

The 519 Church St. Community Centre

Board of Directors

Monday, September 21, 2009

Meeting # 10 (2009 - 2010)

Board Members Present: Joan Anderson, Jessica Carfagnini, Mathieu Chantelois, Natasha Garda, Lyle Kersey, Marv Lucey, Donald Middleton, Jake Schonfeld, Kabir Ravindra (by phone to 7:25), Enrico Mandarino (by phone to 7:25)

Regrets: Derrick Navarro

Staff Present: Maura Lawless, Eric Berndt, Rinku Modi, Helen Rykens, Janet Rowe, Virgil Quiogue

Guests: Board candidates Lee Schofield and Rudy Ticzon

The meeting was opened by Mathieu Chantelois at 6:35 PM

1. Welcome: Mathieu welcomed everyone to the meeting and recognized Don Middleton, Joan Anderson and Marv Lucey who will all be stepping down.
2. Agenda approval:
Motion: To approve the Agenda with the addition of the AGM as an item. Moved by Jake Schonfeld and seconded by Natasha Garda – APPROVED.
3. Minutes of the last meeting
Motion: To approve the Minutes of the meeting on June 1, 2009 as amended. Moved by Don Middleton and seconded by Lyle Kersey – APPROVED.
4. Declaration of conflicts of interest: None
5. Annual General Meeting:
 - a. We have a record number of candidates – 16. This year we did better outreach. Enrico is running and will provide a video presentation as he cannot attend the AGM due to work commitments. Jessica noted that all candidates who have attended the info sessions have been encouraged to get involved at the committee level if they are not elected.
 - b. A board candidate biography document will be available at the meeting.

- c. During ballot counting there will be a program report. Janet, Julia and Gareth will present information about programs.

6. Agency business – funding proposals:

- a. Homeless Initiative Fund (HIF) – We will apply to the City for support for the Meal Trans and Sunday Drop in Programs.

Motion: To approve an application to HIF for \$95,841 to support the Meal Trans and Sunday Drop in Programs. Moved by Joan Anderson and seconded by Marv Lucey – APPROVED.

- b. United Way Winter Relief – We will apply for extended hours for the Sunday Drop In (SDI) during the winter.

Motion: To approve an application to the United Way for \$8000 to extend the SDI Program hours in the winter. Moved by Don Middleton and seconded by Marv Lucey – APPROVED.

7. Executive Director’s Report – Maura reported:

2010 operating budget:

- a. The City of Toronto has made it clear that the AOCC’s have to bring in a 0 based budget. They expect us to come in at the same number and will not fund inflationary increases. The rest of the City is asked to come in at a 5% cut, so we are in a better situation than most. They recognize we cannot do a lot in terms of cost containment. We are streamlining both budgets so the Board will see them both at the same time.
- b. Key messages document: We are going to try and not put in a business case for new funding, as this is a City request. We don’t intend to increase our overall operating budget this year.
- c. General Discussion regarding messaging to the City that we find a 0 based budget unacceptable. Once we have the budget in front of us we can determine the impact: programs reduced, and the fact that we cannot afford to diminish what we are doing. At the next board meeting we will know the impact of the cuts and the board will make a resolution regarding this.
- d. Question: Is this separate from the capital campaign budget? Answer: The capital budget at the City is a separate process. We are letting the City know our needs through the capital budget process.

Cafe proposal:

- a. We are still trying to identify funding for what will be a social purpose enterprise. We would operate the cafe as The 519 and work with social services to place people who face employment barriers into a work environment. Fabulous food, social enterprise, operated in a fiscally responsible manner. We would hire a chef, we'd provide 4 employment opportunities – 2 customer service, 1 community development, 1 admin assistant for the chef. Lunch and catering within the building would be our initial business. Toronto Social Services and Fred Victor are interested in the training or skills development aspect.
- b. We have submitted to the Toronto Social Enterprise Fund. They seem excited about the opportunity and we go before a panel of judges in November.
- c. Positive response from Board Members regarding the training initiative and focus on high quality freshly prepared food.
- d. Joan and Derrick went through this in more detail and found the detail and thoughtfulness – an excellent plan.

Community Events:

- a. Trans Day of Remembrance on Nov. 20
 - b. World AIDS Day is coming up on Dec. 1
8. Human Resources Policy Committee:
- a. Joan Reported: We have a proposal for a way to evaluate and document the Executive Director's performance. Joan met with Maura to see what the review should focus on. What are the deliverables in her work plan? The review will be a confidential process and focus on job responsibilities.
 - b. Every two years the Executive Director's job description should be reviewed by the Executive Committee. The role has to keep up with the changing nature of The 519.
 - c. The review process would involve meeting with the Executive Director and looking back over the year as well as looking forward to new goals. The Executive Committee would get input from other Board Members and from the managers. They would then meet with the Executive Director and report to the February Board Meeting.

- d. The Human Resources Policy Committee doesn't do the evaluation, the Executive Committee does. However, the Human Resources Policy Committee develops the process.

Motion: That we accept the proposal for the performance review of the Executive Director. Moved by Lyle Kersey and seconded by Marv Lucey. Carried.

9. Building committee:

- a. Marv reported: There has not been a meeting.
- b. Helen reported on the flood issues: The City Parks Department has agreed to put in a trench drain at the back of the building to prevent further flooding. Twenty sub floor boards in the original building (main floor) will be replaced through the insurance claim. Repair of the elevator, including dealing with the water problem in the elevator pit, is also in process.

10. Finance committee:

- a. We have a surplus of \$79,000 at this point. We had expected a deficit of \$28,000. We are doing well with savings on some positions which are not filled as early in the year as expected.
- b. Rinku and Eric are working to make the finance and fundraising reports work well together.

11. Strategic and Program Planning Committee:

- a. 2009 board and committee accomplishments highlighted. Note that all Board Members completed the evaluation form giving us a good picture of our work over the past year.

12. Advocacy Committee:

- a. Joan reported: The Policy – Strategic Advocacy Framework was distributed at the last meeting and we are looking for approval at this meeting.
- b. Discussion: How to deal with issues quickly with the press? (this is covered by the spokesperson policy passed a few months ago.)

Motion: That we approve the Policy – Strategic Advocacy Framework. Moved by Mathieu Chantelois and seconded by Marv Lucey. Carried.

- c. Discussion: Joan discussed the flow chart which she distributed to the meeting. The flow chart is a procedure, not a policy and doesn't need

approval. This will help us in decision making regarding future advocacy positions.

- d. When there are new developments and we need to act fast, a discussion will take place between the Board Chair, the Chair of the Advocacy Committee and the Executive Director.
- e. We are documenting our current positions. These will be brought forward to the next board meeting as that will be a good intro for the new Board Members.

Motion: That our current positions be brought to the next Board Meeting for approval.
Moved by Don Middleton and seconded Marv Lucey. Carried.

13. Fundraising and Communications Committee:

There are eight major areas for fundraising. Here are the details on some:

Donor recognition:

- a. Major Gift Recognition – how do we thank big donors? For gifts of \$500 - \$1000 the donor will receive a thank you phone call from the Executive Director or the Program Manager.
- b. For gifts over \$1000 the donor will receive a thank you call from the Board. They will also be offered a tour of the building.
- c. Planned Giving: a donor wall downstairs is a possibility.

3rd party fundraising:

- a. There was a discussion at the last Board Meeting. The current policy is that rental fees are paid by groups using the space, even if they will be donating the proceeds of their event to The 519. If fees aren't paid, the expenses for opening and operating the building might not be covered by the fundraising activity, for example, if the fundraiser was not a success. Also, the receipt for the donation made to The 519 after the event has to reflect funds raised less costs of holding the event.
- b. TICOT – big event is Oct. 10 at the Marriot. We are expecting a cheque for \$20,000 - \$30,000. We have a table of 10 – Board Members are encouraged to attend. The new Chair of the board will invite Board Members after the election on the 30th.
- c. Final Report on the Gala – it was an incredible success. We may hold events like this on an annual basis. It may also be possible to have a big event here

when the building is done which has a lower price point. The Board noted that large Galas do require the involvement of Salah Bachir, whose connections are vital to the success of the event.

- d. For annual events in the community, it's important for Board Members to attend. We'll have a list of annual events in the Board Manual and Board Members can sign up for them.
- e. October 12 – 10th anniversary of the death of Matthew Shepperd – Laramie Project – all proceeds will go to The 519. There will be 100 shows around the world going on at the same time. We will have a booth and a presence there.

Growing our List:

- a. We will network to build our database for fundraising. We would like to retain Suzanne Gibson who would present a fundraising workshop for our new Board Members. She assisted with developing our resource development plan and explaining the role of the Board in resource development. Board Members will think about their contacts who might be able to help The 519 in specific ways (friendraising).

Membership Drive:

- a. 40,000 residents and 490 members in the catchment area. We are thinking of a membership drive with incentives. For example we could have a draw for a scooter or vespa for members joining within a certain time frame.

Reporting:

- a. Eric will report on fundraising on a quarterly basis. Resource development committee will track how we are doing on the eight key strategies. The committee also decides on projections for the next year during the budget process.

Receipting:

- a. We are identifying the time lines on donation receipting so that it will be done quickly. Bridge and Euchre donations... some people have not received receipts.

Motion: To Thank Salah and the Gala Committee for their incredible work in raising funds for the Capital Campaign. – moved by Joan Anderson and seconded by Jessica Carfagnini. Carried.

Motion: to retain Suzanne Gibson for the board training on fundraising up to \$2000.
Moved by Natasha Garda and seconded by Jake Schonfeld. Carried.

United Way kick off

- a. This event was last week. The 519 will host some events to raise funds. Board staff mixer may take place. Board Members' contributions do not add to our overall agency goal.

14. Capital Campaign:

- a. Final negotiations with the City re: our final contribution. We are looking at their request for additional funds beyond the \$900,000 we are committed for.

- b. We are looking for nice furniture and equipment for our refurbished building.

15. Correspondence: none

16. Emerging Issues: none

17. Other business:

A special thanks to departing Board Members from the Management and Staff:

Gifts and cards were presented by Maura Lawless to thank Mathieu Chantelois, Marv Lucey, Don Middleton and Joan Anderson for their dedication and contributions to The 519 through their involvement on the Board.

Mathieu Chantelois, the outgoing Chair, thanked everyone for working hard and accomplishing an extraordinary amount.

Mathieu Chantelois declared the meeting adjourned at 8:30 PM

The 519's Annual General Meeting will take place on Wednesday, September 30, 2009.

Next Meeting is Monday, October 26, 2009 at 6:30 PM.

Signature, Board Secretary

Date

Print name