



Minutes: Board of Management, Meeting 6 (2016-2017)

Monday March 27, 2017 6:30 PM

The 519, Room 204

Board

Chair	Jacob Porpossian	Paul Jonathan Saguil	Gwen Benaway
Vice Chair	David Morris	Linda Booker	Paul Noble
Treasurer	Tom Lewis	Nichola Ward	Justin Khan
Secretary	Alwin Kong	Patrick Gervais	Biko Beuttah
Ex-Officio	Councillor, Kristyn Wong-Tam (absent)		

The 519

Executive Director	Maura Lawless
Programs and Community Services, A/Senior Director	Becky McFarlane
Organizational Services, Director	Stacia Kean
Philanthropy, Director	John Farrell
Programs and Community Services A/Director	Lisa Gore Duplessis
Senior Consultant, Knowledge Management	Monica Notaro

1 Observer

Item	Minutes
1	<p>Welcome</p> <p>Jacob opened the meeting at 6:30 pm, welcomed everyone and invited new Board members to introduce themselves and for the observer to do the same.</p>
2	<p>Approve Agenda</p> <p>Jacob asked the Board to review and receive the Agenda for the Board Meeting of Monday March 27, 2017 moving the in camera session for approval of February 27, 2017 In camera Meeting Minutes to the end of the meeting as item 11.</p> <p>Motion</p> <p>Moved by Paul Noble Seconded by Alwin Kong That the Board review and receive the Agenda for the Board Meeting of Monday March 27, 2017 moving the in camera session for approval of February 27, 2017 In camera Meeting Minutes to the end of the meeting as item 11. Decision carried</p>
3	<p>Approve Meeting Minutes</p> <p>Jacob asked the Board to review and approve the meeting Minutes of Monday February 27, 2017.</p> <p>Motion</p>

	<p>Moved by Tom Lewis Seconded by Gwen Benaway That the Board review and approve the Meeting Minutes of Monday February 27, 2017 Decision carried</p>
4	<p>Declaration of Conflict of Interest(s)</p> <p>Jacob confirmed no conflict of interest declared.</p> <p>Point of Information: BB noted that given she's on the Pride Board there may be times it's not appropriate for her to participate in discussions related to our Green Space / Pride Festival. She will seek the guidance of the Board Chair in these cases.</p>
5	<p>Executive Director Report</p> <p>No report.</p>
6	<p>Agency Business</p> <p>No report.</p>
7	<p>Strategic Program and Planning (SPP) Committee Update</p> <p>No report.</p>
8	<p>Fundraising, Philanthropy, Communications (FPC) Committee Update</p> <p>March 9, 2017 Committee Meeting Update as shared in documents:</p> <p>Patrick noted that FPC Committee will be presenting in fuller detail at the next Board meeting.</p> <p>Firefly Pub Event, provided by John:</p> <ul style="list-style-type: none"> • This year's Firefly Pub was Co-Chaired by James Beattie and Christine Duplessis, two community members with long connects to The 519 – thank them both for all their help. • The Firefly Pub event (March 17, 2017) was successful we exceeded the overall budget goals. • There will be a fuller debrief at the next meeting to discuss items such as changing the time of start and reaching out to stakeholders. For example, this year The 519 proactively reached out to the Church Wellesley Business Improvement Area (BIA) to promote their events after ours but they did not respond to that opportunity.

Committee Minutes provided an update on the following items:

- The Committee agreed to John's suggestion of pushing the Annual Donor Recognition Event to the fall.
- The Committee is focused on discussions related to the development of the new Strategic Philanthropy Plan including:
 - Donor Survey – For the first time, The 519 will be reaching out to all its donors with a series of questions meant to gather details on why they give, what they are interested in, and how they want to hear from us. Included in the Donor Survey – to go out by the end of the month – are a series of voluntary demographic questions.
 - The Donor Survey is totally anonymous. A 3 to 4% response rate is expected.
 - Previous Plan – John summarized some of the key objectives of the 2009 – 2013 Plan.
 - Environmental Scan – Prepared by KCI, the Committee reviewed and shared some of their take-aways from a detailed environmental scan. An executive summary of the Scan will be presented to the Board by the Committee at the April Board meeting.

2017 Green Space Planning Update:

- The Green Space Festival is led by the Green Space Festival Committee (comprised of Chair Jacob Porpossian, Maura Lawless, John Farrell and Artistic Director and Event Producer Ian Abinakle).
- Planning for this year's Green Space Festival (June 22-25) is well underway.
- The Green Space Festival activities remain The 519's most important fundraising and community engagement activity of the year.

Key Updates include:

Potential Pride Partnership – With new leadership at Pride Toronto, The 519 is currently in conversations around some form of partnership with relation to the Starry Night (June 22) and TreeHouse Party (June 25) events. Due to timing the form of partnership will not be as complex as 2016. The spokes of the conversation currently underway are to recognize Pride Toronto in association with both events in exchange for a financial contribution that would off-set production costs.

John noted that we are looking to know more about the partnership by the end of this week. John noted that the Ryerson Quad is unavailable due to construction plan. Work is underway to find a replacement venue by April 4, 2017.

Ryerson Partnership – Regrettably, Ryerson University informed The 519 in late February that the Quad venue for the TreeHouse Party would not be available due to major capital construction that requires them to stage in the Quad location. The

	<p>committee has been reviewing a number of alternative locations and is currently in discussions with Ryerson to use one of their alternate venues, located nearby. At this time we are confident that we will have an alternative location for Treehouse and will continue to seek opportunities to reduce production costs where possible without reducing the signature event.</p> <p>Sponsorships – Are currently, on track and the Philanthropy Department is also in discussion with two additional significant partners for 2017. More details to follow.</p> <p>Starry Night Reception – To mitigate issues related to access, the Green Space Festival Committee is working through the logistics to shift the location to the Berkeley Bicycle Club located at the corner of Jarvis Street and Cawthra Square. The Starry Night Reception takes place from 6:30 to 8:00 PM, followed by speeches from the stage at Barbara Hall Park at 8:15 PM.</p> <p>Club 519 Launch – The public launch of the Club 519 passes is Saturday, April 7, preceded by a two-day pre-sale for past donors on Thursday and Friday.</p> <p>New After Party Event – A new initiative for 2017 is an After Party event on June 25, in partnership with Nest Night Club.</p> <p>Entertainment/Artists – Ian has been busily booking talent for this year’s Festival. Announcements will begin in earnest on April 2.</p> <p>Neighbourhood Outreach – As in previous years we be scheduling an update meeting in May/June with the immediate neighbours, and CNWA / BIA to review the Green Space plans. We may also do this with Pride Toronto so there aren’t multiple meetings that the community is invited too – more information to follow.</p> <p>Key Upcoming Dates:</p> <ul style="list-style-type: none"> • April 4 - Media Release announcing dates, events, a talent preview, and availability of Club 519 passes • April 7 – Public Sale of Club 519 passes • April 11 – Media Release about Tree House Party event • May 2 – Media Release rolling out all details • May 6 – Green Space Festival Launch Event at The 519
<p>9</p>	<p>Human Resources and Governance Committee</p> <p>March 13, 2017 Committee Meeting Update, provided by Gwen:</p> <p>The Committee discussed the draft Board Evaluation Policy Framework regarding the overall process and implications related to the collection of health related information through the Board Evaluation survey. Discussion focused on inclusion of a records</p>

retention strategy to ensure security of the information, aggregate level data from surveys to be compiled by designated staff within The 519 with summary report shared back to the Human Resources and Governance (HRG) Committee and Board.

Stacia Kean and Maura Lawless will complete final edits to the Board Evaluation Framework and Briefing Note Collection of Information and share with HRG Committee for final review. Final version of Board Evaluation Framework and survey should be included in the Board package for March 27, 2017 – for policy approval and survey review.

The Committee reviewed the 2017 Board Evaluation Survey and confirmed that, with the exception of requiring only the first three characters of the postal code, no further edits are required and the document is final. Stacia Kean will update the Board evaluation survey with changes and include in the Board package for the March 27th, 2017 Board meeting.

The Committee also agreed that they wanted to play a more supportive role in the process, assist with identification of recruitment priorities and processes refinements. The Committee also agreed that there is a need to further reach out to racialized communities in the recruitment process. Stacia Kean to add this as an agenda item for the April Committee meeting, and bring forward information to the committee as to the current outreach strategies for recruitment.

Board discussion re Policy and survey included:

- HIV status is noted as a sensitive question however considered important in relation to our work on the Board and The 519
- It is considered medical information and while it can be collected, we will also need to ensure the disposal of the data used for aggregation
- The survey was based on other examples
- It was also thought that income bracket was relevant to collecting data as well
- All questions are optional (such as HIV status or income)
- A portion of the Board survey questions are being reviewed to be included in the Board Application Process and this survey will remain as optional
- In line with our commitments related to equity and diversity it was noted that it will be valuable to track demographic profiles related to both the nominations process and who is appointed to the Board at the same time recognizing the privacy of individuals and how to effectively protect that
- It was noted that anonymity may be a concern in a survey with such a small sample
- It was presented that further consideration could look at the cost of third party delivery
- It was noted that third party consultation option was not a cost decision rather because there is a lifecycle management for City records, where individual personal identifiable data will be protected and disposed

	<p>Jacob noted that the draft survey could go back for further consideration.</p> <p>Stacia Kean will investigate options for engaging a third party to administer the survey and collect responses and report back at an upcoming Committee meeting.</p> <p>Motion 1</p> <p>Moved by David Morris Seconded by Linda Booker That the Board approve the Board Evaluation Framework Policy with the noted grammatical edit and the replacement of the use of the term 'expected' to 'encourage' (pg2 line 1), as provided by the Board Decision carried</p>
<p>10</p>	<p>Finance Committee Update</p> <p>Tom walked through the meeting material: Minutes, DRAFT Financial Audit material and DRAFT High Level Notes. Tom explained that the DRAFT Audit information will include a qualification pertaining to donation of cash that is not susceptible to audit, so, in effect this is considered a clean report.</p> <p>Stacia Kean noted from the High Level Audit Notes:</p> <ul style="list-style-type: none"> • The 519 is going forward in a strong financial position to be responsive to community needs when/if they emerge. • There was an accumulated surplus of \$424K dollars (\$387K has been recommended to be set aside in the new Program Reserve Fund in accordance with the Board approved policy. Any draw down from the reserve as per policy requires Board review and approval. • The successful year is a culmination of increased philanthropy/sponsorship, education and training fees, Green Space beverage sales and cost containment on other expenses. <p>Maura clarified that the Audit will be submitted to the City Audit committee by the City appointed auditor on March 31, 2017. There is no expectation of further changes in the report. It was noted that through the annual financial reporting cycle of The 519, financial statements are expected to be current, comprehensive and clean.</p> <p>As per the Committee Minutes:</p> <ul style="list-style-type: none"> • The 2016 Recommended Operating Budget and the Committee recommended continuing to review the budget presentation process for both core and operating budgets to streamline communication and implement use of enhanced templates and reports. <p>Stacia presented on the DRAFT 2016 Audit Process timelines and deliverables. Committee requested that auditor present preliminary findings by March 20, 2017 to</p>

	<p>allow time for Finance Committee to review on or before Committee meeting March 21, 2017. Stacia Kean will continue to work with the Auditor.</p> <p>Stacia presented the Briefing Note and recommendations report regarding the Request for Proposal (RFP) recommendation: IT Managed Systems, Services and Supports. Committee recommended the addition of:</p> <ul style="list-style-type: none"> • the RFP to the document for reference to the RFP recommendations report • include further background as to the decision to continue to outsource IT services; and • inclusion of the 2017 projected IT Costs as projected in the Board approved 2017 Consolidated Operating Budget. <p>Committee discussed the need for the Nomination Committee to consider and prioritize financial expertise when selecting new Board members. Stacia will also ensure the discussion is included in the HR Governance Committee's recruitment priorities for 2017.</p> <p>Motion 1</p> <p>Moved by Alwin Kong Seconded by Gwen Benaway That the Board receive the 2016 DRAFT Audit Report Decision carried</p> <p>Motion 2</p> <p>Moved by Patrick Gervais Seconded by Paul Jonathan Saguil That the Board approve the transfer of \$387,500 of surplus to the Program Reserve fund. Decision carried</p>
<p>11</p>	<p>In camera Session: In camera Meeting Minutes: Monday February 27, 2107</p> <p>Motion 1</p> <p>Moved by Tom Lewis Seconded by Paul Jonathan Saguil That the Board enter in-camera to review the In camera Meeting Minutes: Monday February 27, 2017 Decision carried</p> <p>Motion 2</p>

	<p>Moved by Nichola Ward Seconded by David Morris That the Board exit in-camera Decision carried</p> <p>Motion 3</p> <p>Moved by Gwen Benaway Seconded by Patrick Gervais That the Board receive the In camera Meeting Minutes: Monday February 27, 2017 Decision carried</p>
<p>12</p>	<p>Chair Report Executive Committee (5min)</p> <p>Jacob Porpossian affirmed his resignation Chair of the Board effective at the end of the Board meeting. David will be assuming the role of Chair in accordance with board by-laws. There will be an election for the Vice-Chair position at the April Board meeting. Jacob thanked the Board, The 519, Maura and Staff and noted that The 519 is a leader in the community and always an important organization to him, and a personal beacon.</p> <p>To which the Board, led by David thanked and acknowledged Jacob for his tremendous contribution and leadership on the Board, with Green Space Festival and throughout the community.</p> <p>Jacob indicated he's prepared to continue as the Green Space Festival Chair to ensure continuity, if passed in motion.</p> <p>Motion 1</p> <p>Moved by Linda Booker Seconded by Nichola Ward That the Board approve Jacob continuing in the role as Green Space Festival Chair Decision carried</p> <p>Motion 2</p> <p>Moved by Tom Lewis Seconded by David Morris That the Board accept the resignation of Jacob Porpossian effective end of March 2017 Board meeting Decision carried</p>
<p>13</p>	<p>Other Business / Emerging Issues</p>

	David thanked and acknowledged Jacob, on behalf of the Board, for his tremendous contribution and leadership on the Board, with Green Space Festival and throughout the community.
14	<p>Adjournment</p> <p>Jacob adjourned the meeting at 7:35 pm.</p> <p>Motion</p> <p>Moved by NW Seconded by JPS That the Board adjourn the meeting Decision carried</p>

Item	Attached Documents
2	<ul style="list-style-type: none"> • Agenda: Monday March 27, 2017
3	<ul style="list-style-type: none"> • Minutes: Monday February 27, 2017 • In camera Minutes: Monday February 27, 2017
8	<ul style="list-style-type: none"> • March 9, 2017 FPC meeting minutes • 2017 Green Space Planning Update
9	<ul style="list-style-type: none"> • For Approval - Board Evaluation Framework Policy • For Information – Annual Board Evaluation Survey
10	<ul style="list-style-type: none"> • Meeting Minutes of March 21, 2017 meeting minutes • Draft 2016 Audit • DRAFT Financial Report Narrative for 2016 Audit (High Level Notes) • DRAFT Letter to the executive Director from Welch LLP • DRAFT Board of Management for The 519 Church Street Community Center (Year End Dec 31, 2016) • DRAFT Financial Statements for Board of Management for The 519 Church Street Community Center (Year End Dec 31, 2016)

***yellow highlight indicates in camera session**