

The 519 Church St. Community Centre

Board of Directors

Monday, December 21, 2009

Meeting # 3 (2009 - 2010)

Board Members Present: Natasha Garda, Jessica Carfagnini, Jodi Hoar, Lyle Kersey, Derrick Navarro, Lee Schofield, Jake Schonfeld, Rudy Ticzon, Kira Vallen, and Pascal Dessureault (by phone)

Regrets: Troy Jackson

Staff Present: Maura Lawless, Eric Berndt, Janet Rowe, and Helen Rykens

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

- 1) Welcome
- 2) Agenda approval:
Motion: To approve the Agenda. Moved by Jodi Hoar and seconded by Derrick Navarro – Carried.
- 3) Minutes of the last meeting
Motion: To approve the Minutes of the November 30, 2009 meeting. Moved by Jodi Hoar and seconded by Lee Schofield – Carried.
- 4) Declaration of conflicts of interest: none.
- 5) Agency business – funding proposals:

City of Toronto Community Services Partnership Grant

This is a returning grant to support the Anti Violence Program and the Older LGBT Program. Request is \$33,815.

Motion: That we approve the \$33,815 application to the City of Toronto Community Services Partnership program. Moved by Jake Schonfeld and seconded by Jessica Carfagnini. Carried.

City of Toronto Major Recreation Grant

This is a returning grant to support the Family Resource Centre, Holiday children's programs, Summer Day Camp and the Older LGBT Program. Request is \$26,870.

Motion: That we approve the \$26,970 application to the City of Toronto Major Recreation program. Moved by Derrick Navarro and seconded by Kira Vallen. Carried.

Community One Foundation

The Community One Foundation, formerly the Lesbian and Gay Community Appeal, has funded projects at The 519 over the years. This year we are applying for a small grant to purchase equipment to facilitate the creation of an oral history project regarding The 519 and the LGBT community. The project will be led by the Resource Development and Communications Department.

Motion: That we approve the \$5,000 application to the Community One Foundation to support the creation of an oral history project. Moved by Jessica Carfagnini and seconded by Lyle Kersey. Carried.

The Mosaic Project

Janet reported on the launch of the Mosaic Project, scheduled for the end of January. The Mosaic will be created by the community, led by artists Anna Camilleri and Tristan R Whiston of Red Dress Productions (RDP). Community consultation meetings will be held this winter and will inform the design process. If the Board has parameters regarding image or design, these should be put forward early in the consultation process. Board Members, as part of the community, are involved in the design process. Janet recommends Board presence at the various consultation meetings. The mosaic will be built in the spring and unveiled during Pride Week 2010.

During the project, we will also record the process and capture oral history. The contract with the artists states that The 519 will own the artwork at the end of the project and there for final decision-making rests with the Board of Management. We also need to contact with City to determine if there are any approvals required to placing the mosaic on the building.

- 6) Executive Director's Report – Maura's year end report will take place at the end of the meeting during an in camera session.
 - a) Year end departmental reports:

The Board Package contains reports from the Management Team on their particular areas: Program, Finance, Resource Development and Communications and

Office/Front Desk. Maura commended the management team for their incredible work throughout the year and their efforts to support staff and the community during the construction period. Board questions about programs were answered by Maura.

7) Human Resources Policy Committee:

- a) Lyle reported that the committee is reviewing the City of Toronto's new Anti-Harassment and Discrimination Policy. Maura has reviewed the policy in detail and ensured that our feedback has been captured as much as possible in the current draft version. The committee expects to present the policy for approval at the January Board meeting.

8) Building Committee: No Report

9) Finance Committee: Pascal reported by phone.

- a) The Committee met on Dec 13, as of November 30 the budget is in a favourable position and we will end the year in a surplus position in the program department because of exceeding fundraising targets, effective cost containment measures and management gapping in 2009. This surplus will be put in the operating reserves and used to fund the projected deficit in 2010.
- b) We have fully operationalized the new finance software and we have for the first time completed a combined City and Self Sustaining Budget document for the Board before year end.

10) Strategic and Program Planning Committee: Derrick Reported:

- a) Café implementation project: The Toronto Enterprise Fund has approved our proposal in principle subject to completing additional marketing research and review of the business model (\$10,000 grant approved by TEF). Once this business plan review is completed the 519 would then receive an additional \$20,000 if the UW is satisfied with the findings.

Maura reported that she is concerned that the additional work will delay the process. There are definitely benefits of undertaking additional market research and will seek further clarity around the examination of the business model given that what was reported related to staff pay rates and the recommendation to separate the business from the Centre.

We are going to request that TEF reconsider the need to complete a 2 tiered process and ask for the full \$30,000 with the understanding that we conduct this research.

- b. Program Service Evaluation: Data collection on all of our programs and services continues and should be complete by mid January. We have had over 500 responses to various questionnaires to date, and we are seeing very positive feedback. We will analyze thoroughly and have a report by mid March. The report should give us insights into what we are doing well and opportunities for improvement. We will announce action items by Pride Week in June.
 - b) Public Meeting Provision Process: The City requires that we post our agendas for public meetings. The 519 already complies with the Public Meeting provisions related to our monthly Board meetings. Maura is planning on presenting a framework in mid February that will examine ways in which the 519 may be able to extend this process to our Board committees as well to foster transparency while at the same time ensuring efficiency.
 - c) Board Retreat in early 2010: We will be holding a Board Retreat on January 30th and will get back to you with content for the full day retreat.
- 11) Advocacy Committee: Discussion will take place in camera later in the meeting
 - 12) Resource Development and Communications Committee:
 - a) Workshop with Suzanne Gibson:
The second workshop with Suzanne Gibson will take place in early February. This will be a week night event from 6-9 PM. Possible dates include February 8 and February 9. Eric will contact the Board with a confirmed date.
 - b) Arts and Culture Committee:
A number of people want to donate art to The 519. The Centre has decided in advance of accepting art we need to develop a set-of criteria related to the acceptance and valuation of art. There are implications related to storage, use, disbursements, disposal, possession etc that need to be considered. The committee is working on gathering those policies and will come back to the Board with a recommendation in the future.
 - c) Key dates for 2010:
 - Café opening – April 2010

- May 19, 2010 – a birthday party celebrating our completed expansion and renovation project
- Pride 2010 – Green Space on Church will encompass 4 days – July 1 through 4 to coincide with Pride Toronto’s schedule for their events.

d) Membership Drive:

We hope to raise our membership numbers by 200% in 2010 and by 20% each year thereafter. This includes a healthy retention strategy.

Maura reported on the project outline: The membership drive reflects the strategic plan to raise the overall public profile of The 519, which includes membership. The drive will also increase community engagement and our voting membership at the Annual General Meeting. WE also hope that it will help us support local businesses by offering discount membership benefits, and it will increase our donor base.

There will be a Board challenge to see who can bring in the most memberships. The RDC is also seeking donations to provide incentives, such as a draw for all new members.

We are recommending that the membership drive be led by a subcommittee of the Resource Development and Communication committee. It is to provide strategic advice to the Board and do much of the legwork. We have community members Chad Craig, David Emond and Dahlia Klinger who have volunteered for this subcommittee, along with Board members. Chad and David have been brought in by Jake to help with this process and are already involved. Dahlia Klinger works in public service and did our counseling review.

Motion: To approve the terms of reference for the Membership Drive. Moved by Lyle Kersey and seconded by Jake Schonfeld. Carried.

Motion: To approve the membership of Chad Craig, David Emond and Dalhia Klinger on the new Membership Drive steering committee. Moved by Rudy Ticzon and seconded by Derrick Navarro. Carried.

13) Capital Campaign – nothing to report.

14) Correspondence

a) Thanks to all Board members who have made a donation to The 519 through the web site. We hope to have donor participation of all eleven Board members by the end of the year.

- b) Jake Schonfeld has submitted his letter of resignation from the Board as he will be at school in Singapore for the upcoming year. Congratulations were extended to Jake on this excellent opportunity.

Natasha recommended the formation of a Nominations committee. The committee will review resumes of prospective Board members and bring one nominee recommendation to the Board for appointment.

The Nominations committee will consider those who ran for the Board at the recent Annual General Meeting. Rudy Ticzon and Jodi Hoar agreed to sit on this committee.

- 15) Emerging Issues – none

- 16) Other business

- a) Maura was presented with a gift from the Board and Staff in recognition of her work over the past year.

- b) Kyle Rae will not be seeking another Council Term.

Motion: to formally thank Councillor Kyle Rae for his many years of service to and support of The 519 and the community. Moved by Lyle Kersey and seconded by Derrick Navarro. Carried.

- 17) In Camera Session

Motion: That the Board go to an in camera session for the Executive Director's Year End Report and an emerging advocacy issue. Moved by Derrick Navarro and seconded by Rudy Ticzon. Carried.

There were two in-camera matters before the Board. The first related to a legal matter regarding an advocacy initiative that impacts a portion of our program users. The Board approved in principle to continue to investigate the role the Centre may play in this matter.

The second relates to the Executive Director's year-end report. Maura presented her year-end report and the proposed 2010 organizational workplan. The report was accepted by the Board. Maura will prepare a summary report to be included in the February Board meeting.

Motion: That the in camera session be ended and that the meeting come out of camera. Moved by Derrick Navarro and seconded by Rudy Ticzon. Carried.

Next Meeting is Monday, January 25, 2010 at 6:30 PM.

Signature, Board Secretary

Date

Print name