS Memorial, assisted Andre with his proposal. A second phase of park revitalization was envisioned when the AIDS Memorial, dog walking area and playground / splashpad were redesigned and rebuilt (completion in 2007 with remediation in 2010).

Maura, Matthew and Helen would meet the Councillor and Andre regarding the next phase of park revitalization. The 519's role might include facilitating funding at the charitable level to augment any City funds that might be devoted to the project.

17) In camera segment:

Motion: For the Board to initiate an in camera session to discuss a confidential advocacy issue. Moved by Pascal Dessureault and seconded by Rudy Ticzon. Carried.

Motion: To approve official statement of the board Re: Proposal to defund Pride Toronto. Moved by Michael von Teichman, seconded by Anthony Partipilo. Carried.

Motion: To end the in camera session. Moved by Lee Schofield and seconded by Natasha Garda. Carried.

18) Adjournment

Motion: To adjourn the meeting. Moved by Tyler Fleming and seconded by Lee Schofield. Carried, meeting adjourned.

Next Meeting is Monday, May 30, 2011 at 6:30 PM.