



BOARD OF MANAGEMENT

of The 519 Church Street Community Centre

MEETING MINUTES

for the meeting held on September 19, 2011

Meeting Attendance

Board Members and Staff

Scott Bomhof, Pascal Dessureault, Natasha Garda (Chair), Don Middleton, Anthony Partipilo, Lee Mark Schofield, Michael von Teichman, Rudy Ticzon, Jeff Zoeller (Regrets: Tyler Fleming, Councillor Wong-Tam)

Maura Lawless (Executive Director), Matthew Cutler, Rick McCarty, Janet Rowe Helen Rykens, Eric Wood

Visitors and Guests

No visitors or guests

Meeting Minutes

1. Welcome

Natasha, the Chair, welcomed everyone to the meeting.

2. Approval of agenda

MOVED BY Pascal Dessureault
SECONDED BY Michael von Teichman
THAT the Agenda be adopted as amended.
CARRIED

3. Approval of minutes

MOVED BY Jeff Zoeller
SECONDED BY Scott Bomhof
THAT the minutes of the meeting held July 26, 2011 be approved as circulated.
CARRIED

4. Declaration of conflicts of interest

None were declared.

5. Agency Business

United Way Winter Relief

This is a returning grant for up to \$8000 which allows us to provide extended hours for drop in meal programs in the winter.

MOVED BY Anthony Partipilo

SECONDED BY Michael von Teichman

THAT the United Way Winter Relief Application for up to \$8000 for the drop in meal programs be approved.

CARRIED

6. ED Report

City of Toronto Update

The City Manager (CM) released his report on the KPMG recommendations from the Core Services Review there is no direct implication for the AOCC at this time except through the 2012 budget process. The three particular recommendations that will impact the AOCC are:

- i. Consider examining the existing business and governance models currently in place at all community centres (internally operated and association operated);
- ii. Consider a shared service approach to finance, administrative and other cross divisional / agency activities (similar opportunities were identified in multiple services)
- iii. Request the City Manager to undertake a study of community infrastructure provided through the City's libraries, community centres, community hubs, related agencies, and organizations, and report to Executive Committee on a plan that maximizes the use of the City's assets, and enhances service system coordination.

We will continue to work closely with the City over the next two years to ensure that the AOCC model which is focused on local community priorities ensuring neighbourhoods shaping programs and services remains a priority for years to come.

In addition, each AOCC is being studied for possible service efficiencies. There is a user fee review throughout the City, from which the AOCC may be exempt due to our fundraising activities.

The grants budget may be cut, which will affect many community organizations which we partner with.

In preparation for 2012, we are realizing some efficiencies now. We have terminated

service agreements with our IT and phone service providers and are contracting this service with one company. This will realize approximately a 10% saving.

We are also in the process of up-loading all personnel data into the Human Resources Management System (HRMS) software to be able to more effectively manage our HR activities. It is expected that this work will be completed by mid October and we will be able to shortly after that automate the payroll and timesheet processes for the entire centre which will significantly improve business practices related to payroll, benefits management and accounting.

7. Executive Committee Report

The 519 public meeting provisions policy and protocol which documenting the requirements related to public meeting and recommending changing the monthly board committee meetings to more formal quarterly meetings that require public posting of agendas and summary action items to be written and sent to the Board Secretary to ensure public transparency. This will also allow each Board committee to more clearly focus on establishing its term workplan.

MOVED BY Anthony Partipilo

SECONDED BY Rudy Ticzon

THAT The Board adopt the revised Public Meeting Provisions

CARRIED

The revised committee structure was distributed to the Board prior to the meeting. We will have a Pride Committee and will include the Advocacy role into the Strategic Planning Committee.

- Executive - Standing
- Nominations - Standing
- Human Resources Policy - Standing
- Fundraising (Resource Development and Communications) - Standing
- Finance – Standing
- Strategic & Program Planning – Other

MOVED BY Natasha Garda

SECONDED BY Lee Schofield

THAT The Board adopt the revised Committee Structure and Terms of Reference.

CARRIED

Job descriptions for the Chair, Vice Chair and Secretary were distributed prior to the meeting.

MOVED BY Michael von Teichman

SECONDED BY Scott Bomhof

THAT The Board adopt the revised job descriptions for Board Members and Board Positions.

CARRIED

The Annual General Meeting will take place on Tuesday, September 27. Dinner will be at 6 PM and the meeting will begin at 7 PM.

Information on nominees will be sent to the Nominating Committee. A volunteer photographer will take pictures of all board members and candidates for the web site.

8. Human Resources Committee Report

The Human Resources Committee had no report.

8. Finance Committee Report

The Finance Committee report was placed at the end of the of the agenda due to the need to go in camera for these items.

9. Strategic and Program Planning

In June and July the Board completed this year's review of recruitment priorities for 2011-2013 term. The summary report was distributed to the Board in August and has assisted in shaping the recruitment goals for this AGM including increasing the representation of women and trans persons who represent a cross section of age, race, and ethno-culturally diverse communities and brings with them expertise and experience in the following areas:

- Fundraising (Resource Development)
- Diversity Planning / Development
- Strategic Planning Expertise
- Strong effective relationships with the City of Toronto or other orders of Government
- Expertise in Refugee and Newcomer Issues

The Board nominations committee is using these priorities to focus on in 2011.

10. Advocacy Committee

The Advocacy Committee had no report.

11. Resource Development Committee

Pride Update

Natasha Garda, Mathieu Chantelois, Ian Abinakle, Maura Lawless and Matthew Cutler held a breakfast meeting to debrief about 2011 and being planning for 2012.

The 519 did very well on all Green Space on Church days during Pride Week. Our space was not large enough to accommodate everyone who wanted to be here. We discussed approaching Pride Toronto about expanding our site into the street. We have requested meetings with Pride but they haven't responded. We will continue to make efforts to work with Pride. Our current capacity was 2,800 and this would bring an additional 1,400

in capacity. Any discussion with Pride Toronto would be exploratory.

Pride is looking for a new ED, so they may be waiting before meeting with us. Their AGM is on October 27, 2011.

Additional Issues: security, barricades and lack of assistance with the crowd on the street.

Activities this fall:

- Special dinners Oct 12-14 and Nov. 16-18
- Yong Professionals Network Kickoff is October 13 at a donor's home in Yorkville. Matt provided a detailed profile of this leadership council.

MOVED BY Pascal Dessureault

SECONDED BY Lee Mark Schofield

THAT the Board approve the Young Professionals Network program

CARRIED

12. Correspondence

No correspondence

12. Emerging Issues

There were no emerging issues which were not addressed elsewhere in the agenda.

13 Finance Committee

Anthony presented the August 31 unaudited statements, noting that we are moving to an accrual basis for revenue so that our statements give us the predictability for planning purposes.

The Citizenship and Immigration Canada (CIC) funding is now included. Fundraising and donations comprise mostly of the 2 Gala events and Pride Weekend. The fundraising that we do throughout the year puts us in a good position for creating reserves and reducing risk.

Fabarnak is slightly over in expenses. Gala revenues over and above restaurant costs were moved into the fundraising section.

Cheque signing policy

Board members currently co-sign all cheques with a senior manager or the Executive Director. The recommendation in the Cheque Signing Procedure Report is that two employees sign cheques for any amount up to \$2,500. This proposal recognizes that the Centre has established robust management approval practices in place and this level is appropriate for an organization of this size. Board members would sign for amounts over \$2,500 so that the Board retains fiduciary responsibilities at an appropriate level. This oversight will reduce risk of loss for more substantial errors, overpayments or

inappropriate/fraudulent payments.

Staff signing smaller amounts will be aware of these payments and purchases. Board members are more likely to be aware of purchases over \$2,500.

MOVED BY Anthony Partiplo
SECONDED BY Lee Mark Schofield
THAT the Board approve the Cheque signing policy.
CARRIED

14 In Camera Session

MOVED BY Anthony Partiplo
SECONDED BY Rudy Ticzon
THAT the Board go to an in camera session to discuss confidential information related to the 2012 Budget
CARRIED

MOVED BY Pascal Dessureault
SECONDED BY Lee Mark Schofield
THAT the Board create a working group to analyze Fabarnak business data and develop recommendations for a more detailed budget structure to analyze business effectiveness and the costs associated with social enterprises. Members of the working group: Michael von Teichman, Anthony Partipilo, Maura Lawless, Rick McCarty, with advice from Matthew Cutler as the fundraiser and Eric as the Director.
CARRIED

MOVED BY Anthony Partipilo
SECONDED BY Scott Bomhof
THAT the Board end the in camera session.
CARRIED

15 Next Board Meetings

October 12 – Board Orientation
October 24 at 6:30 PM – Full Board meeting

16. Adjournment

MOVED BY Anthony Partipilo
SECONDED BY Don Middleton
THAT the meeting be adjourned.
CARRIED