



Minutes: Board of Management, Meeting 11 (2015-2016)

Monday September 19, 2016 6:30 PM

The 519, Room 204

Board

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

Employees

Executive Director	Maura Lawless
Programs and Community Services, A/Senior Director	Becky McFarlane
Organizational Services, Director	Stacia Kean
Director of Development	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

Guest:

Board Candidate	Alex Abramovich
Board Candidate	Gwen Benaway
Board Candidate	Linda Booker
Board Candidate	Patrick Gervais
Board Candidate	Paul Saguil

Item	Minutes
1	Jacob Porpossian opened the meeting at 6:35 PM.
2	<p>Approve Agenda</p> <p>Jacob motioned the Board to review and approve the Agenda for Monday September 19, 2016 with the following changes:</p> <ul style="list-style-type: none"> • move item 3, In camera Minutes with item 10 as one in camera session • move item 12 to item 7 for candidates to introduce themselves <p>Motion</p> <p>Moved by Tome Lewis Seconded by Nicki Monahan That the Board review and approve the Agenda for Monday September 19, 2016 with the following changes:</p> <ul style="list-style-type: none"> • move item 3, In camera Minutes with item 10 as one in camera session • move item 12 to item 7 for candidates to introduce themselves <p>Decision carried</p>

3	<p>Approve Meeting Minutes</p> <p>Jacob motioned the Board to approve the Minutes for Monday August 29, 2016.</p> <hr/> <p>Motion</p> <p>Moved by Alwin Kong Seconded by Wesley Watson That the Board approve the Minutes for Monday August 29, 2016 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 reviewed the Board Meeting Schedule 2016/2017 Term noting that usually the meetings are held the last evening of Monday. Jacob noted that the October Board meeting will not be on the last Monday of the month, rather it will be Monday October 24, 2016 and the following dates are considered tentative until further review: Board Orientation October 22, 2016; Board Retreat November 19, 2016; and, Annual General Meeting September 23, 2017.</p>
<p>Agency Business</p>	
6	<p>Executive Director Report</p> <p>Maura highlighted dates on the Board Notable Calendar in particular:</p> <ul style="list-style-type: none"> • Community Day, September 24, 2016 between 12:00 – 4:00 PM • Annual General Meeting, September 24, 2016 at 4:30PM
7	<p>Nominations Committee (moved from item 12 to 7)</p> <p>Jacob, Committee Chair led the introductions of the Board and the Board Candidates:</p> <ol style="list-style-type: none"> 1. Alex Abramovich 2. Gwen Benaway 3. Linda Booker 4. Patrick Gervais 5. Paul Saguil <p>Jacob noted the work of the Nomination Committee; the diversity of the Board Candidates; and that these 5 candidates have met eligibility, application, nomination and evaluation criteria thus advancing them to be recommended as Board members for the available 2 year terms. The number of recommended candidates matches the</p>

	<p>number of Board positions available, therefore the Committee will present a recommended list of candidates for Membership approval in lieu of an election.</p>
<p>7</p>	<p>Programs Update</p> <p>Becky provided a presentation children and family programs, goals and statistics starting with the Family Resource Centre (FRC):</p> <ul style="list-style-type: none"> • offers a unique space for self-defined families, to create peer networks, and access information and services which support the healthy development of their families • one on one Support is provided by program staff and offer families access to a wide range of print information and referrals • hosts regular visits from child and family professionals, including Resource Educators, Public Health Nurses and Literacy Specialists, to help improve / integrate access for families to the services they need <p>Program goals include:</p> <ul style="list-style-type: none"> • provide safe, accessible, inclusive and educational indoor/outdoor space, toys, equipment and activities which contributed to healthy child development • reduce social isolation for diverse families, including newcomers to Canada, LGBTQ-led families and families with gender independent/ variant children • promote long-term health and wellness of children and families in downtown Toronto • promote community connection(s) and the building of peer support networks • build parent / caregiver competency / confidence in navigating complex processes, systems and organizations, e.g. day care, health and schools systems • create opportunities for relevant, and ongoing parent / caregiver learning <p>Next Becky presented on Queer and Trans family programs noting that Queer Parenting Programs meet the needs of members of LBGTQ communities who are currently parents, their children, and those who are considering parenthood. A major focus is on supporting families with children aged 0-6, and expectant parents with program content including:</p> <ul style="list-style-type: none"> • Family Planning Courses • Pre-Natal Course • LGBTQ focused programming for families and young children • Special events and social opportunities • Arts programming <p>Program goals include:</p> <ul style="list-style-type: none"> • develop and deliver safe and inclusive programming that support LGBTQ families with young children need (i.e. parenting classes, social support, and resources) • break the isolation felt by many queer and trans families • deliver education and training related to the needs of LGBTQ families and prospective parents/families • evaluate programs and services and engage in thoughtful needs analysis to understand the evolving and emerging needs of queer and trans families

- support the needs of trans and gender nonconforming children and youth

Becky noted that since 2012, The 519 has supported newcomer and refugee youth both through internal refugee support programming and in Neighbourhood Investment Areas (formerly known as the priority neighbourhoods) of Weston Mt. Dennis and Lawrence Heights. Newcomer and refugees face many intersecting equity issues and are in need of support to integrate into Canadian host culture and the following programs are designed to provide support:

One-On-One settlement counselling: One-on-one client appointments provide an effective method of developing personalised settlement plans for newcomer clients. Relationship building during one-on-one connections is vital to establishing trust, and allows settlement staff to build on client strengths toward self-determination.

Student Newcomer Access Program (SNAP): SNAP workshops support newcomer youth in learning about Canadian Culture, Equality & Diversity, and Lesbian, Gay, Bisexual, Trans, and Queer (LGBTQ) Accessibility. SNAP was designed specifically to address the significant gaps in services for newcomer youth who have experienced stigmas and pressures from peer and cultural communities.

Youth Led Programming and Engagement: In support of high school-aged newcomers, weekly youth engagement programming is hosted at The 519. Youth programs offer participants a safe and positive space to explore the intersection of their adolescent development, and their immigration experiences. Through information sessions, workshops, discussion circles, and fun activities, youth can benefit through personal and life skill development, promoting independence and long-term community connections. The following program goals are:

- create inclusive, meaningful opportunities for newcomer youth to form social, professional and cross cultural connections, and reduce social isolation
- facilitate access to inclusive information, programs, and services that advance their settlement and integration
- increase opportunities for youth to experience Canadian cultural activities and events, including sport, recreation, and special events
- build capacity of newcomer youth to access and navigate organizations and institutions independently, and engage in self-advocacy
- increase settlement service access, including one on one settlement support, for youth facing multiple and intersecting barriers to services access, including mental health issues, language barriers, and special needs/disabilities
- foster greater awareness among institutional and organizations of the needs and contributions of LGBTQ newcomer and refugee youth

Becky presented on the Trans Youth Mentorship Program (TYMP), a 6-month pilot program for trans identified youth between the ages of 16-29 who identify as trans or any other non-cis gender identity. Program members have the chance to create and work toward their own education, training and/or employment goals in a supportive space by:

	<ul style="list-style-type: none"> • Meeting one-on-one with 519 staff to get the support they need • Attending regular skill building workshops • Making connections with peers and adult mentors <p>The program ran from April of 2016 and will wrap up at the end of September 2016 and engaged 12 youth. An evaluation will be completed this fall and will support future program development.</p> <p>In conclusion Becky noted the following developing priorities for 2017:</p> <ul style="list-style-type: none"> • expand queer and trans family programming to better reflect and meet the needs of racialized queer, trans, and 2-spirit families • explore the unique programming needs of LGBTQ refugees with children • develop more programming to support young people between the ages of 6-12 • develop more recreational, arts and culture, and youth-led programming • increase opportunities for trans youth • increase opportunities for intergenerational programming
Committee Business	
8	<p>Strategic Program and Planning (SPP) Committee Update</p> <p>David Morris, Committee Chair noted the following discussion items are under further planning:</p> <ul style="list-style-type: none"> • Agenda for the upcoming Board Orientation and Board Retreat • Community Day schedule to be on The 519 website Wednesday September 21 • Enhancing park activation of Barbara Hall Park with structured engagement activities; through deepening relationships with regular park users; and working with local community groups such as the Business Improvement Association <p>David provided a high level overview of the Space Use Policy Review Process and went through the terms of reference for the Advisory Committee that will guide the review process. The overall mandate of the committee will include:</p> <ul style="list-style-type: none"> • Informing the consultation process • Providing analysis on compliance obligations on accessibility, diversity, financial viability and the principles of free space • Evaluate impact and benefits in line with The 519's mission and strategic goals • Ensuring sustainability of review outcomes by championing the process and working collaboratively to advance the best outcomes for the community and the organization <p>The committee will contemplate who from SPP/The 519 Board will sit on the committee.</p> <p>Jacob moved for a motion to approve Draft Terms of Reference: Space Use Policy Review.</p>

	<p>Motion</p> <p>Moved by Nadia Bello Seconded by Michelle Walker That the Board approve Draft Terms of Reference: Space Use Policy Review Decision carried</p>
9	<p>Fundraising, Philanthropy, Communications Committee Update</p> <p>Luc Levasseur, Committee Chair noted that the Green Space/Toronto Pride Partnership Report is forthcoming and the committee is meeting September 21, 2016.</p>
10	<p>Finance Committee Update</p> <p>Tom Lewis, Committee Chair invited Maura to present on Committee work.</p> <p>Maura presented 2017 Recommended Operating and Capital Budget Development Principles briefing note where on an annual basis the Executive Director / Director of Organizational Services prepare a high level report to the Finance Committee recommending operating and capital budget principles for the annual budget development cycle. These principles are based on The 519's current financial position including confirmed and anticipated revenues, community program priorities and operating pressures, new emerging opportunities and Council / Board directions.</p> <p>Maura highlighted The 519 will work on budget reporting priorities such as examining opportunities to increase social procurement; providing a more comprehensive report on salary allocation report, and a report on improving the information technology. Maura invited everyone to refer to the core operating budget transferred from the City of Toronto. Maura also noted that timelines of the budget approval process.</p> <p>Jacob motioned for the Board to review and receive the 2017 Recommended Operating and Capital Budget Development Principles. See Motion 1</p> <p>Maura then presented the draft Budget Variance Analysis and Reporting Policy noting that the policy is established to ensure that the management/department heads are properly reviewing and managing their respective budgets in line with best practices and organizational policy such as the Board approved annual operating budgets, reporting timelines and related policies such as forecasting and identifying financial issues to the Board. This reporting enhances the projected year end forecasting as part of the quarterly updates to the Board. The goal is to build a more comprehensive picture of how the budget advances throughout the financial year.</p> <p>Jacob motioned for the Board to review and receive the draft Budget Variance Analysis and Reporting Policy. See Motion 2</p> <p>Maura then requested Jacob to open the in camera session to present on the Moss Park</p>

Project Contract Request for Proposals Update by which Jacob agreed and motioned for the Board to enter into an in camera session to review and receive the Board In camera Meeting Minutes of August 29, 2016 and to review and receive the Moss Park Project Contract Request for Proposals Update when out of camera. **See motions 3 through 6.** The Board entered into an in camera session.

After the in camera session John was invited to present a summary overview on the Green Space Festival Financial Report:

On an annual basis The 519 hosts its Green Space Festival over the PRIDE weekend. The Green Space Festival takes place at Barbara Hall Park and at Ryerson University, and is supported heavily by the work of The 519 staff and volunteers. This year, as part of an overall risk mitigation strategy, The 519 partnered with PRIDE Toronto to host the event at Ryerson University.

Green Space Festival earned a net profit this year of **\$619,208** – exceeding the projected net goal of **\$304,929**. This was due to a number of factors, including a higher than project revenue through significant increases in Fundraising (Actual **\$291,738** vs. Projected **\$206, 285**) and Alcoholic Beverage Sales (Actual **\$731,182** vs. Projected **\$600,000**). The significant increase in net profit can also be attributed lower expenses; this was achieved through careful attention to finding efficiencies in costs related to the event.

For the first time in the history of hosting the Green Space Festival, The 519 entered into a partnership with PRIDE Toronto to host the Treehouse event at Ryerson University. The 519 was responsible for beverage related costs, and PRIDE Toronto was responsible for production costs. Revenue from ticket sales went to PRIDE Toronto, and all revenue from beverage sales went to the 519. As agreed, excess revenue from ticket sales (over production costs) were shared between the two parties.

The financial return to The 519 was **\$22, 344**. The 519 earned a net profit of \$105, 08 on the sale of tokens. For a **total net profit \$127,425.61**, the event expenses for The 519 were \$62,514 and included alcohol, security, equipment rental, bar supplies and VIP furnishings. The total expenses for the Green Space event were **\$451,227**, with corresponding revenue of **\$962, 817**. The total net profit was **\$478,851**.

Partnership opportunities will be reviewed for 2017, as Ryerson has indicated interest. The Committee will review discussions on expanding the corporate sponsorship base and promotions in general with changes to events in support of growth and relevance.

Jacob moved to motion to enter into an in camera meeting to review and receive the Information Report on Moss Park RFP/Contract Update, when out of camera.

<p>Maura spoke to the conclusion of the Moss Park Project consultations noting:</p> <ul style="list-style-type: none"> • about 200 people in attendance • range of age groups and community members • children were awarded for their designs – via a contest • The 519 has noted an expressed concern about the placement of the building – • the building position is designed to support program continuity and enhances safety by opening the entire park • there is an expressed concern about maintaining a double ice pad which is currently not in the design although work continues around funding and other design considerations • MASS LLP will be providing a roll up report • overall the design of the building was very well received by the design review panel which is City appointed and is tasked to review all architectural design work of significance • the building design is considered one of the most significant and transformational designs of a community centre intentionally designed for the community • it was acknowledged for being well thought out and the design passed as is • landscape/park design (where The 519 had of less of a role with the input) is required to continue work to inform the design and The 519 is committed to helping with the approval of the feasibility study
<p>Motion 1</p> <p>Moved by David Morris Seconded by Alwin Kong That the Board to review and receive the 2017 Recommended Operating and Capital Budget Development Principles Decision carried</p>
<p>Motion 2</p> <p>Moved by Tom Lewis Seconded by Wesley Watson That the Board approve draft Budget Variance Analysis and Reporting Policy Decision carried</p>
<p>Motion 3</p> <p>Moved by Nichola Ward Seconded by Tom Lewis That the Board to enter an in camera session to review the In camera Meeting Minutes of August 29, 2016 and the Moss Park Project Request for Proposal Update Decision carried</p>
<p>Motion 4</p> <p>Moved by Tom Lewis Seconded by Wesley Watson That the Board to receive the In Camera Minutes of Monday August 29, 2016 when</p>

	<p>out of in camera Decision carried</p> <p>Motion 5</p> <p>Moved by Nadia Bello Seconded by Tom Lewis That the Board to receive in camera session to receive the Moss Park Project Request for Proposals Update when out of camera Decision carried</p> <p>Motion 6</p> <p>Moved by Tom Lewis Seconded by Nicki Monahan That the Board to exit an in camera session to receive the In camera Meeting Minutes of August 29, 2016 and the Moss Park Project Request for Proposal Update Decision carried</p>
11	<p>Human Resources Committee Update</p> <p>Nadia Bello, Committee Chair noted no update.</p>
12	<p>Nominations Committee – move to item 7</p>
13	<p>Other Business /Emerging Issues</p>
14	<p>Adjournment</p> <p>Jacob motioned to adjourn the meeting at 7:45 PM.</p> <p>Motion</p> <p>Moved by Luc Levasseur Seconded by Wesley Watson That the Board adjourn the meeting Decision carried</p>

Item	Attached Document
2	Monday September 19, 2016 Agenda
3	Monday August 29, 2016 Minutes
6	Board Notables Calendar
10	2 nd Quarter Financial Report