



Minutes: Board of Management, Meeting 6 (2015-2016)

Tuesday March 29, 2016 6:30 PM

The 519, Room 204

Board

Board Chair	Jacob Porpossian	Nadia Bello (6:50 PM by phone)	Wesley Watson
Vice Chair	Nicki Monahan (regrets)	Alwin Kong	Michelle Walker
Treasurer	Tom Lewis	Luc Levasseur	Nichola Ward
Secretary	Tasnim Rehemtula (6:50 PM)	David Morris	
Ex-Officio	Councillor, Kristyn Wong-Tam (absent)		

Employees

Executive Director	Maura Lawless
Programs and Community Services, A/Senior Director	Becky McFarlane
Finance and Facilities Services, Director	Rick McCarty (regrets)
Director of Philanthropy	John Farrell
Programs and Community Services A/Director	Lisa Gore Duplessis (regrets)
Social Enterprise, Education and Advocacy A/Director	Steven Little (regrets)
Senior Consultant, Knowledge Management	Monica Notaro

Items	Minutes
1	Jacob Porpossian opened the meeting at 6:33 PM.
2	<p>Approve Agenda</p> <p>Jacob motioned the Board to approve the Agenda for Tuesday March 29, 2016 with the adjustment to move the in camera session from item 6 to item 12.</p> <p>Motion</p> <p>Moved by Alwin Kong Seconded by Nichola Ward That the Board approve the Agenda for Tuesday March 29, 2016 with the adjustment to move the in camera session from item 6 to item 11 Decision carried</p>
3	<p>Approve Meeting Minutes</p> <p>Jacob motioned the Board to approve the Minutes for Monday February 29, 2016.</p> <p>Nichola requested that the minutes clearly reflect her statements in item 5, therefore the minutes as approved by the Board will be updated to the following:</p> <p style="padding-left: 40px;">`Nichola requested time to present information speaking against the motion of establishing the advisory committee. Nichola questioned The 519's continued engagement in the Project as a whole. The basis of her concerns pertained to a</p>

	<p>perceived de-emphasis of the LGBTQ focus of the project. Her concern was that this did not seem consistent with The 519's "dual mandate" to its own local community and to its own community of common bond (LGBTQ)'.</p> <p>Jacob motioned the Board to approve the Minutes for Monday February 29, 2016 with the above mentioned clarification.</p>
	<p>Motion 1</p> <p>Moved by Tom Lewis Seconded by David Morris That the Board approve the Minutes for Monday February 29, 2016 with the proposed clarification Decision carried</p>
4	<p>Declaration of Conflict of Interest(s)</p> <p>Jacob confirmed that no conflicts were declared.</p>
5	<p>Chair Report / Executive Committee</p> <p>Jacob noted there are no items to bring forward.</p>
Agency Business	
6	<p>Executive Director Report</p> <p>Maura presented the Board notable calendar.</p>
7	<p>Programs Update</p> <p>Becky Mcfarlane presented on the following subjects:</p> <ul style="list-style-type: none"> • Syrian Refugee Fund • Empowering Women for Political Action • United Way Toronto and York Region, Community Services Sector Strategy: Anchor Funding Stream Partnership Expectations <p>Syrian Refugee Fund Grant Submission</p> <p>Becky presented on funding applications first noting that these applications require Board approval and that these applications have been captured within the projected 2016 budget revenues and/or fit within organizational strategic priorities. Each grant submission presented includes budget considerations and pressures in 2016.</p> <p>The 519 submitted a grant application for the Syrian Refugee Fund for March 11, 2016, for the expansion of the Refugee Program to meet the needs of LGBTQ Syrian</p>

refugees, including a Settlement Worker and an Arabic speaking Trauma-Informed Counsellor. The amount permitted is undisclosed and up to \$380,000.00 and is for one time. The 519 applied for \$90, 213.00 that will support work already taken place that is currently underfunded by .5 FTE as well as allow the hiring of an additional 1.0 FTE. (FTE is Full time employee)

Empowering Women for Political Action Grant Submission

Becky also presented a submission for a grant application for Empowering Women for Political Action for April 20, 2016, in support of a project that will support the development of a toolkit and accompanying educational and training program to support the inclusion of trans women within community-based and political organizations that are mandated to advocate for the rights of women. This project will be national in scope and will include a series of leadership development pilots that will provide civic and community engagement training and opportunities for trans women (with a focus on building skills in the area of civic and political engagement. The 519 is applying for the full amount permitted for application, up to \$1.5 million over three years. This project is planned for 3 years.

United Way, Toronto and York Region, Community Services Sector Strategy: Anchor Funding Stream Partnership Expectations

Becky presented the United Way Toronto and York Region, Community Services Sector Strategy: Anchor Funding Stream Partnership Expectations.

The 519 is working on a proposal to become an anchor partner. The expectations are shared with the expression of interest process and the Board’s commitment needs to be reflected through a motion process and submitted as part of the expression of interest.

Becky circulated the UW partnership expectations again with a question and answer document. Need a Board motion that reflects the Boards’ understanding of what it entails to be an anchor agency/partner and the expectations as required by the United Way process to express interest.

The Board agreed to follow up on the partnership through Becky to gain a better and fuller understanding of the implications and requirements of becoming a partner.

Motion 1

Moved by Wesley Watson

Seconded by Tom Lewis

That the Board approve the application for the Syrian Refugee grant to help fund work already taken place that is currently underfunded by .5 FTE as well as allow the hiring of an additional 1.0 FTE. (FTE is Full time employee)

Decision carried

	<p>Motion 2</p> <p>Moved by Nichola Ward Seconded by Alwin Kong That the Board approve the application Empowering Women in Political Action grant to help fund the development of a toolkit and accompanying educational and training program to support the inclusion of trans women within community-based and political organizations that are mandated to advocate for the rights of women. Decision carried</p>
	<p>Motion 3</p> <p>Moved by David Morris Seconded by Wesley Watson That the Board understands the partnership expectations to become an Anchor Agency/Partner of the United Way, Toronto and York Region in the Community Services Sector Strategy, Anchor Funding Stream Decision carried</p>
Committee Business	
8	<p>Strategic and Program Planning (SPP) Committee Update</p> <p>David presented the work to date noting that the committee has completed a detailed review of the Space Use Policy and has identified priority areas to discuss for the next iteration of the policy.</p> <p>David handed out a summary of the committee’s annual work plan noting a new structure of four theme work streams and highlighting key activities and dates:</p> <ol style="list-style-type: none"> 1. Space Use Policy 2. Advocacy Framework 3. United Way Anchor Agency 4. Annual General Meeting Plan
9	<p>Fundraising, Philanthropy, Communications (FPC) Committee Update</p> <p>Luc presented highlights from the FPC Committee meeting:</p> <ul style="list-style-type: none"> • The committee welcomed new member, Brent Artemchuk • A three year fundraising plan is under development • A position is posted for a role in the Philanthropy department • TD Bank has increased its sponsorship • The St. Patrick’s Day fundraising event, The Fire Fly Pub is deemed successful event raising over \$15K • The committee is considering the development of an honorary council

	<p>Jacob added:</p> <ul style="list-style-type: none"> • Green Space launch event will be held may 6th, 2016 in the 519 ballroom between 8pm to 10pm for VIP and from 10pm till late for the greater public. Tickets will be \$20.00. • TD has raised their sponsorship contribution from \$75k annually to a \$155k/3 year pledge. • An additional \$90k (\$55k from Molson, \$35k from Jack Daniels) will be added to planning • 519 and Toronto Pride are co-hosting Starry Night • 519 has secured a partnership with Toronto Pride for Tree House, held on the Sunday at Ryerson University, where 519 will get the bar proceeds. <p>Luc highlighted that The Club 519 program has been announced and previous Club pass holders will have an opportunity to purchase passes this Friday April 1st and the general public sale will start Saturday April 2, 2016. Club pass holders are able to by-pass line ups to events throughout the weekend.</p> <p>John noted a \$100K donation through the United Way. The donation will support changes in the Front desk area to add programming space.</p>
10	<p>Finance Committee Update</p> <p>Tom presented the following items:</p> <ul style="list-style-type: none"> • Finance Committee Minutes • 2015 Year End Financial Variance Reconciliation • Letter to Management (from the Auditor) • Financial Statements, 2016 (Draft) • Report to Directors (Draft) <p>Tom highlighted that Rick presented an unaudited year end statement. The auditors have completed their field work. There were no substantive changes required by the auditors to date other than some balance sheet reclassifications.</p> <p>Tom noted there is an outstanding grant payment for Pride House; as the government agency is closing down they require a board approved Audit by March 31, 2016 or the 519 will not receive the funds (\$20k). As a result Tom recommended that the Board approve the financial statements without going through the Financial Committee. It's a clean audit and he and Maura are confident in the final version.</p> <p>Tom also presented a reconciliation of the funds raised during the fall campaign to the year-end position. Noting that we raised over \$400K and while the audit indicates a \$27K surplus after depreciation which is very positive. Overall the majority of this money was put back in to fund programs and services to reduce community impact.</p> <p>David noted that the report included a reference to recommendations for</p>

	<p>improvements. Maura stated she expected that the Audit letter wasn't amended accurately to reflect the final report and she'll confirm and report to the Finance committee.</p> <p>Motion</p> <p>Moved by Luc Levasseur Seconded by Alwin Kong That the Board approve the 2016 City of Toronto Auditor's Draft Financial Statements Decision carried</p>
11	<p>Human Resources Committee Update</p> <p>Nadia presented the Committee Minutes and Recruitment update noting that revisions for recruitment are ready for the Nomination Committee's. Nadia noted that changes have been made to priorities, skills, demographics and evaluation.</p>
12	<p>In camera Session</p> <ul style="list-style-type: none"> • Minutes of In camera session for the Monday February 29, 2016 Board Meeting • Executive Director's Annual Report (30 mins) <p>Maura requested the meeting enter an in camera session to review and approve the In camera Minutes of Board Meeting, Monday February 29, 2016 regarding Annual Human Resources Report, 2015 and, to review and receive the Executive Director Annual Report.</p> <p>Maura presented the Executive Director Annual Report and Jacob presented the In camera Minutes of Board Meeting, Monday February 29, 2016.</p> <p>Motion 1</p> <p>Moved by Nichola Ward Seconded by Wesley Watson That the Board enter an in camera session to review and approve the In camera Meeting Minutes for Monday February 29, 2016 regarding the Annual Human Resources Report, 2015 and, to review and receive the Executive Director Annual Report Decision carried</p> <p>Motion 2</p> <p>Moved by Nichola Ward Seconded by Wesley Watson That the Board review the In camera Meeting Minutes for Monday February 29, 2016 regarding the Annual Human Resources Report, 2015 and, the Executive Director</p>

	<p>Annual Report Decision carried</p>
	<p>Motion 3</p> <p>Moved by David Morris Seconded by Michelle Walker That the Board exit the In camera Meeting Minutes for Monday February 29, 2016 regarding the Annual Human Resources Report, 2015 and, the Executive Director Annual Report and workplan for 2016/2017 Decision carried</p>
	<p>Motion 4</p> <p>Moved by – Luc Levasseur Seconded by – Wesley Watson That the Board approve the In camera Meeting Minutes for Monday February 29, 2016 regarding the Annual Human Resources Report, 2015 and, receive the Executive Director Annual Report and workplan for 2016/2017 Decision carried</p>
13	<p>Other Business /Emerging Issues</p> <p>Jacob confirmed no additional business to be presented.</p>
14	<p>Adjournment</p> <p>Jacob motioned to adjourn the meeting at 8:15 PM.</p>
	<p>Motion</p> <p>Moved by Nichola Ward Seconded by Alwin Kong That the Board adjourn the meeting Decision carried</p>

Item	Attached Document
2	• Tuesday March 29, 2016 Agenda
3	• Monday February 29, 2016 Minutes
6	• Board Notable Calendar
7	• Grant submissions: Syrian Refugee Fund and Empowering Women in Political Action • United Way Toronto and York Region, Community Services Sector Strategy: Anchor Funding Stream Partnership Expectations
9	• Fundraising, Philanthropy, Communications Committee Minutes



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10	<ul style="list-style-type: none">• Finance Committee Minutes• 2015 Year End Financial Variance Reconciliation• Letter to Management (from the Auditor)• Financial Statements, 2016 (Draft)• Report to Directors (Draft)
12	<ul style="list-style-type: none">• Monday February 29, 2016 In camera Meeting Minutes• Executive Director 2015 Annual Report and Workplan 2016/2017

***yellow highlight indicates in camera session**