



Minutes: Board of Management, Meeting 1 (2015-2016)

Monday October 26, 2015 6:30 PM

The 519, Room 204

Board

Board Chair	TBD	Nadia Bello	Tasnim Rehemtula (regrets)
Vice Chair	Jacob Porpossian	Alwin Kong	Michelle Walker
Treasurer	Tom Lewis	Nicki Monahan	Nichola Ward
Secretary	Luc Levasseur	David Morris	Wesley Watson

Staff

Executive Director	Maura Lawless
Programs and Community Services, Director	Becky McFarlane
Finance and Facilities Director	Rick McCarty (regrets)
Director of Development	John Farrell
Senior Consultant, Knowledge Management	Monica Notaro
Senior Consultant, Human Resources	Hussain Haider-Ali

Guests:

Lisa Gore Duplessis, (Direct Services, Manager)

Absent: Councillor, Kristyn Wong-Tam,

Item	Minutes
1	Jacob Porpossian welcomed the Board at 6:30 PM.
2	<p><u>Approve Agenda</u></p> <p>Jacob motioned the Board to approve the Monday October, 2015 Agenda with slight changes.</p> <p><u>Motion</u></p> <p>Moved by Wesley Watson Seconded by Tom Lewis That the Board approve the Monday October 26, 2015 Agenda reflecting that item #7 go ahead of item#6 and to add the review and approval of the Annual Agenda Forecast Decision carried</p>
3	<p><u>Approve Meeting Minutes</u></p> <p>Jacob motioned the Board to approve the Wednesday September 16, 2015 Meeting Minutes.</p> <p><u>Motion</u></p> <p>Moved by Nicki Monahan</p>



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	<p>Seconded by Tom Lewis That Receive Wednesday September 16, 2015 Minutes Decision carried</p>
4	<p><u>Declaration of Conflict of Interest(s)</u></p> <p>Jacob confirmed that the Board had no conflict of interests to declare.</p>
5	<p><u>Chair Report / Executive Committee</u></p> <p>Jacob motioned the Board to approve the 2015-2016 Board of Management Meeting Timeline and the Annual Agenda Forecast.</p> <p>Jacob reviewed Board attendance guidelines. Jacob also requested the Board to update forms as circulated at the meeting that coordinate required Board Member contact information and Board members could also submit optional Board Members emergency contact information.</p> <p>Jacob noted that the Board will plan for Executive Committee elections at the November 30, 2015 Board meeting.</p> <p>Jacob motioned the Board to approve the posting the draft 2014-2015 Annual General Meeting Minutes on The 519 website as information.</p> <p><u>Motion 1</u></p> <p>Moved by Alwin Kong Seconded by Wesley Watson That the Board approve Meeting Timeline 2015-2016 and Annual Agenda Forecast Decision carried</p> <p><u>Motion 2</u></p> <p>Moved by David Morris Seconded by Alwin Kong That the Board approve posting the draft 2014-2015 Annual General Meeting Minutes on The 519 website as information Decision carried</p>
<p>Agency Business</p>	
6	<p><u>Executive Director Report</u></p> <p>Maura Lawless confirmed that the Toronto East York Community Council provided a copy of the Letter approving the 2015-2016 Board of Management on October 6, 2015.</p>

	<p>Maura reviewed the Board Notables Calendar highlighting key dates of events and committee meetings for the Board of Management of The 519.</p> <p>Maura presented the PrideHouseTO Report Update providing context that The 519 became a Trustee of the PrideHouse initiative for Toronto and in coordination of 12 entities. Maura highlighted that while there is an operating deficit at this time, final reconciliation is subject to year and project-end audit processes and final bills/revenues received.</p> <p>The 519 team and PridehouseTO Leadership team met on October 8, 2015 and agreed that a grant of \$10,000 will be provided to PrideHouse Rio after a proposal is received for the use of these funds. It is expected that these funds will be used for charitable purposes and support PrideHouse Rio to advance sport inclusion through multi-sport games.</p> <p>Maura highlighted that some of the funds got to a 3% administration fee; a donation to the 519 PrideHouseTO; and, funding sport inclusion into education and training programs and curriculum.</p>
7	<p><u>Direct Services Overview</u></p> <p>Lisa Gore Duplessis, Direct Service Manager at The 519 presented on Direct Services Team, Core Programs and integrating the programs to provide dynamic and inclusive support for individuals. Lisa's presentation highlighted the following:</p> <ul style="list-style-type: none"> • Newcomer & Settlement • LGBTQ Youth Housing Support Services • Older LGBTQ Program • Trans Programs • Anti-Poverty Program • Community Access & Engagement • Volunteer Community Counselling <p><i>Settling-In:</i> provides one-on-one support for newcomers to Canada. Services include: settlement counselling, referrals to services and agencies, assistance with form filling, and help connecting with legal services and social assistance.</p> <p><i>Among Friends:</i> a weekly support program for LGBTQ refugee claimants providing information sessions on LGBTQ culture in Canada, the refugee claims process, housing, employment and topics of interest to LGBTQ refugee claimants.</p> <p><i>Next Steps:</i> a program for LGBTQ Convention Refugees and Permanent Residents residing in Canada for less than 5 years. <i>Next Steps</i> hosts presentations and workshops on topics of interest to LGBTQ newcomers.</p> <p><i>EMERGE:</i> provides group mentorship and support to LGBTQ newcomers. Mentors share knowledge about living in Toronto, life skills, and connecting with LGBTQ and</p>

	<p>cultural communities through fun and interactive sessions.</p> <p>BREAKTHROUGH Newcomer Network: a volunteer-led initiative that organizes social networking events for LGBTQ newcomers. Each event features an activity and is staffed by knowledgeable 519 volunteers and 'Settling In' staff.</p> <p>Volunteer Community Counselling Services: provides short-term (6 session) individual, group and couples counselling provided by qualified, volunteer counsellors.</p> <p>Housing Support Services: for LGBTQ identified youth (29 years old and under) experiencing homelessness, or at risk of homelessness. Services include one-on-one case management, advocacy and housing search support.</p> <p>Children's Services (Family Resource Centre): a dialy drop-in for caregivers / families with children up to 6 yrs old.</p> <p>Queer Parenting Programs: hosts seasonal Queer Family Planning & Pre-natal Courses for LGBTQ people considering parenting.</p> <p>Trans Program, Meal Trans: a weekly drop-in program serving nutritious meals for trans community members. And providing resources and one-on-one support.</p> <p>Homelessness & Anti-Poverty Program/Sunday Drop-in: a weekly drop-in program providing food, services and support for people facing homelessness and poverty. A free meal is provided.</p> <p>50+ /Older LGBTQ Programs such as Older LGBTQ Resource Drop-in: a weekly meeting space for friends and support for Older LGBTQ people. Usually features a speaker or activity.</p> <p>Maura highlighted that work is underway with the City of Toronto on LGBTQ youth sheltering services.</p>
Committee Business	
8	<p><u>Nomination Committee</u></p> <p>Luc Levasseur as the Committee Chair of the 2015-2016 Nomination Committee for the Board of Management presented the committee's Final Report. He highlighted the work and focused on the recommendations provided by the committee as follows:</p> <ol style="list-style-type: none"> 1. Continue to strengthen the strategic value of the committee. <ol style="list-style-type: none"> a. Review Board recruitment strategy: candidate engagement, timelines, information b. Review board engagement in recruitment c. Review candidate readiness: engaging/attracting potential candidates throughout the year, through committee participation



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	<p>2. Build a board toolkit that integrates the governance, policy, process and required reporting to support the public appointment of the Board of Management.</p> <p style="padding-left: 40px;">a. Develop an integrated work plan with the Annual General Meeting</p> <p>3. In order to align the work of the Nominations Committee with the overall mandate of Human Resources, move the Nomination Committee under the portfolio of Human Resources and Governance Committee.</p> <p>Board engagement, timelines and the role of non-Board members were acknowledged as discussion points for the Human Resources and Governance Committee to consider.</p> <p>Jacob presented two motions to the Board: 1) to receive the Final Report of the Nominations Committee and, 2) to move the recommendations of the 2015-2016 Nomination Committee Final Report under the purview of the Human Resources and Governance Committee.</p>
	<p><u>Motion 1</u></p> <p>Moved by Nadia Bello Seconded by Wesley Watson That the Board receive 2015-2016 Nomination Committee Final Report Decision carried</p>
	<p><u>Motion 2</u></p> <p>Moved by Tom Lewis Seconded by Michelle Walker That the Board to move the recommendations of the 2015-2016 Nomination Committee Final Report under the purview of the Human Resources and Governance Committee Decision carried</p>
9	<p><u>Strategic Program and Planning Committee</u></p> <p>Jacob confirmed that a report was not expected for this meeting.</p>
10	<p><u>Resource Development Committee</u></p> <p>Luc, as Committee Chair highlighted that the activities of the Philanthropic Stretch Strategy successfully and steadily continue and invited John Farrell to speak in further detail.</p> <p>John highlighted that the stretch goal as launched on September 17, 2015 through an email campaign (to about 12,000 members) continues to aim for \$100,000 to help mitigate deficit and meet 2015 commitments of The 519. John noted that most</p>

	<p>recently, The 519 newsletter highlighted that an estimated \$59,000 of non-corporate donations have been raised.</p> <p>John highlighted extraordinary fund raising efforts such as:</p> <ol style="list-style-type: none"> 1. A day care in Etobicoke hosted a fun day providing proceeds to The 519. 2. A retiring Minister in Leaside donated proceeds from their retirement party. 3. A community member donated proceeds from their 29th birthday party to The 519. <p>John noted additional efforts to raise funds as successful such as the 2015 Gala as hosted by Honourary Patron Salah Bachir on Sunday October 18, 2015 and the United Way directed donations. He also noted upcoming efforts with a second email campaign and other events being planned for November. The committee is also looking forward to announcing an update on corporate participation as the campaign continues.</p> <p><u>2016 The 519 / Pride Toronto Partnership Proposal Update</u></p> <p>Maura circulated the 2016 The 519 / Pride Toronto Partnership Proposal Update highlighting that negotiations between The 519 and Pride Toronto have been successful - partnering for two events during Pride 2016, specifically Starry Night and Treehouse.</p> <p>Legal agreement has been completed including:</p> <ul style="list-style-type: none"> • event 'brand' protection and mutual agreement n promotion and design • financial analysis to determine overall financial benefit • Appropriate cost and revenue share • BHP venue expansion and street closure • Artistic direction • Naming conventions and VIP coordination • Insurance, health and safety and liabilities • Non-compete clauses • VIP and guest pass coordination • Dispute resolution mechanisms • Legal agreement to protect The 519 and legacy of The 519 events
<p>11</p>	<p><u>Finance Committee</u></p> <p>Tom Lewis, as the Committee Chair provided a review of the 9 Month Review and Year-End Projection. Tom highlighted that while the Committee currently reports a projected \$2,000 deficit at year-end, this bottom line number could improve with continued revenue coming in, maintained cost containment and successful fundraising.</p>

	<p><u>Motion</u></p> <p>Moved by Alwin Kong Seconded by Nichola Ward That the Board receive the Finance Report: 9 Month Review and Year-End Projection Decision carried</p>
12	<p><u>Human Resources Committee</u></p> <p>Tom Lewis, as the Committee Chair invited Maura to present the Toronto Public Service By-Law (TPS By-law) Board Report. Maura provided an overview of how the TPS by-law serves as a legislative foundation to strengthen the separation between the administrative and political components of Toronto’s government, and advances the Toronto public service as professional, impartial and ethical. She reviewed the TPS Values under the sub groups of:</p> <ul style="list-style-type: none"> - Serve Council / Board well - Serve the public well - Use City property, services and resources responsibly - Apply judgement and discretion - Maintain political neutrality; Act with integrity - Uphold Toronto’s motto – Diversity Our Strength <p>In addition, Maura noted:</p> <ul style="list-style-type: none"> - The 519 is working with the City Manager Office and the Association of Community Centres (AOCC) to comply with changes by December 31, 2015 - Wrongdoing Report and Protection from Reprisal work is forthcoming in November 2015 - A cost effective, third party vendor will be engaged to provide an AOCC wide wrongdoing and reprisal protection system - The 519 is committed to timely and relevant training of staff and annual policy review to support compliance with policies and implementation of the TPS By-law <p>Jacob motioned the Board on all recommended motions presented in the Report.</p>
	<p><u>Motion 1</u></p> <p>Moved by Nichola Ward Seconded by David Morris</p> <p>That The Board formally confirm and adopt the Public Service Values in accordance with the City of Toronto Public Service values and reconfirm The 519’s mandate and service delivery framework</p> <p>Decision carried</p>

<p><u>Motion 2</u></p> <p>Moved by Alwin Kong Seconded by Tom Lewis That the Board</p> <ul style="list-style-type: none"> - receive and adopt the Conflict of Interest and Political Activity Provision policies in accordance with the TPS By-law; - approve amended Employment of relatives policy in accordance with the TPS By-law; - receive and adopt amended Anti-harassment and Discrimination Complaint Procedures; and, - direct Agency Head to ensure compliance with all applicable Human Resources policies and report out in accordance with The 519 Human Resources Reporting Framework <p>Decision carried</p>
<p><u>Motion 3</u></p> <p>Moved by Nadia Bello Seconded by Wesley Watson That the Board</p> <ul style="list-style-type: none"> - appoint the executive Director of The 519 as the Agency Head, who is responsible to provide organizational leadership to staff and for the efficient and effective delivery of services; - delegate the authority to appoint, promote, demote, suspend and dismiss Agency employees to the Agency Head/executive Director in accordance with City policy including seeking appropriate Legal and Human resources/Labour Relations advice from the City; - delegate authority to Agency Head/Executive Director for all matters related to the operations and management for The 519 including the development, implementation and compliance with all relevant 519, City policies, legislative obligations, agreements and financial frameworks; - confirm that the Ethics Executive of The 519 is the Agency Head/executive Director or their designate; confirm that the Ethics Executive of the Agency Head/executive Director is the City manager, Integrity Commission and/or Board Chair; - require the Agency Head/Executive Director to report to the Board Human

	<p>Resources Committee in accordance with The 519's Human Resources reporting Framework which may be amended from time to time; and,</p> <ul style="list-style-type: none"> - require the Agency Head/Executive Director to report out annually on the progress of the strategic plan in line with City of Toronto's performance planner process and in accordance with The 519's annual Planning and reporting Cycle which may be amended from time to time <p>Decision carried</p>
13	<p><u>Other Business / Emerging Issues</u></p> <p>Luc noted that he would not be running in the 2015-2016 Executive Committee elections next.</p>
14	<p><u>Adjournment</u></p> <p>Jacob motioned the Board to adjourn the meeting.</p> <p>Moved by Wesley Watson Seconded by Alwin Kong That the Board adjourn the meeting at 7:00 PM Decision carried</p>

Item	Attached Document
2	<ul style="list-style-type: none"> • Monday October 26, 2015 Agenda
3	<ul style="list-style-type: none"> • Wednesday September 16, 2015 Minutes
5	<ul style="list-style-type: none"> • Motion: Approve Meeting Timeline 2015-2016
6	<ul style="list-style-type: none"> • Board Notable Calendar • Report, PrideHouseTO 2015 Financial Summary • PrideHouseTO 2015 Financial Report
11	<ul style="list-style-type: none"> • Motion: Receive Finance Report: 9 Month Review and Year-End Projection
12	<ul style="list-style-type: none"> • Report: TPSBL Implementation Report and Recommended Actions • Conflict of Interest Provisions • Political Activities Provisions • Employment of Relatives Policy