



MINUTES: Board of Management, Meeting 6 (2022-2023)
 Monday, March 27, 2023 @ 6:30 - 8:30 PM, Hybrid room
 204/Zoom

Board Members

Chair: Paul Saguil	Aaron Hewitt (regrets)	Min Oh (regrets)
Vice-Chair: Tom Spence	Pam Hrick (regrets)	Juan Camilo Rendon Ocampo
Secretary: Erika Voaklander	Brett House	Mauriene Tolentino (regrets)
Treasurer: Zoe Robinson (regrets)	Natalie Miller	
Ex-Officio: Councillor Chris Moise (absent)		

The 519

Executive Director	Maura Lawless
Director, Finance	Maria Martinez
Director, Public Interest and Legal Initiatives	Johanna Macdonald
Director, Strategic Partnership Initiatives	Jaymie Sampa
Director, Public Interest and Community Relations	Curran Stikuts
Manager, Legal Initiatives	Sebastian Commock
Manager, Strategic & Executive Planning (minutes)	Laura Gibbon

Guest(s): n/a

Item	Minutes
1	<p>Welcome and Introductions Paul Saguil opened the meeting at 6:34 PM, welcomed everyone and delivered the land acknowledgement.</p>
2	<p>Approve Agenda Paul Saguil requested the Board to review the agenda for the Board Meeting of March 27, 2023.</p> <p>Proposed changes:</p> <ul style="list-style-type: none"> No verbal update from Executive Director matters covered in other items Cover both in-camera items 8 and 9 at the end of the meeting <p>MOTION 2.1: To approve the agenda, as amended, for the Board Meeting of March 27, 2023.</p> <p>Moved by: Juan Camilo Rendon Ocampo Seconded by: Natalie Miller</p> <p>That the Board of Management approve the agenda, as amended, for the Board Meeting of March 27, 2023.</p> <p>Recorded vote: Unanimous Brett House</p>



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	<p>Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Erika Voaklander</p> <p>Decision carried</p>
<p>3</p>	<p>Approve Meeting Minutes Paul Saguil requested the Board to review the minutes for the Board Meeting of February 27, 2023.</p> <p>Proposed change:</p> <ul style="list-style-type: none"> Item 7.1, change "K" to "M" under organizational workplan report. <p>MOTION 3.1: To approve the minutes, as amended, for the Board Meeting of February 27, 2023.</p> <p>Moved by: Brett House Seconded by: Tom Spence</p> <p>That the Board of Management approve the minutes, as amended, for the Board Meeting February 27, 2023.</p> <p>Recorded vote: Unanimous Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Erika Voaklander</p> <p>Decision carried</p>
<p>4</p>	<p>Declaration of Conflict of Interest(s) Paul Saguil confirmed no conflicts of interest were declared.</p>
<p>5</p>	<p>Staff Presentations – Johanna Macdonald (Director, Public Interest and Legal Initiatives) & Sebastian Commock (Manager, Legal Initiatives)</p> <p>Johanna and Sebastian shared a presentation on the Access to Justice department and legal initiatives underway at The 519.</p> <p>The Board asked about opportunities for volunteer lawyers, including those looking to support on an ad-hoc basis. Staff explained that anyone interested in volunteering should contact legalclinic@the519.org. Staff are developing structured recruitment, stewardship</p>



	<p>and engagement plan for legal volunteers and exploring options for engagement outside of clinics including campaign work and other initiatives. Staff explained they wish to recruit lawyer volunteers who best reflect the communities who access the services.</p> <p>The Board thanked staff for their presentation and hard work, including on the recent Access to Justice Volunteer Appreciation Night where senior volunteer Bo Arfai was recognized for his long-time contributions to The 519 legal clinics.</p>
<p>6</p>	<p>Chair Report/Executive Committee – Paul Saguil (Chair of the Board)</p> <p>6.1 Chair’s Report</p> <p>Paul Saguil reported the following update:</p> <ul style="list-style-type: none"> • Paul recognized Maura Lawless’s 20 years of service with the City of Toronto and thanked her for her incredible work and leadership, particularly at The 519. • Paul recently attended World Pride events in Sydney, Australia, and had the opportunity to discuss issues of 2SLGBTQ+ communities with international dignitaries, human rights leaders, and organizers. • Some members of the Board and staff met with the new Chief of the Toronto Police Service to discuss key longstanding issues with the TPS, his personal role in such issues, including the Pussy Palace Raid, and our concerns about his appointment. We expressed that we remain, as always, vigilant of the actions of the TPS, that our relationship will be professional and that we will remain focused on the Epstein Report calls to action and await material updates on progress made towards achieving them. • As federal, provincial and municipal budgets are released, The 519 will continue to advocate at all levels of government to ensure there are financial commitments to 2SLGBTQ+ communities and initiatives.
<p>7</p>	<p>Executive Director Report – Maura Lawless (Executive Director)</p> <p>7.1 March report</p> <p>No report was provided.</p>
<p>8</p>	<p>GHRC Committee Updates – Natalie Miller (Chair, GHRC) / Maura Lawless (Executive Director)</p> <p>8.1 GHRC Meeting Update</p> <p>Natalie provided an update on the GHRC meeting.</p> <p>8.2 Bylaw Review Update</p> <p>Natalie referenced the meeting summary report for more information.</p>



The bylaw review is progressing well and first final draft is wrapping up. John Miller will attend the April or May board meeting to provide information to the Board on the process and key decisions made over the course of the review. The final bylaw review changes will be brought to the 2023 AGM for approval.

8.3 Board Evaluation

Natalie reminded board members to complete the Board evaluation survey by April 10th.

8.4 HR Policies

Natalie referenced two policies for information, the Electronic Monitoring Policy and Disconnecting From Work Policy. Given their operational nature, Board approval was not necessary and staff have implemented those with minor edits to specify their applicability to all employers with 25+ employees.

Natalie and Maura explained that the Anti-Harassment/Discrimination Policy and Complaints Procedures currently in place across the AOCCs require updating, however support from the City in doing so is uncertain and taking longer than planned. In order to ensure clarity, consistency and compliance with our obligations, staff and the GHR committee recommend that The 519 utilize the City's Human Rights and Anti-Harassment/Discrimination Policy until further clarity can be gained. Staff will continue to follow-up to determine if and how the City's People Services division might support this process.

MOTION 8.4: To confirm that the City of Toronto's Human Rights and Anti-Harassment/Discrimination Policy is the Human Rights policy in effect at The 519.

Moved by: Erika Voaklander

Seconded by: Juan Camilo Rendon Ocampo

That the Board of Management confirm that the City of Toronto's Human Rights and Anti-Harassment/ Discrimination Policy is the Human Rights policy in effect at The 519.

Recorded vote: Unanimous

Brett House

Natalie Miller

Juan Camilo Rendon Ocampo

Paul Saguil

Tom Spence

Erika Voaklander

Decision carried

	<p>8.5 Compensation Review Process Update</p> <p>See in-camera section.</p>
<p>9</p>	<p>Finance Committee Updates – Maria Martinez (Director, Finance)</p> <p>9.1 Finance Meeting Update</p> <p>Maria Martinez provided an update on the Finance meeting.</p> <p>9.2 2022 Year-End Income Statement (unaudited)</p> <p>Maria presented the 2022 year-end income statement (draft/unaudited). We are projecting a \$387k forecast, compared with the -\$246k budgeted, representing a 257% variance. Final results will be available based on auditor-suggested adjustments that will be discussed in the in-camera report.</p> <p>9.3 2023 Revised Operating Budget</p> <p>Maria shared the key changes since the 2023 Preliminary Budget was approved:</p> <p>City of Toronto Core Funding:</p> <ul style="list-style-type: none"> • Core operating budget increased from \$1.86M to \$1.96M which includes enhancements for cyber security and 1 FTE Manager, People Services <p>Changes in revenue include forecasting realistic assumptions regarding funding increases including:</p> <ul style="list-style-type: none"> • \$50k from the Resilience Fund • \$75k from Canadian Women’s Foundation • \$113k from the Balsam Foundation (pro-rated annual contribution) <p>Changes in expenses include:</p> <ul style="list-style-type: none"> • \$50k in building improvements (we originally proposed \$25k in the preliminary budget, we’ve identified improvements that need to be made while accommodating new staff and staff returning to work onsite) • \$50k PINM Pay it No Mind Fund (the preliminary budget included only \$20k, we have increased this amount in response to the community need: we’ll be distributing funds twice a year in 2023) • \$36k continue TPOC program (we budgeted preliminarily \$18k as the program is slated to lose TPH funding in June 2023, but as it is considered an essential program, we are increasing the budget to continue the program while we search for new funding sources) • \$50k continue YAAS/KAAS with a BIPOC focus for youth programs (not included in the preliminary budget as the program funding ends in March 2023; we’ll continue the program and search for new funding)

- \$113k expenses for the new Community Resiliency Project including salaries & benefits for a Project Director, program supplies, travel, honoraria and administrative expenses

2023 Revenue

The 2023 total projected revenue is \$10.04M, which represents a \$1.71M or 21% increase from the 2022 revised budget of \$8.33M. We are recognizing \$.842M in deferred revenue which includes the Balsam Foundation funding received prior to 2022. There are also three additional pending multi-year funding requests that could positively impact the operating budget.

2023 Final Recommended Budget		
Revenue	\$	% of overall Budget
City of Toronto Core Funding	1,964,948	20%
City of Toronto Program Funding	1,263,790	13%
Government of Canada	1,300,035	13%
Province of Ontario	135,940	1%
United Way	382,474	4%
Various Foundations	1,150,469	11%
Philanthropy & Fundraising	3,483,000	35%
Enterprise & Other	366,000	4%
Total Revenue	10,046,656	

2023 Expenses

The 2023 total expenses are \$10.09M which represents a \$1.5M or 18% increase from the 2022 Budget of \$8.58M.

2023 Budget		
Expenses	\$	%
Salaries & Wages	4,702,223	47%
Benefits	1,159,445	12%
Materials & Supplies	1,285,951	13%
Furniture & Equipment	249,527	2%
Services & Rents	2,696,470	27%
Total Expenses	10,093,616	

We will continue tightening unfunded expenses by finding efficiencies and more streamlined processes, while ensuring staff have the resources to work safely and effectively. The expense budget is also restructured to allocate resources to meet strategic objectives related to public health, food security, partnership initiatives, internal capacity building, and bolstering IT infrastructure.



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9.4 The 519 Risk Matrix

Maura Lawless referred to the Risk Matrix which was developed by the fractional CFO retained to support the finance team. Staff will provide regular updates to the finance committee and board as they identify and monitor risks related to the organization. The committee has reviewed the matrix and recommends that the Board approve it.

MOTION 9.4: To approve The 519 Risk Matrix.

Moved by: Paul Saguil

Seconded by: Brett House

That the Board of Management approve The 519 Risk Matrix.

Recorded vote: Unanimous

Brett House

Natalie Miller

Juan Camilo Rendon Ocampo

Paul Saguil

Tom Spence

Erika Voaklander

Decision carried

9.5 Signing Authorities and Credit Card Limit

Maria referenced the discussion at the committee regarding challenges with signing authorities. The 519 has one credit card line for the organization with a number of separate users. Each card has established limits and the overall line is \$25k. The card is reconciled on a monthly basis and card holders are required to provide all invoicing, receipts and coding information to the Finance team. Leading up to last year's Green Space Festival, payments were needed daily and BMO requires 3 business days to process payments. Staff are requesting that the Board change the credit card limit from \$25k to \$50k to alleviate some of this pressure and meet operational demands. As the organization continues to grow, further adjustments may be needed.

MOTION 9.5: To approve to increase the credit card limit from \$25,000 to \$50,000.

Moved by: Paul Saguil

Seconded by: Tom Spence

That the Board of Management approve to increase the credit card limit from \$25,000 to \$50,000.

Recorded vote: Unanimous



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10	<p>In-Camera Items</p> <p>MOTION 10.1a: To go in camera.</p> <p>Moved by: Paul Saguil Seconded by: Juan Camilo Rendon Ocampo</p> <p>That the Board of Management go in camera.</p> <p>Recorded vote: Unanimous Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Erika Voaklander</p> <p>Decision carried</p> <p>9.2 Year-End Finance Committee Report 8.5 Compensation Review Process Update Report</p> <p>MOTION 10.1b: To come out of in-camera.</p> <p>Moved by: Juan Camilo Rendon Ocampo Seconded by: Erika Voaklander</p> <p>That the Board of Management come out of in-camera.</p> <p>Recorded vote: Unanimous Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Erika Voaklander</p>



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	<p>Decision carried</p> <p>MOTION 8.5: To direct the ED to write a letter to the City in response to the HR/LR issues identified in the Compensation Review Report.</p> <p>Moved by: Natalie Miller Seconded by: Brett House</p> <p>That the Board of Management direct the ED to write a letter to the City in response to the HR/LR issues identified in the Compensation Review Report.</p> <p>Recorded vote: Unanimous Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Erika Voaklander</p> <p>Decision carried</p> <p>MOTION 9.3: To approve the 2023 Revised Operating Budget.</p> <p>Moved by: Juan Camilo Rendon Ocampo Seconded by: Erika Voaklander</p> <p>That the Board of Management approve the 2023 Revised Operating Budget.</p> <p>Recorded vote: Unanimous Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Erika Voaklander</p> <p>Decision carried</p>
11	<p>Adjournment</p> <p>Meeting was adjourned at 8:35 PM.</p>



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Item	Attached Documents *yellow highlight indicates in camera session where document will be available printed at the meeting
2	2.1 Agenda for Board Meeting of March 27, 2023
3	3.1 Minutes for Board Meeting of February 27, 2023
8	8.1 GHRC Meeting Summary: March 1, 2023 8.4 Electronic Monitoring Policy (info) 8.4 Disconnection from Work Policy (info) 8.5 Compensation Review Update (in-camera) 8.5 Organizational Chart
9	9.1 Finance Meeting Summary: March 14, 2023 9.2 2022 Year End Income Statement (unaudited) – in-camera portion 9.3 2023 Revised Operating Budget 9.4 The 519 Risk Matrix