



**Minutes: Board of Management, Meeting 1 (2017-2018)**

Monday October 30, 2017 6:30 PM

The 519, Room 204

**Board Members**

<b>Board Chair:</b> David Morris	Paul Jonathan Saguil	Paul Noble
<b>Vice Chair:</b> Gwen Benaway	Linda Booker	Justin Khan
Pam Hrick	Nichola Ward	Biko Beuttah
Tom Warner	Patrick Gervais	
<b>Ex-Officio:</b> Councillor, Kristyn Wong-Tam (absent)		

**The 519**

<b>Executive Director</b>	Maura Lawless (absent for another meeting)
<b>Programs and Community Services, Senior Director</b>	Becky McFarlane
<b>Communications and Fund Development, Manager</b>	Soofia Mahmood (minutes)

**One Community member in attendance**

Item	Minutes
<b>1</b>	<b>Welcome and Introductions</b> David opened the meeting at 6:30 pm, welcomed everyone, and the new board members and asked for introductions.
<b>2</b>	<b>Approve Agenda</b> David asked the Board to review and amend agenda for the Board Meeting of Monday, October 30, 2017:  Recommended amendment: <ul style="list-style-type: none"> <li>• Move item 3.2 after agenda item 12</li> <li>• Add minutes to website to the agenda</li> <li>• Change the Meeting Number to #1 for 2017-2018</li> </ul> Motion to amend and approve amended agenda for the Board Meeting of Monday October 30, 2017.  <b>Moved by: Nicki Ward</b> <b>Seconded by: Paul Noble</b> <b>That</b> the Board agreed to amend and approve agenda for the Board Meeting of Monday, October 30, 2017.  <b>Decision:</b> carried
<b>3</b>	<b>Approve Meeting Minutes</b>  David requested the Board to review and approve the meeting Minutes of Monday

	<p>September 18, 2017.</p> <p>Amendments proposed:</p> <ul style="list-style-type: none"> <li>• Add the reason for initiating in-camera session – reference to Open meeting (Relationship Framework Articles 6.3.2 and 6.3.3)</li> </ul> <p><i>6.3.2 A Board meeting or part of a meeting may be closed to the public where (a) the subject matter being considered is a matter set out in section 190 of the City of Toronto Act or (b) no member of the Board discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Board.</i></p> <p><i>6.3.3 Before holding a meeting or part of a meeting that is closed to the public, the Board must adopt a resolution approving a closed meeting and the general nature of the matter to be considered at the closed meeting.</i></p> <ul style="list-style-type: none"> <li>• Add last names to people who moved the motions.</li> </ul> <p>Motion to amend and approve the meeting minutes of Monday September 18, 2017.</p> <p><b>Moved by: Justin Khan</b>  <b>Seconded by Patrick Gervais</b>  <b>Abstaining: Gwen Benaway, Paul Jonathan Saguil, Tom Warner, Pam Hrick, Linda Booker</b>  <b>That</b> the Board review, amend and approve the meeting minutes of Monday September 18, 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 discussed:</p> <p>5.1 Board Retreat Overview:  David proposed schedule for Board Retreat – December 2 or December 16 (2017), 9:30am to 3:30pm, followed by a social gathering. Some agenda items proposed and being considered are:</p> <ul style="list-style-type: none"> <li>• Team building activities</li> <li>• Chairs of committees presentations about nature and scope of work.</li> <li>• New strategic action plan 2018 – initial feedback and discussion.</li> </ul>

David requested to those who haven't checked the preferred dates on the doodle poll already circulated, to submit responses to the poll at earliest convenience.

- 5.2 2017/2018 Proposed Board Meeting Schedule: David referred to the proposed Board Meeting Schedule in the board information package, with the following calendar:

<b>Wednesday:</b> Internal Agenda Submissions	<b>Tuesday:</b> Distribute Board Package	<b>Board Meeting Schedule:</b> Dinner: 6:00pm - Start Time 6:30 PM
<b>Wednesday October 19, 2016 – New Board Member Orientation – The 519</b>		
October 18, 2017	<i>October 24, 2017</i>	October 30, 2017
November 15, 2017	November 21, 2017	November 27, 2017
<b>Board Retreat – December 2<sup>nd</sup> or 16<sup>th</sup>, 2017 (The 519 – Not a Public Meeting - no formal business is being advanced)</b>		
November 29, 2017	December 5, 2017	December 11, 2017
January 17, 2018	January 23, 2018	January 29, 2018
February 14, 2018	February 20, 2018	February 26, 2018
March 14, 2018	March 20, 2018	March 26, 2018
April 18, 2018	April 24, 2018	April 30, 2018
May 16, 2018	May 22, 2018	May 28, 2018
April 30, 2018	June 5, 2018	June 11, 2018
<b>July Break</b>		
August 18, 2018	August 24, 2018	August 30, 2018
September 8, 2018	September 14, 2018	September 27, 2018
<b>*Thursday September 30, 2018– Annual General Meeting</b>		

October 17, 2018	October 23, 2018	October 29, 2018
November 14, 2018	November 20, 2018	November 26, 2018
December 5, 2018	December 11, 2018	December 17, 2018
<p><b>Amendments proposed:</b></p> <p>Since the Board Meetings are scheduled for last Monday of each month, two dates in the above schedule were proposed to be amended:</p> <ul style="list-style-type: none"> <li>• August 30, 2018 to be moved to August 27, 2018.</li> <li>• September 27, 2018 to be moved to September 24, 2018.</li> </ul> <p><b>AGM to be moved to September 27, 2018, Thursday.</b></p>		
<p><b>MOTION 5.2:</b> Amend and approve the 2017/2018 Board Meeting Schedule  <b>Moved by:</b> Justin Khan  <b>Seconded by:</b> Tom Warner  <b>That</b> the 2017/2018 Board Meeting Schedule is amended and approved  <b>Decision</b> carried</p> <p>5.3 Elections of the Executive Committee</p> <p>David referred to the board governing process document in members' information packages, and explained that there are 4 positions, responsibilities as described in the document. David further clarified:</p> <ul style="list-style-type: none"> <li>• There is a secret ballot process for inviting nominations.</li> <li>• If only one candidate is nominated, and they accept the nomination, they are appointed.</li> <li>• If more than one candidate is nominated, each gets an opportunity to speak to the role. Second secret ballot ensues.</li> <li>• Motion to approve the nomination and appointment is the final step in the process.</li> </ul> <p><b>Position 1:</b> Board Chair. David Morris, sole candidate and acclaimed as Board Chair for 2017-18.</p> <p><b>Position 2:</b> Vice-Chair. Gwen Benaway, sole candidate and acclaimed as Board Vice-Chair for 2017-18.</p>		

	<p><b>Position 3:</b> Board Secretary.</p> <p>Pam Hrick was the sole candidate and acclaimed as Board Secretary for 2017-18.</p> <p><b>Position 4:</b> Board Treasurer Tom Warner and Biko Beuttah accepted nominations and each spoke of their skills and experience relevant to the role.</p> <p>Tom Warner was elected as the Board Treasurer for 2017-18.</p> <p><b>Motion 5.3a:</b> Approve the 2017/18 Executive Committee Membership <b>Moved by: Linda Booker</b> <b>Seconded by: Paul Noble</b> <b>That</b> 2017/18 Executive Committee Membership is approved <b>Decision</b> carried</p> <p><b>Motion 5.3b:</b> Motion to destroy the ballots. <b>Moved by: Justin Khan</b> <b>Seconded by: Gwen Benaway</b> <b>That</b> the ballots to be destroyed. <b>Decision</b> carried</p>
6	<p><b>Executive Director Report</b> N/A David informed that the Executive Director sends regrets due to a competing priority.</p>
<b>Agency Business</b>	
7	<p><b>Agency Business</b> 7.1 October 2017 Agency Business</p> <p>Becky presented the following applications as recommended for approval by The 519 Board of Management as they are directly aligned with The 519's strategic priorities and consider budget pressures and administrative implications in 2017/2018.</p> <p><b>Funder: Ministry of Seniors Affairs</b></p> <p style="padding-left: 40px;"><b>Grant:</b> Seniors Community Grant program</p> <p style="padding-left: 40px;"><b>For:</b> Developing resources that will meet the sexual health needs of LGBTQ2S seniors, including workshops, training, and social programming. This will include exploring consent, safer sex, intimacy-friendly care environments, and other sexual health priorities identified by seniors in care facilities and seniors' organizations across the province.</p>

	<p><b>Amount permitted:</b> \$100,000/year</p> <p><b>Proposed request:</b> <b>\$100,000/year</b></p> <p><b>Duration:</b> One year</p> <p><b>Grant Deadline:</b> November 30<sup>th</sup>, 2017</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• This funding will support and enhance existing seniors' programming and will respond to the LGBTQ seniors' community's needs. It will also alleviate budget pressures in 2018.</li> <li>• Project aimed for or after April 2018</li> <li>• Becky explained the process of securing grants – that the proposal is submitted against a specific callout by the funder. The staff members are currently working on the proposal and further details on the project can be shared with Board Members by end of November 2017.</li> <li>• In response to a query, Becky explained that the team members working on those projects will engage with Senior Pride Network.</li> <li>• Becky clarified in response to a question that the project under this grant will not have any additional cost implications on the current budget.</li> </ul> <p><b>MOTION 7.1:</b> Approve October 2017 Agency Business – Seniors Grant Funding  <b>Moved by:</b> Patrick Gervais  <b>Seconded by:</b> Pam Hrick  <b>That</b> the October 2017 Agency Business – Seniors Grant Funding is approved  <b>Decision</b> carried</p> <p>7.2 Chechen Project Update</p> <p><b>Government Assisted LGBTQ Chechen Refugee Support Program</b></p> <p><b>Grant:</b> Rainbow Railroad (RR) Donation</p> <p><b>For:</b> The 519 has proposed to provide the following settlement services to assist Chechen Government Assisted Refugees (GARS) to successfully integrate into Canada as part of a new partnership between Rainbow Railroad and The 519:</p> <ul style="list-style-type: none"> <li>• Settlement Planning</li> <li>• Case Coordination</li> </ul>
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- Translation/Customization of Orientation Materials:
- Orientation to Ontario
- Weekly Support Programming
- Trauma Informed Counselling
- Volunteer Development
- Interpretation Support
- Partnership Development
- Canadian Cultural Experience
- Program Evaluation
- Program/Project Supervision

**Amount permitted:** NA

**Proposed request:** **\$100,000**

**Duration:** November 1, 2017-December 31, 2018

**Grant Deadline:** NA

**Budget context:** This funding will enhance the ability for The 519 to respond to the needs of LGBTQ refugees and permit us to back fill dedicated staff positions to meet the needs of this community. It will also assist in alleviating budget pressures in 2018.

**Discussion:**

- This is significant funding for discreet piece of work so Board was invited to share feedback.
  - Becky explained that there will be reporting requirements, and regular communications with Rainbow Railroad throughout the project to monitor and evaluate the program.
  - Funding received is being directed towards staffing, programming, and trauma-informed counselling.
  - Discussion on human rights abuses in Chechnya and priority for settlement support of Chechen GARS versus refugees from other countries of origin. Becky explained that The 519 is supporting GARS regardless of the funding available through Rainbow Railroad, as we respond to the current needs of the communities we serve. Seeking these resources is meant to support the LGBTQ-focused settlement services offered to all refugee claimants who access our programs. This funding is allowing us to maintain our focus on the over-all program deliverables and is enabling us to continue to meet the needs of all underserved and vulnerable members

	<p>of the LGBTQ refugee and newcomer communities.</p> <ul style="list-style-type: none"> <li>○ Becky clarified that we have 2 contractual positions currently being advertised for LGBTQ Refugee Program Coordinators. Currently 1 staff person from the Refugee Program has been assigned to the Chechen GARS project leaving capacity gap that we are looking to fill.</li> </ul> <p><b>MOTION 7.2:</b> To approve the proposal to provide settlement services to Chechen GARS in partnership with Rainbow Railroad  <b>Moved by:</b> Biko Beuttah  <b>Seconded by:</b> Justin Khan  <b>That</b> the Board approves the proposal to provide settlement services to Chechen GARS in partnership with Rainbow Railroad.  <b>Decision</b> carried</p>
<b>Committee Business</b>	
<b>8</b>	<p><b>Strategic and Program Planning (SPP) Committee Update</b>          No report.</p>
<b>9</b>	<p><b>Fundraising, Philanthropy, Communications (FPC) Committee Update</b>          Committee update by Patrick Gervais (Vice Chair, FPC) – reference to FPC Committee Meeting Minutes:</p> <p><b>Update: GreenSpace Festival 2018</b>          There is no report being presented regarding venue selection at this stage but we have opened discussions with the Faculty of Law and the Bonham Centre for Diversity Studies at University of Toronto (U of T) as possible campus-based champion(s) for the relocating of TreeHouse fundraiser to suitable space at U of T. Justin Khan is supporting the Board and team in establishing connections.</p> <p><b>Gala Update:</b>          Estimated funds raised this year are just under \$500,000 (gross). Further updates on numbers of attendees will be duly provided by Stacy Kelly, Director Philanthropy in the next meeting.</p> <p><b>Donor Appreciation Reception – Giving Tuesday</b></p> <ul style="list-style-type: none"> <li>• Donor Appreciation Event will take place on Tuesday, November 28 from 6:30 – 8:30</li> <li>• The date choice was deliberate, as it will be “Giving Tuesday”. The theme of the event is “This Giving Tuesday We’re Giving Thanks to Our Donors”</li> <li>• Requested Board Members to attend and interact with the donors in attendance.</li> <li>• More information to follow.</li> </ul> <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Patrick mentioned that as Stacy Kelly is new to the organization and to ramp up the onboarding process, the committee has decided to meet on November 21 and</li> </ul>



	<p>on December 18 but will revert to meeting every 6 to 8 weeks after.</p> <ul style="list-style-type: none"> <li>Patrick emphasized the importance of transition and succession planning for the fundraising committee. FPC is unique in its structure and includes representation from non-board members that have professional expertise in the Philanthropy sector.</li> <li>Patrick acknowledged that Louis-Michel Taillefer's departure from the committee will be a significant loss.</li> </ul> <p><b>MOTION:</b> NA</p>
<b>10</b>	<p><b>Human Resources and Governance Committee</b> No report</p>
<b>11</b>	<p><b>Finance Committee Update</b> No report</p>
<b>12</b>	<p><b>Other Business / Emerging Issues</b></p> <ul style="list-style-type: none"> <li>Minutes not updated on website since May 2017. The 519 will ensure that the minutes are updated as soon as possible.</li> <li>Committee selection will take place in the next Board meeting. Those interested are encouraged to attend upcoming committee meetings to understand the roles and responsibilities.</li> <li>Committee members to bring forward Chair and Vice-Chair recommendations.</li> </ul>
<b>13</b>	<p><b>Community member exits the meeting.</b></p> <p><b>In-camera minutes:</b></p> <p>David requested the Board to review and approve the in-camera meeting Minutes of Monday September 18, 2017. Amendment: Remove asterisk denoting catchment area residents from page 5</p> <p><b>Moved by Paul Jonathan Saguil</b> <b>Seconded by Justin Khan</b> <b>That</b> the Board review and approve the meeting in-camera minutes of Monday September 18, 2017 <b>Decision</b> carried</p>
<b>14</b>	<p><b>Adjournment</b></p> <p>David adjourned the meeting at 7:30pm.</p> <p><b>Motion</b></p> <p><b>Moved by Nicki Ward</b> <b>Seconded by Gwen Benaway</b></p>



**Minutes: Board of Management, Meeting 1 (2017-2018)**

Monday October 30, 2017 6:30 PM

The 519, Room 204

	<b>That</b> the Board adjourn the meeting <b>Decision</b> carried
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**\*yellow highlight refers to camera session**

<b>Item</b>	<b>Attached Documents</b>
	<ul style="list-style-type: none"><li>• Agenda: Monday October 30, 2017</li></ul>
	<ul style="list-style-type: none"><li>• Minutes: Monday September 18, 2017</li></ul>
	<ul style="list-style-type: none"><li>• <b>In-camera minutes: Monday September 18, 2017</b></li></ul>
	<ul style="list-style-type: none"><li>• Board Meeting Timelines, 2017-18</li></ul>
	<ul style="list-style-type: none"><li>• Minutes FPC meeting, October 17, 2017</li></ul>
	<ul style="list-style-type: none"><li>•</li></ul>