



Minutes: Board of Management, Meeting 1 (2016-2017)

Monday October 24, 2016 6:30 PM

The 519, Room 204

Board

Chair	Jacob Porpossian	Alwin Kong	Linda Booker
Vice Chair	vacant	Paul Saguil	Gwen Benaway
Treasurer	Tom Lewis	David Morris	
Secretary	Tasnim Rehemtula (regrets)	Alex Abramovich	
	Patrick Gervais	Nicki Ward	
Ex-Officio	Councillor, Kristyn Wong-Tam (absent)		

The 519

Executive Director	Maura Lawless
Programs and Community Services, A/Senior Director	Becky McFarlane (regrets)
Organizational Services, Director	Stacia Kean
Philanthropy, Director	John Farrell (regrets)
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
Observers	2

Item	Minutes
1	<p>Welcome</p> <p>Jacob Porpossian, Board Chair opened the meeting and welcomed everyone and asked for the Board and observers to introduce themselves at 6:30 pm.</p>
2	<p>Approve Agenda</p> <p>Jacob asked the Board to review and receive the Agenda for the Board Meeting of Monday October 24, 2016 with the adjustment of moving the in-camera session to item 12, Other Business.</p> <p>Motion</p> <p>Moved by Nichola Ward Seconded by David Morris That the Board review and receive the Agenda for the Board Meeting of Monday October 24, 2016 with the adjustment of moving the in camera session to item 12, Other Business Decision carried</p>

<p>3</p>	<p>Approve Meeting Minutes</p> <p>Jacob asked the Board to review and receive the Minutes for the Board Meeting of Monday September 19, 2016.</p> <p>Motion</p> <p>Moved by Gwen Benaway Seconded by Tom Lewis That the Board review and approve the Minutes for Monday September 19, 2016 Decision carried</p>
<p>4</p>	<p>Declaration of Conflict of Interest(s)</p> <p>Jacob confirmed no conflict of interest declared.</p>
<p>5</p>	<p>Chair Report / Executive Committee</p> <p>Jacob reviewed The 519 Board Governance Framework noting the Board is established under the City of Toronto Act and is considered a local Board of Management. The Board is appointed and serves at the pleasure of Council (through the East York Community Council). Board Members are bound by applicable policy including but not limited to the Local Board of Management Code of Conduct and its related complaint's procedures; the City of Toronto Anti-Harassment and Discrimination policy; the City of Toronto Relationship Framework, the Constitution (Board By-laws), Toronto Public Service By-laws and other 519 Board approved policies as amended from time-to-time.</p> <p>The Board also builds strong governance and accountability practices in accordance with its obligations under the City of Toronto Relationship Framework. The Executive Director reports to the Board and through its Committees in accordance with the Toronto Public Service By-law on various organizational activities and is responsible to operate in compliance with City and other applicable policy.</p> <p>Jacob highlighted that the Board of Management of The 519 operates as a policy based board that is focused primarily on setting and monitoring The 519's Strategic Action plan that advances our mission and mandate. Jacob also highlighted the Committee structure with their terms of reference, Board Attendance and quorum</p> <p>Jacob presented the draft 2016-2017 Agenda Forecast document. On an annual basis the Board approves the agenda forecast to assist in planning for Board and staff reports and presentations for the term. It is a high level agenda and it is understood that other items are added and the order may be adjusted throughout the year depending on what it happening.</p> <p>As The 519 Board is a policy (governance) based Board and informs strategic policy</p>

decisions there is a desire to enhance Board discussion on various important strategic items throughout the year.

Jacob raised a motion to the Board to review and receive the 2016-2017 Annual Forecast Agenda (see Motion 1 below).

In conjunction with the Forecast Agenda Jacob presented the Executive Committee Report proposing as part of the Board agenda that Board Committees report out in more detail on their work plans and seek strategic advice from the Board in a more formal manner. Specifically these reports and presentations will:

- Provide an overview of the Committee's work plans, goals, objectives, key activities, stats, priorities, emerging issues and identify opportunities for Board input/discussion
- Will be developed in consultation with the Committee Staff Liaisons and the Executive Director to establish what and how the information will be presented
- Will be prepared in time whenever possible to be sent out with the Board package

The Board will review the materials in advance and have questions prepared regarding the reports/presentations.

Next, Jacob led the Board election for the 2016-2017 Executive Committee and appointment of membership to Standing Committees:

The Board Executive Elections process included a first round of submitted names either nominated or expressing interest to stand for election. Candidates were invited to speak to their interest. Then through secret ballot the Executive Committee was proposed for motion (see Motion 2 below). Jacob also motioned to the Board to destroy the ballots once the Executive Committed was appointed.

Jacob then proceeded to lead the Standing Committee membership appointments based on the expression of interest by the Board members (see Motion 4 below). Jacob noted that at the next meeting of each Standing Committee, the Chair and Vice Chair will proceed with an election process and report to the Board the updates.

Motion 1: Approve Board Agenda Forecast

Moved by Linda Booker

Seconded by David Morris

That the Board approve the 2016-2017 Board Agenda Forecast

Decision carried

Motion 2: Appoint Executive Committee

Moved by Paul Jonathan Saguil

Seconded by Patrick Gervais

That the Board approve the 2016-2017 Board Executive Committee whereby Jacob Porpossian is acclaimed as the Board Chair, David Morris is voted in as the Vice-Chair, Tom Lewis is acclaimed as the Treasurer and Alwin Kong is voted in as the Secretary

Decision carried

Motion 3: Destroy the Secret Ballots

Moved by Paul Saguil

Seconded by Tom Lewis

That the Board approve the destruction of the secret ballots used in the election of the Executive Committee

Decision carried

Motion 4: Appoint the Membership for the Standing Committees

Moved by Patrick Gervais

Seconded by Alwin Kong

That the Board appoint Board Members who expressed interest in volunteering on the following Standing Committees:

- Strategic Program Planning Committee
 - Alwin Kong, Paul Jonathan Saguil, Alex Abramovich, Nichola Ward, David Morris, Tasnim Rehemtula
- Human Resources Committee
 - Alwin Kong, Gwen Benaway, Linda Booker, Tom Lewis, Tasnim Rehemtula
- Finance Committee
 - Gwen Benaway, Paul Jonathan Saguil, Tom Lewis, Jacob Porpossian, Nichola Ward
- Funding, Philanthropy and Communications Committee
 - Jacob Porpossian, Patrick Gervais, Nichola Ward, David Morris
- Nominations Committee
 - Jacob Porpossian, Tom Lewis, Gwen Benaway

Decision carried

6	<p>Executive Director Report</p> <p>Maura Lawless presented the Anti-Racism/Equity Organizational Development Strategy Update and Training Plan. The 519 is working with a consulting firm to advise and support The 519 in its development and implementation of an Equity and Anti-Racism Organizational Development Strategy. As a first step training will begin in the 4th quarter of 2016 and continue throughout 2017.</p> <p>Maura reviewed The 519 Human Resources Performance Framework. The Framework identifies five broad pillars to advance advancing the human resources strategy and these include:</p> <ul style="list-style-type: none"> - Organizational Leadership - Leading Equity and Diversity ** - Promote Employee Wellbeing - Workforce Capacity Development - Employee Recruitment, Retention, and Labour Relations <p>One key priority is to advance organizational capacity and competencies in terms of equity and diversity, with a particular focus on working more effectively with racialized communities and implementing an anti-racist strategy and approach across our organization. As part of implementing these central 2016-2017 objectives The 519 wants to:</p> <ul style="list-style-type: none"> • Engage employees as champions of ethical behavior, integrity, equity, cultural diversity, social inclusion, anti-racism, and accountability in alignment with our mandate and role as a City community based agency • Support strategic organizational learning and innovation, ensuring employees have the knowledge and skills to deliver high quality accountable community programs and service • Promote cross-organizational work planning and service integration • Engage in meaningful conversation, reflection and strategic planning to expand community relevance, capacity, and demonstrate broader accountability. <p>Board and governance, senior leadership and employee capacity development are included in this strategy as well as strategic community engagement that builds effective, accountable relationships and partnerships across LGBTQ2S communities. The strategy aims to establish an action plan that supports an intersectional analysis and works toward addressing systemic discrimination and inequality within the queer and trans communities and advances shared outcomes that improve the quality of life for all queer and trans people.</p> <p>Maura responded to questions from the Board Maura highlighting the additional information outlining the strategy:</p> <ol style="list-style-type: none"> 1. Developing Board and Senior Leadership Competencies
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	<ul style="list-style-type: none"> • Identify, develop, and build Board and senior leadership competencies to more effectively engage at the organizational and community leadership level to support the Equity and Anti-Racism Organizational Development Strategy <p>2. Integrate/embed equity/anti-racism competencies at all levels of The 519</p> <ul style="list-style-type: none"> • Integrate and support learning and equity and anti-racism competencies across all levels of the organization • Undertake a Board and organizational audit to develop intentional Board and organizational response to priorities (governance, policy and operations) into our day-to-day and strategic planning cycles at The 519 to ensure action plans are developed, measured and achieved <p>3. Establish broader community partnerships (formal and informal) to advance shared community outcomes related to equity/anti-racism</p> <ul style="list-style-type: none"> • Consult and advance relevant strategic partnerships at all levels across the organization and community, to develop long-range strategy to build related community capacity broadly and achieve relevant strategic objectives (defined through community dialogue) <p>The principles of truth, restoration and transformation are important components of the strategy. The process should be structured, thoughtful, respectful, and focused on positive constructive organizational and community outcomes that enhance and build on the development of an accountable, accessible and equitable community centre for all.</p> <p>The Board will be trained on January 14, 2017 and The 519 employees will be trained throughout November and December 2016. The training will be incorporated into the annual training strategy and the annual work planning and performance strategy.</p>
<p>7</p>	<p>Programs Update/Agency Business</p> <p>Maura Lawless, on behalf of Becky McFarlane, presented on the following applications need to be approved by the Board of Management of The 519. Noting that all grant applications brought forward to the Board for review and approval have been captured within the projected 2016 budget revenues and/or fit within organizational strategic priorities. Each grant submission brought forward for review includes budget considerations and pressures in 2016.</p> <p>Ontario 150 Partnership Program Grant: This funding supports a partnership between The 519 and ODE: Remembered Voices and will bring awareness to cultural practices that are affirming and responsive to the needs of the indigenous and 2-spirit communities of Toronto, build the capacity of The 519 as a safe and affirming space for indigenous 2-spirit and LGBTQ youth, and deliver</p>

joint programming through a focus on active and healthy living among indigenous 2-spirit and LGBTQ youth. The request proposal is \$65,005 and is it for a one time submission. The due date was September 30, 2016 and a submission was put forward and so, a request for Board approval is in effect as The 519 reserves the right to decline an opportunity should the Board not pass a motion of approval. This project will fund all program costs and will not create additional budget pressures (see Motion 1).

United Way Youth Success Story Grant:

To evolve our Trans Youth Mentorship Pilot Program into an on-going program that supports the educational and employment aspirations of trans young people ages 16-29 through counselling, peer support, and mentorship. The request proposal is \$60,000 and is it for one year. The budget includes staff and program costs up to \$60,000 – the total costs of delivering the TYMP is estimated to be approximately \$80,000 (including management oversight) creating a budget pressure of \$15,000 (see Motion 2).

Elton John Foundation Grant Funding:

The Trans Women HIV Support Program (TWHSP) is focused on enhancing the wellness, quality of life, resilience and rights of Trans Women living with HIV. The program approaches wellness in a holistic and intersectional way: the core of the program will be weekly sessions that are facilitator-supported and peer-directed. The request proposal is to be decided and is it for one year. The due date is October 31, 2016. The budget includes staff and program costs and will not include any additional budget pressures (see Motion 3).

Employment and Social Develop Canada, Innovative Solutions to Homelessness (Contribution Projects):

This project will focus on the role of community recreation and participation in sport and leisure as an effective and appropriate form of social intervention when working with low income, marginalized and street involved communities. The project will focus on developing ground level interventions, best practice policy guidelines, and specific opportunities to increase the capacity of community recreation centres to respond to the needs of homeless and street involved communities across the city. The request proposal is up to \$500,000 and is it for one year. The due date is November 14, 2016. The budget includes staff and program costs and will cover a minimum of 15% for administration (see Motion 4)

Counselling Foundation of Canada Grant Funding:

Through this project, we are seeking to address the employment barriers faced by the trans community through one-on-one career counselling and mentorship, workshops and skills building opportunities in a peer environment, and connecting individuals with trans positive employers and/or education and training programs. In addition, it will seek to build the capacity of job developers and employment counsellors to meet the needs of trans job seekers. The request proposal is \$ 112,638/year and for three years. The due date is to be decided either October or November. The budget includes staff

and program costs and will not create any additional budget pressures (see Motion 5).

Telus Community Giving:

This project will provide opportunities for trans and gender non-conforming young people between the ages of 6-12 to come together in a safe and affirming environment to engage in arts and play-based programming with experienced facilitators. This funding will complement existing programming that is currently run by our organization (and others) that supports trans youth between the ages of 13-29). The program will also provide support to parents and caregivers and trans and gender non-conforming youth. The request proposal is \$ 20, 000 for one year. The due date was September 30, 2016 and a submission was put forward and so, a request for Board approval is in effect as The 519 reserves the right to decline an opportunity should the Board not pass a motion of approval. The budget includes staff and program costs and will dovetail with existing programming to ensure lower administrative overhead See Motion 6).

City of Toronto Homelessness Strategy Program:

This is a reapplication to the City of Toronto for our LGBTQ Youth Housing Program – our current contract expires on March 31st, 2017 and we have been asked to resubmit a proposal up to the current funding amount. The proposed request is for \$76,746 (current amount) up to \$150,000 (should we receive the go ahead to ask for additional funds to support a second housing worker). The duration of the grant is for one year. It is due November 14, 2016. The budget includes the costs associated with our current housing program (1.0 FTE) – given the exceptional outcomes related to this program we anticipate that we will be funded for an additional year See Motion 7).

Motion 1

Moved by Linda Booker

Seconded by Gwen Benaway

That the Board to approve Ontario 150 Partnership Program Grant requested proposal
Decision carried

Motion 2

Moved by Nichola Ward

Seconded by Alex Abramovich

That the Board to approve the United Way Youth Success Story Grant requested proposal
Decision carried

Motion 3

Moved by Nichola Ward

Seconded by Gwen Benaway

	<p>That the Board to approve the Elton John Foundation Grant Funding requested proposal Decision carried</p> <p>Motion 4</p> <p>Moved by Nichola Ward Seconded by David Morris That the Board to approve the Employment and Social Develop Canada, Innovative Solutions to Homelessness (Contribution Projects) requested proposal Decision carried</p> <p>Motion 5</p> <p>Moved by Nichola Ward Seconded by Alex Abramovich That the Board to approve the Counselling Foundation of Canada Grant Funding requested proposal Decision carried</p> <p>Motion 6</p> <p>Moved by Nichola Ward Seconded by David Morris That the Board to approve the Telus Community Giving requested proposal Decision carried</p> <p>Motion 7</p> <p>Moved by Nichola Ward Seconded by Linda Booker That the Board to approve City of Toronto Homelessness Strategy Program requested proposal Decision carried</p>
<p>8</p>	<p>Strategic Program and Planning (SPP) Committee Update</p> <p>David Morris, Committee Chair presented the Minutes of the Committee noting the success of the recently passed Community Day held at The 519 on Saturday September 24, 2016 and that it will help inform future planning. David noted that the Committee is working toward a proposal for the Board on the agenda for the Board Retreat of Saturday December 3, 2016. David also expressed that the committee will support Maura to advance the Board training as per the Anti-Racism/Equity Organizational Development Strategy.</p>

9	<p>Fundraising, Philanthropy, Communications Committee Update</p> <p>In absence of a Chair, Jacob Porpossian, provided a verbal update with the Minutes to be sent out to the Board next day (Tuesday October 25, 2016 by Monica Notaro). Jacob provided the following update on plans for The 519 year-end appeal campaign:</p> <ul style="list-style-type: none"> • The campaign kicks off on November 15, 2016 and runs to December 31, 2016 (there is a black-out period prior to this date for United Way Partnering organizations) • The campaign consists of <ul style="list-style-type: none"> - a highly segmented and tailored direct mail campaign to 3,500+ current and lapsed donors - An email campaign to 10,000 e-newsletter subscribers (around November 29 "Giving Tuesday") - A broader public/community engagement appeal <p>Jacob noted that the Board is encouraged to help support the campaign. Jacob also noted that an estimated 60% of gifts from individuals arrive during the last quarter.</p> <p>The Committee will be developing its work plan and KCI Ketchum Canada has been contracted with to undertake some of the planning work for the development of our next Strategic Philanthropy 5-year Plan. As part of that work, a facilitator may be brought in to conduct a roundtable discussion on philanthropy with Board and Committee members at the December 3, 2016 Board Retreat.</p> <p>Jacob noted that Louis-Michel Taillefer, community member with expertise in fundraising (non-Board Member) is acting Chair and will be advancing the work plan with the Committee in the next meeting. A report to the Board with updated information can be expected in November.</p> <p>Jacob also spoke to and expressed appreciation to our honorary patron Salah Bachir who hosted Annual 519 Gala on Sunday October 23, 2016. The Gala was sold out and is estimated to have grossed \$500,000.00. The Board suggested a formal thank you should be motioned to acknowledge the support and efforts of Salah Bachir.</p> <p>Motion</p> <p>Moved by Tom Lewis Seconded by Nichola Ward That the Board congratulates and thanks Salah Bachir for his continued leadership in supporting The 519 Decision carried</p>
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<p>10</p>	<p>Finance Committee Update</p> <p>Tom Lewis, Committee Chair reviewed the 3rd Quarter Variance and Year End Projections Report Update highlighting that The 519 can expect an estimated \$340, 000 surplus not including the potential Program Reserve fund allocated from Green Space Festival.</p> <p>Stacia Kean is drafting a policy to propose a restricted Program Reserve fund that will be presented at the next Finance Committee. The Finance Committee will return to the Board with a proposal for motion (at the November Board meeting) prior to the December Budget Report/Proposal for 2017.</p> <p>Motion</p> <p>Moved by Tom Lewis Seconded by David Morris That the Board to receive 3rd Quarter Variance and Year End Projections Report Update Decision carried</p>
<p>11</p>	<p>Nomination Committee</p> <p>Jacob Porpossian, Committee Chair noted the Committee Report confirming that the Toronto East York Community Council approved the 2016-2017 Board of Management of The 519 and the City of Toronto will be provided a formal update of the Board Membership and the Executive Committee members. Jacob noted that the 2017 Board recruitment process can start with the Board members encouraging interest and reaching out to their networks.</p>
<p>12</p>	<p>Other Business / Emerging Issues</p> <p>Jacob thanked the observers in attendance for joining the meeting and motioned for the board to enter into an in camera session to review the Board Minutes of Monday September 19, 2016 and to receive the Minutes when out of camera.</p> <p>Motions</p> <p>Motion 1</p> <p>Moved by Alwin Kong Seconded by Paul Jonathan Saguil That the Board enter in camera to review and approve the In camera Minutes for Monday September 19, 2016 Decision carried</p>

	<p>Motion 2</p> <p>Moved by David Morris Seconded by Tom Lewis That the Board review and approve in order to receive the In camera Minutes for Monday September 19, 2016, when out of camera Decision carried</p> <p>Motion 3</p> <p>Moved by Paul Saguil Seconded by Linda Booker That the Board to exit in camera and to note that the In camera Minutes for Monday September 19, 2016 were reviewed and not approve and instead the Board will review and approve once additional information is included, (for the Board Meeting on Monday November 28, 2016) Decision carried</p>
13	<p>Adjournment</p> <p>Jacob adjourned the meeting at 7:45 pm.</p> <p>Motion</p> <p>Moved by Alex Abramovich Seconded by Linda Booker That the Board adjourn the meeting Decision carried</p>

Item	Attached Documents
2	Monday October 24, 2016 Agenda
3	<ul style="list-style-type: none"> • Monday September 19, 2016 Minutes • Monday September 19, 2016 In Camera Minutes
5	<ul style="list-style-type: none"> • The 519 Board Governance Framework • 2016-2017 Agenda Forecast
6	<ul style="list-style-type: none"> • Anti-Racism/Equity Organizational Development Strategy Update and Training Plan
7	<ul style="list-style-type: none"> • Agency Business
8	<ul style="list-style-type: none"> • Strategic Program and Planning (SPP) Committee Update
10	<ul style="list-style-type: none"> • Receive the 3rd Quarter Variance Report and Year End Projections • October 18, 2016 Finance Committee Minutes
11	<ul style="list-style-type: none"> • Nominations Committee Report
12	<ul style="list-style-type: none"> • Board Notable Calendar