
The 519 Church St. Community Centre

Board of Directors

Monday, February 22, 2010

Meeting # 5 (2009 - 2010)

Board Members Present: Natasha Garda, Jessica Carfagnini, Pascal Dessureault, Lyle Kersey, Derrick Navarro and Kira Vallen.

Regrets: Jodi Hoar, Troy Jackson, Lee Schofield, and Rudy Ticzon

Staff Present: Maura Lawless and Helen Rykens

Visitor: Mark Luciani, 519 Volunteer

The meeting was opened by Natasha Garda, Chair, at 6:40 PM

- 1) Welcome
- 2) Agenda approval:
Motion: To approve the Agenda as amended. Moved by Kira Vallen and seconded by Pascal Dessureault – Carried.
- 3) Minutes of the last meeting
Motion: To approve the Minutes of the January 25, 2010 meeting. Moved by Derrick Navarro and seconded by Lyle Kersey – Carried.
- 4) Declaration of conflicts of interest: none.
- 5) Agency business – funding proposals: none.
- 6) Executive Director's Report – Maura reported.
 - a) Pride planning update:
We met with **Ian Abinakle**, who organized our major events last year, to outline next steps. Here is the tentative schedule:
June 29th – Family fun Fair
June 30th – Trans Theatre Under the Stars
July 1st – Canada Day Celebration – Celebrating the diversity of Canada through music and performance
July 2nd – Starry Night
July 3rd – Beer Gardens
July 4th – Beer Gardens

Questions: Will we have a women and trans area on Canada Day?
Canada Day is being planned and we will certainly consider this as an option

We are planning to apply for a Canada Heritage grant called “Celebrate Canada” for the Canada Day celebration. The grant will cover expenses related to performers, travel, security, and staging, and it fits perfectly into the activities we are undertaking on Canada Day.

Motion: To approve an application of up to \$35,000 to Canada Heritage for the purpose of supporting our Canada Day Celebration. Moved by Kira Vallen and seconded by Derrick Navarro. Carried.

b) Café Update:

We have hired consultants to complete work on the business plan, satisfy funder requirements and to hire the chef.

1. fsStrategy, an alliance of senior consultants focusing on business strategy support, research, analysis, design and implementation for the food service industry, has been hired to assist in completing the review of the business model and to examine the food sales projections.
2. Catherine Lang, a specialist in social enterprise businesses, has been hired in response to a recommendation from the United Way. This is a very short 2-3 day contract to ensure that the social enterprise activity will work within The 519’s management and administrative structure.
3. The next step is to hire a chef, which will be done through a search firm. This will be a good investment, as the search firm only works in the restaurant industry and, in the case that the person does not work out within the first six months, will fill the position again at no charge.

7) Chair and Executive Committee Report:

This will be a standing item in future Board meetings. The Executive is meeting next Monday and will report back in March.

8) Human Resources Policy Committee: Lyle Reported

a) Association of Community Centres (AOCC) Human Rights and Anti Harassment Policy – Final Draft

We have completed our work on the policy. We have forwarded questions to the City regarding the procedures and are still awaiting answers. As the policy is complete, we are presenting it to the Board tonight for consideration. We will consider the procedures at an upcoming meeting.

Our changes to the City’s basic policy include section 4.12 which defines Transphobic Harassment. Although the City does include gender identity in section 2, the City policy does not specifically refer to Transphobic Harassment. Note that The 519 has been a pioneer within the City regarding rights for gay, lesbian and bisexual people

and continues that tradition by pioneering the specific recognition of rights for trans people. We have recommended that the City and the AOCCs adopt this language as well. Thanks to Kyle Scanlon, Research, Education and Policy Coordinator at The 519, for assisting with the language.

Motion: To adopt the AOCC Human Rights and Anti Harassment Policy. Moved by Lyle Kersey and seconded by Derrick Navarro. Carried.

9) Finance Committee: Pascal reported

We are preparing for the audit, and the Board is required to answer questions about fraud and suspicion of fraud. Pascal read the questions and draft answers to the meeting.

The following outlines The 519 Church Street Community Board of Management’s response to your request for information for the purposes of the 2009 Audit:

Specific Request for Information	The 519 Board of Management Response
1. Are you aware of fraud or do you have any suspicion of fraud?	<p>To the best of our knowledge the Board is not aware of any fraud or suspected fraud.</p> <p>The Board of Directors and all employees of The 519 Community Centre are required to comply with the City of Toronto’s various policies related to conflict of interest and fraud.</p>
2. What are your views about the risks of fraud	<p>The Board of Management of the Centre considers that the prevention of fraud is an important component of the responsibility of the organization and to the best of our knowledge we are satisfied that there are limited risks related to fraud given the current practices in place at the Centre.</p> <p>In 2010 the Centre is undertaking a review of its current risk management practices to identify and resolve any areas of concern. This activity has been delegated to the Executive Director from the Board Finance Committee. The Executive Director will be reporting back to the committee in the fall of 2010 with her findings and relevant practice changes if any.</p>
3. How often does the Board meet?	<p>The Board meets on average once a month. There is a break during the summer for one-month.</p>

<p>4. What type of reports would you receive from management and have you receive satisfactory answers to your enquiries?</p>	<p>Board receives numerous reports on a monthly basis including monthly financial summary statements along with explanations to variance, if any.</p> <p>The Board receives the monthly Executive Director report that summarizes the major activities of the month and other major issues, planning / policy development activities or critical incidents matters. The Board also receives the Program Department report that outlines major program activities from the previous month.</p> <p>Board is satisfied with the answers to any of our enquiries.</p>
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Moiton: To approve the answers as read by Pascal. Moved by Pascal Dessureault and seconded by Kira Vallen. Carried.

10) Strategic and Program Planning Committee: Derrick Reported:

The committee has not met, and the work we have been doing regarding the café was covered in Maura's report. We are scheduling a meeting for March 11 at 5 PM.

11) Advocacy Committee: Discussion will take place in camera later in the meeting as per the amended agenda.

12) Resource Development and Communications Committee: Natasha reported:

a) Update on the hiring process: Maura and Helen will be interviewing candidates for the vacant Manager, Resource Development and Communications position.

b) Fundraising workshop: Thanks to everyone who attended the second workshop provided by Suzanne Gibson. We will debrief with Board members who were unable to attend.

c) Design committee: We are involved in decisions about furniture and final design of the public spaces in the building, such as the lobby.

d) Membership drive: We have met with people in the community regarding our membership drive plan and communications materials. Chad from Navigator, one of the committee volunteers, will conduct focus groups, and we are asking board and committee members to conduct informal focus groups regarding the strategy. We hope to finalize the strategy in the near future.

13) Correspondence - none

14) Emerging Issues – none

15) Other business

a) Open House May 19, 2010: Maura distributed the critical path for this event.

b) Minutes of the Annual General Meeting, September 30, 2009: Draft minutes were distributed to the Board. These will be up for approval at the 2010 AGM in September.

Motion: To receive the minutes of the September 30, 2009 minutes of the Annual General Meeting. Moved by Pascal Dessureault and seconded by Kira Vallen. Carried.

16) In Camera Session – Advocacy Committee

Motion: That the Board go to an in camera session to discuss a legal matter regarding an advocacy issue. Moved by Derrick Navarro and seconded by Lyle Kersey. Carried.

The Board of Management went in camera according to the Public Meeting provisions described in section 190 of the City of Toronto Act, 2006 to discuss a legal matter pertaining to community advocacy.

Motion: That the in camera session be ended and that the meeting come out of camera. Moved by Pascal Dessureault and seconded by Kira Vallen. Carried.

Decision: It was agreed that the Board of Management would accept the advice of City Legal and in response Maura Lawless would draft a response for Board Chair's signature confirming this and outlining the important role that The 519 has always engaged in addressing and advocating on human rights issues.

It was also agreed that the Advocacy committee would meet as soon as possible and develop the Centre's communications strategy related to the matter to ensure that we prepare a responsive strategy that raises the important health and safety issues impacting the trans sex worker community.

Adjournment:

Motion: To adjourn the meeting. Moved by Lyle Kersey and seconded by Pascal Dessureault. Carried.

Next Meeting is Monday, March 29, 2010 at 6:30 PM.