



**Minutes: Board of Management, Meeting 7 (2016-2017)**

Monday April 24, 2017 6:30 PM

The 519, Room 204

**Board**

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

**The 519**

<b>Executive Director</b>	Maura Lawless
<b>Programs and Community Services, A/Senior Director</b>	Becky McFarlane
<b>Organizational Services, Director</b>	Stacia Kean
<b>Programs and Community Services A/Director</b>	Lisa Gore Duplessis (regrets)
<b>Senior Consultant, Knowledge Management</b>	Monica Notaro
<b>Communications and Fund Development, Manager</b>	Soofia Mahmood
<b>Chair, Fundraising, Philanthropy and Communications Committee</b>	Louis-Michel Taillefer

<b>Item</b>	<b>Minutes</b>
<b>1</b>	<p><b>Welcome</b></p> <p>David opened the meeting at 6:30 pm, welcomed everyone and invited new Board members to introduce themselves.</p>
<b>2</b>	<p><b>Approve Agenda</b></p> <p>David asked the Board to review and receive the Agenda for the Board Meeting of Monday April 24, 2017 noting the shift of item 9 before item 7.</p> <p><b>Motion</b></p> <p><b>Moved by</b> Tom Lewis  <b>Seconded by</b> Justin Khan  <b>That</b> the Board review and receive the Agenda for the Board Meeting of Monday April 24, 2017 noting the shift of item 9 before item 7.  <b>Decision</b> carried</p>
<b>3</b>	<p><b>Approve Meeting Minutes</b></p> <p>David asked the Board to review and approve the meeting Minutes of Monday March 27, 2017.</p> <p><b>Motion</b></p>

	<p><b>Moved by</b> Paul Noble  <b>Seconded by</b> Alwin Kong  <b>That</b> the Board review and approve the Meeting Minutes of Monday March 27, 2017  <b>Decision</b> carried</p>
<p><b>4</b></p>	<p><b>Declaration of Conflict of Interest(s)</b></p> <p>David confirmed no conflict of interest declared.</p>
<p><b>5</b></p>	<p><b>Chair Report /Executive Committee</b></p> <p>David asked the Board to review and vote on the new membership nominations for the standing committees:</p> <p><b>Fundraising, Philanthropy and Communication Committee:</b> Paul Noble, Biko Beuttah  <b>Finance Committee:</b> Paul Noble  <b>Human Resource and Governance Committee:</b> Justin Khan  <b>Strategic and Program Planning Committee:</b> Biko Beuttah, Justin Khan  <b>Nomination Committee:</b> Justin Khan</p> <p><b>Motion 1</b></p> <p><b>Moved by</b> Tom Lewis  <b>Seconded by</b> Paul Saguil  <b>That</b> the Board approve the standing committee nominations as listed above  <b>Decision</b> carried</p> <p>David reminded the Board of the Board Equity and Anti-Racism Training Update, May 13, 2017 9:30 AM – 4 PM.</p> <p>David then led the nomination and election process for the new Board Vice Chair role that was vacated when he assumed the position of Board Chair after Jacob Porpossian’s departure.</p> <p>In accordance with existing practice all Board members were provided the opportunity to nominate an individual for the position of Vice-Chair through secret ballot. There were 4 nominees - Gwen Benaway, Paul Noble, Patrick Gervais and Nichola Ward. Paul Noble and Patrick Gervais declined. Gwen Benaway and Nichola Ward agreed to stand and upon invitation by the Chair, presented their interest in the role.</p> <p>Each Board member received a ballot to cast a vote. Maura and Monica collected and counted the ballots. The result was a tie. The Secretary (Alwin Kong) and Board Chair (David Morris), conferred with Monica Notaro to determine what to do in the case of a</p>

	<p>tie-vote. They subsequently reviewed The 519 Constitution/Board by-laws. In accordance with the by-laws the Chair has the authority to cast a second vote in the case of a tie. David Morris cast the second vote for Gwen Benaway for Vice Chair.</p> <p>David presented the motion to appoint Gwen Benaway as Vice-Chair for approval.</p> <p>David presented the motion to the Board to destroy all ballots.</p> <p><b>Motion 2</b></p> <p><b>Moved by</b> Tom Lewis  <b>Seconded by</b> Alwin Kong  <b>That</b> the Board approve Gwen Benaway as Vice Chair of the Board  <b>Decision</b> carried</p> <p><b>Motion 3</b></p> <p><b>Moved by</b> Patrick Gervais  <b>Seconded by</b> Paul Saguil  <b>That</b> the Board approve the destruction of all ballots  <b>Decision</b> carried</p>
<b>Agency Business</b>	
<p><b>6</b></p>	<p><b>Executive Director Report</b></p> <p>Maura highlighted:</p> <ul style="list-style-type: none"> <li>• May/June Calendar of Events at The 519</li> <li>• Maura spoke to John Farrell’s departure acknowledging his work and accomplishments.</li> <li>• Maura spoke to working with KCI Ketchum to coordinate the search/recruitment for Director, Philanthropy. It is expected that this process will initiated in June 2017.</li> <li>• KCI is engaged in the search process, pre-evaluation, pre-selection process (end of June) and will bring recommended candidates forward to pursue the interview (July) and reference process. The goal is to fill the role by August. Maura noted that KCI is very familiar with the expectations and needs of the role.</li> <li>• In the meantime, Stacia and Maura are coordinating work to manage the gap including managing additional help for the stewardship sponsorship work.</li> <li>• Maura will share the role description and there will be a public posting as part of the recruitment process.</li> </ul>
<p><b>7</b></p>	<p><b>Agency Business</b></p>

	<p>Becky presented the Canada Post Community Foundation Grant application for Board approval. This work aligns with strategic priorities and considers budget pressures and administrative implications in 2016/2017.</p> <p>The grant: Annual Granting Program further enhances existing trans youth programming through the development of recreational and social opportunities for youth between the ages of 12-17 and youth 18-25 including a weekly drop-in program for both age groups. It is a one-time \$30K application that is due for submission by April 5, 2017.</p> <p><b>Motion 1</b></p> <p><b>Moved by</b> Paul Noble  <b>Seconded by</b> Justin Khan  <b>That</b> the Board approve the one-time application for the Annual Granting Program for \$30,000.00 to further enhance existing trans youth programming  <b>Decision</b> carried</p> <p>Becky presented the TD Bank Grant application. This support will enable The 519 to develop, publish and launch a new English and French language Toolkit (including pull-out resources), to support the creation and facilitation of Gender-Sexuality Alliances (GSA's) in care facilities and intergenerational community programs for LGBTQ seniors, family members, chosen family and friends. The amount is for \$50,000.00 for one time and the deadline is April 20, 2017.</p> <p><b>Motion 2</b></p> <p><b>Moved by</b> Nichola Ward  <b>Seconded by</b> Gwen Benaway  <b>Abstained by</b> Paul Saguil  <b>That</b> the Board approve the one-time application for the TD Bank Grant for \$50,000 to support The 519 to develop, publish and launch a new English and French language Toolkit (including pull-out resources), to support the creation and facilitation of Gender-Sexuality Alliances (GSA's) in care facilities and intergenerational community programs for LGBTQ seniors, family members, chosen family and friends  <b>Decision</b> carried</p>
<b>Committee Business</b>	
<b>8</b>	<p><b>Strategic and Program Planning (SPP) Committee Update Becky</b></p> <p>The SPP Committee presented a motion to the Board recommending that The 519 contact members of the City of Toronto's Economic Development Committee and</p>

Council and call on them to support the continued funding of the Pride Toronto Festival.

**MOTION**

Be it resolved that the Board of The 519 Church Street Community Centre as a leading service provider for LGBTQ2S communities, an innovative space for change and inclusion, and a proud Agency on the City of Toronto, direct the Board Chair to send a letter to Members of the Economic Development Committee and Council, that calls on all Members of Council and the Economic Development Committee to continue to support the Pride Toronto Festival through funding and in-kind services.

The Board contemplated the position, letter content, intent of action and implications and agreed to approve the motion below. Maura will draft the final letter to be signed by David Morris Board Chair and we will provide the Board with a copy of the letter.

**Moved by** Alwin Kong

**Seconded by** Justin Khan

**That** the Board approve as a leading service provider for LGBTQ2S communities, an innovative space for change and inclusion, and a proud Agency on the City of Toronto, direct the Board Chair to send a letter to Members of the Economic Development Committee and Council, that calls on all Members of Council and the Economic Development Committee to continue to support the Pride Toronto Festival through funding and in-kind services.

**Decision** carried

Becky presented an update on **Community Engagement / Park Activation via presentation:**

**Background**

- Last summer, The 519 and The City saw an increase in neighbourhood complaints related to BHP – these complaints included incidents of violence, intimidation, disruptive behaviour and thefts which led to a sense that the community could no longer access the park.
- Additionally, there was a significant increase in drug use (opiate/meth) that resulted in serious public health and community safety concerns.
- The 519 participated in a number of meetings with the Councillor's Office, Public Health, Parks and Recreation, Toronto Police, the BIA, and the CWNA and committed to working with community partners to develop an engagement strategy that would meet the needs of the entire community.
- The 519 has worked over the past year to ensure that conversations related to park safety do not perpetuate negative and harmful attitudes and perspectives towards people experiencing homelessness or those in mental health crisis or using substances.

	<p><b>Activation Plan</b></p> <ul style="list-style-type: none"> <li>• Partnership with BIA and CWNA for a Community Clean-Up on April 22 as part of the broader Clean Toronto Together weekend.</li> <li>• Working with the BIA and CWNA on the Music in the Park series.</li> <li>• Developing a gardening program with our Family Resource Program (including using existing beds and planter boxes to brighten the park space.</li> <li>• Supporting a pop-up bicycle repair clinic in partnership with Charlie Freewheels.</li> <li>• Facilitating 'Movies in the Park' series – scheduled once per month June-September.</li> <li>• Running several pop-up and regular sport engagement opportunities, including a basketball clinic.</li> <li>• Yoga, Mindfulness, and Tai Chi programs in the early mornings during the week.</li> <li>• Self-defense Drop-in Classes</li> </ul> <p><b>Supporting Vulnerable Communities</b></p> <ul style="list-style-type: none"> <li>• Working with Toronto Public Health to develop Harm Reduction Strategy for the park, including the installation of an outdoor sharps container and pop-up harm reduction training.</li> <li>• Working with Streets to Homes and other outreach based support services to ensure vulnerable and at-risk communities are being appropriately served and supported through access to housing/shelter, health care, and crisis supports.</li> <li>• Supporting a weekly breakfast program to engage people sleeping in the park and to facilitate conversations related to 519 programming and/or referrals.</li> <li>• Working with the Volunteer Counselling Team to establish a crisis intervention/ counselling support services schedule to provide additional interim supports (particularly in the evening).</li> <li>• Support homeless and at-risk communities to participate in park activations and programming.</li> <li>• Continue to work with the local community and TPS to improve overall neighbourhood safety.</li> </ul> <p><b>May 9, 2017 Canada Post Event</b></p> <ul style="list-style-type: none"> <li>• Invitations for the event have been sent out to the Board members</li> <li>• The reveal as part of the Canada 150 celebrations will be at The 519 and the theme is significant legislative changes that have changed Canada and this unveiling will celebrate the Civil Marriage Act</li> <li>• The 519 is managing the event and Canada Post is the host</li> <li>• There will be national representation of speakers with a reception</li> <li>• This is an opportunity to also display and promote the work of The 519</li> <li>• A membership will be set up</li> </ul>
<p><b>9</b></p>	<p><b>Fundraising, Philanthropy, Communications (FPC) Committee Update</b></p> <p>Louis-Michel Taillefer reviewed and presented on the <b>FPC 2017 Work Plan and Strategic Plan Development Report – full report available</b></p>



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	<p>The Strategic Priorities are:</p> <ul style="list-style-type: none"> <li>• Evaluate/develop new 5 year strategic fundraising and philanthropy strategy including the new fund development and grants management plan</li> <li>• Establish The 519’s Strategic Annual Communications Plan</li> </ul> <p>Next Steps include:</p> <p>May/June - Receive and review Donor Survey results to help inform plan          June/July - Retain new Director, Philanthropy          September - Review research, scan and draft new Plan Framework          September/October - Present draft Plan at Fundraising Philanthropy Committee          October/November - Present recommended Plan to Board          November/December - Incorporate fundraising targets from Plan into 2018 Budget</p> <p>Board Leadership as Ambassadors:</p> <ul style="list-style-type: none"> <li>• Board Members play an essential role in our Fundraising and Philanthropy, making the ask, opening the doors, making connections...</li> <li>• How can the board assist in recruiting new members of the fundraising committee that fit our strategic initiatives (a more diverse fundraising committee)?</li> <li>• How can the board get involved in fundraising going forward?</li> </ul>
<p><b>10</b></p>	<p><b>Human Resources and Governance Committee</b></p> <p>Gwen reviewed the committee meeting minutes / Committee Update on the Board Survey:</p> <p>The Committee reviewed the discussion from the March 27<sup>th</sup> Board meeting regarding the administration of the Board Evaluation Survey. Some members expressed concern regarding the collection and storage of personal identifying information and requested that options be investigated to hire a third party consultant to administer the survey, collect and analyze results, and present an aggregate level report back to the HR and Gov Committee and Board of Management. Committee also requested that a Data Flow Chart be prepared for the next committee meeting to aid with the privacy analysis.</p> <p>Staff Liaison Stacia Kean will prepare a comprehensive analysis of options to administer the survey that consider privacy, cost, and data collection/storage requirements. The analysis will include a review of 3<sup>rd</sup> party consultants capable of meeting the scope of work required to carry out the project, as well as the implications of administering the survey internally and will be presented at the next Committee meeting for review and discussion.</p> <p>The Committee also discussed the need to expand outreach in the nominations process</p>

	to recruit individuals with skills and experience in finance and philanthropy. A challenge was identified in working with the Catchment area and the need to promote the opportunity beyond individuals' personal and professional networks. Discussion continued regarding working collaboratively with the Nominations Committee to develop effective communication planning and tools to be implemented throughout the nominations process.
<b>11</b>	<b>Finance Committee Update</b>  No report
<b>12</b>	<b>Other Business / Emerging Issues</b>  May 11, 2017 Meeting for SPP open to FPC and Finance to discuss the UW anchor agency and draft options, decisions to bring forward to the Board.
<b>13</b>	<b>Adjournment</b>  David adjourned the meeting at pm.  <b>Motion</b>  <b>Moved by</b> Paul Noble <b>Seconded by</b> Alwin Kong <b>That</b> the Board adjourn the meeting <b>Decision</b> carried
<b>Item</b>	<b>Attached Documents</b>
2	• Agenda: Monday April 24, 2017
3	• Minutes: Monday March 27, 2017
8	• Strategic and Program Planning Committee Meeting Minutes
9	• Fundraising, Philanthropy and Communications Committee Meeting Minutes
10	• Human Resources and Governance Committee Meeting Minutes
11	• Finance Committee Meeting Minutes

**\*yellow highlight indicates in camera session**