
The 519 Church St. Community Centre

Board of Directors

Monday, December 13, 2010

Meeting # 3 (2010 - 2011)

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

Regrets: none

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

The meeting was opened by Natasha Garda at 6:45 PM

- 1) Welcome.
- 2) Agenda approval
Motion: To approve the Agenda as amended: Items involving guests will occur when the guests arrive at the meeting. Moved by Anthony Partipilo and seconded by Kira Vallen. Carried.
- 3) Visitors – Mathieu Chantelois (beginning of meeting to conclusion of his item; BMO representative (to obtain signatures of signing authorities – later in the meeting)
- 4) Minutes of the last meeting
Motion: To approve the Minutes of the November 26, 2010 meeting as amended. Moved by Pascal Dessureault and seconded by Tyler Fleming. Carried
- 5) Declaration of conflicts of interest: none.
- 6) Pride planning – Mathieu Chantelois reported

Mathieu, who developed the Starry Night fundraiser during his time as Board Chair, discussed a strategy for continuing our success with these fundraising events.

- a) Review of 2010: The park looked fantastic. Friday night was not busy, possibly because of the long weekend. Saturday was not as busy as in the past. 47% of our attendance was on Sunday and that is when our sales were highest.

- b) Mathieu and Ian Abinakle are identifying entertainers for 2011. It's important to get name acts that will draw media attention and crowds.
- c) For 2011 we will have an advisory group for each event. Our board members and volunteers have excellent connections and event organizing experience, and we will benefit from their insight and contacts. Advisory groups will meet once in January and then in March or April. Most work can be accomplished through email in between meetings. Natasha and Mathieu will co-chair the advisory groups. There will be 3 to cover Starry Night and the Saturday and Sunday events.
- d) Ian Abinakle will return to lead the process in terms of booking entertainment, sponsorship, and event coordination.
- e) Green Space On Church Event list:
 - i) Wednesday night – Trans Theatre event will go back to being organized by the Trans Programs staff and volunteers, as was the case in their first successful year. This will not be a licensed party, which will be an overall cost saving.
 - ii) Starry Night – July 1 is a Friday this year, so we may do Starry Night on the Thursday. Board members are involved throughout the weekend, but Starry Night is particularly a Board developed and organized event.
 - iii) Saturday – traditionally a woman and trans focused party. For the advisory group we will find people from this demographic to ensure the party will appeal.
 - iv) Sunday – already a success with young gay men and house music, as the focus.
- f) Parade – a question was raised as to why we didn't have participation in the parade in 2010. Discussion pointed out that our presence at Pride is composed of having most of the building open to the public throughout the weekend (so we no longer book a table at the street fair) and our Green Space On Church events. As a result, we are visible in a different way than in the past. The parade is definitely important, but the Board's priority is outreach at our permanent location and revenue generation in the park.
- g) The staff team will put together a budget for the events and create a list of key activities and responsibilities in terms of staff and advisory group roles. Staff will have to maintain control of expenses and deal with logistical issues. We will present budgets and the advisory groups will have to work within those budgets.
- h) Eric will coordinate the purchase of beer and alcohol and deal with the food requirements (permits, menus, quantities etc).
- i) We opened the building to the public last year for the first time during Pride Weekend. It was very well received. We can license indoor areas for VIPs, for example. This will be referred to the organizing groups for more discussion.
- j) The question was raised as to whether we should run our Green Space On Church for 3 or 4 days. Last year we had 5 days, which increased our expenses. As well, opening

on a statutory holiday doubles some costs, such as security. This cuts into the revenue generated, so we have to carefully consider how many days to operate Green Space on Church this year. This will be referred to the organizing groups for more discussion.

Motion: To establish Advisory Groups to organize theme/sponsorship components for Starry night, Saturday and Sunday of Pride Weekend. Members of the Advisory Groups will be nominated by the Green Space On Church Co-Chairs, Mathieu Chantelois and Natasha Garda. Moved by Anthony Partipilo and seconded by Michael von Teichman. Carried.

7) Agency business – None.

8) Executive Director's Report – Maura reported

Departmental Year End Reports

a) Resource Development and Communications – Matthew Cutler reported

- Open House – the unveiling of the finished expansion and renovation took place on 5/19 2010 and attracted hundreds of people.
- The department is revising the membership structure and developing recognition levels. The new fundraising software improves our ability to track member relations.
- Our corporate engagement strategy has resulted in positive developments. For example, TD holds their parties at The 519 and many TD staff are becoming donors.
- We had a record breaking revenue at the Green Space on Church this year
- The LGBT Philanthropy in Canada conference was held at The 519 for the first time this year.

b) Office manager – Helen Rykens reported

- The completed building enables The 519 to re-focus on what we do best, which is to provide space to the community. We've welcomed numerous new initiatives, focusing on the Board's priorities of diversifying space use to include providing more recreational and social activity to broaden access and ensure relevance.
- We are working with the City on compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This process will be finalized in 2011.
- In relation to MFIPPA, we are conducting a records management project. In 2010 we hired a summer student to box and catalogue back files for storage at the City's facility. In addition, archival information relating to the earliest days of The 519 has been organized for storage on site.
- Issues remaining after the construction project were consolidated into a report so that items can be addressed through the City's capital budget rather than through our operating budget.

c) Training Program – Maura reported on behalf of Kyle Scanlon

- Project Open Door has begun: Through the Trans Access program over several years, The 519 has trained over 9,000 front line people in shelters and other services. Now we will be training board members and senior staff so that access will be in place on a long term basis. The Metcalfe Foundation is an important funder for this initiative. 519 Board Members will be able to support this activity by helping to mentor trainers about how to present information to Boards of Directors.

d) Program Report – Maura reported on behalf of Janet Rowe

- 519 programs provide services to over 2,900 individuals who made 36,000 visits to programs
- 28 students contributed 2,700 hours to program work.

Maura's year end report will be presented at the Board retreat in January.

Maura thanked the managers and their teams for the accomplishments of the past year.

9) Chair and Executive Committee Report: Natasha Reported

a) Carole Pope event

The 519's Honorary Patron, Salah Bachir, along with Cineplex, have arranged a volunteer and staff appreciation event and holiday party on December 15. Board members welcome.

There will be a prix fix dinner from 6-7 PM in Fabarnak prior to the concert. RSVP to Maura regarding the dinner.

b) Board Retreat

This is a full day meeting starting at 9:30 AM on January 29th. We will discuss having our January board meeting at the end of the day, rather than meeting again on Monday January 31st.

10) Human Resources Policy Committee:

Topics will be discussed in camera after public items have been completed.

11) Finance Committee: Anthony reported

Anthony reviewed the monthly report. As projected in the Board approved 2010 operating budget we are projecting a year-end operating deficit in programs. This is primarily due to the late opening of the restaurant. It was expected to open in July but was delayed until October due to labour discussions with CUPE 2998 and capital improvements.

The Core (City of Toronto) is projected to come in on budget or slightly over budget. There were some extraordinary Core expenses such as the emergency elevator repairs but we are trying to bring in a balanced core budget given that the Centre has been over in the Core for the last two years. Rick is working on year-end projections and preparing for the audit in early February.

The draft 2011 budget will be reviewed during the in camera portion of the meeting.

The finance committee will review our investments in 2011. We will develop an investment policy and get input from external sources in that process. We would determine our own risk level and invest our money wisely by having a diverse portfolio. This would generate more revenue for The 519.

Gifts of securities will be part of the discussion. By giving securities a donor can avoid capital gains taxes and receive a tax receipt for the amount.

12) Strategic and Program Planning Committee – Lee reported

a) Space Use policy Addendum

After the public meeting on November 1, 2010 and discussion at the last Board meeting regarding The 519's space use policy in relation to police agencies accessing The 519, a policy addendum was developed by the committee and circulated to the Board.

Motion: To accept the Space Use Policy Addendum. Moved by Tyler Fleming and seconded by Rudy Ticzon. Carried.

b) Meal Trans Access Policy

The Meal Trans program was developed as a support to street active trans identified individuals. Initially the program was restricted to trans people only. More recently partners, friends and allies of trans individuals have also been attending. This has created tensions within the program. The team undertook a consultation process with participants and allies to develop the new policy. The new Access Policy will better foster a safe inclusive space for trans identified people.

The Board discussed safe space and exclusive space. Having exclusive space for an identifiable group is known as positive discrimination – there are precedents for having space exclusive for a minority group or a group which experiences discrimination. The 519 is well known for creating safe space for numerous groups, including the LGBTQ communities.

Motion: To accept the Meal Trans Access Policy. Moved by Kira Vallen and seconded by Lee Schofield. Carried.

13) Advocacy Committee: no report

14) Resource Development and Communications Committee – Matt reported

a) Centrepiece Dinners

Michael reported that he attended a dinner and it was amazing. He received a lot of positive comments about it. One volunteer David Emond from the committee invited 65 people and was able to get 15 to confirm and attend. He deserves credit for the success of the evening. People will attend if a friend invites them.

We will hold Centrepiece Dinners throughout the year so that Board members will have an opportunity to host their own. Matt will analyze the expenses and revenue, but it appears that this type of small event can introduce people to the agency and generate funds for our programs.

b) Spring Gala

We will have a discussion with Salah Bachir, the Honorary Patron, about holding a gala event this spring. We will have to increase our capital reserve to \$50,000 as we will be responsible for capital expenses up to this amount.

15) Correspondence: none

16) Emerging Issues – none

17) Other business

Natasha Garda presented a gift to Maura Lawless to thank her for her work and leadership over the past year.

Next Board Meeting will be January 29 at 4:15 PM at the end of the Board Retreat.

18) In camera segment

Motion: That the Board commence the in-camera session of this meeting to discuss the Human Resources agenda item and the 2011 Consolidated Operating Budget. Moved by Anthony Partipilo and seconded by Donald Middleton. Carried.

In camera motions:

Motion: That the Board approve the proposed 2011 Human Resources Organizational Structure Review Recommendations as presented by the Human Resources Committee. Moved by Anthony Partipilo and seconded by Don Middleton. Carried

Motion: That the Board approve the 2011 Consolidated Operating Budget as presented by the Finance Committee.

- Core \$1.245 M (Revenue and Expenses)
- Program/Self Sustaining (\$1.319 M Revenue, \$1.316 M Expenses)
- Restaurant/Catering (\$.915 M Revenue, \$.915 M Expenses) – the Board recognizes that these are projected sales and expense figures and that actuals may be less than this. It is expected that the restaurant / catering activities are revenue and expense neutral.

Moved by Anthony Partipilo and seconded by Pascal Dessureault. Carried

19) Adjournment:

Motion: To end the in camera session and adjourn the meeting. Moved by Pascal Dessureault and seconded by Anthony Partipilo. Carried.