



MINUTES: Board of Management, Meeting 6 (2023-2024)
 Monday, May 27, 2024 @ 6:30 - 8:30 PM, Hybrid via Zoom/Room 204

Board Members

Chair: Paul Saguil	Vanshika Dhawan	Min Oh (regrets)
Vice-Chair: Tom Spence	Aaron Hewitt	Juan Camilo Rendon Ocampo
Secretary: Erika Voaklander	Brett House	Jaris Swidrovich
Treasurer: Zoe Robinson (regrets)	Natalie Miller	
Ex-Officio: Councillor Chris Moise		

The 519

Executive Director	Maura Lawless
Director, Finance	Maria Martinez
Director, Strategic Partnership Initiatives	Jaymie Sampa
Director, Housing Advocacy & Support Services	Martha Singh Jennings
Director, Philanthropy	Aniska Ali
Director, Public Interest and Legal Initiatives	Johanna Macdonald
Manager, Strategic & Executive Planning (minutes)	Laura Gibbon

Guests: Stanley Jonathan (Councillor’s Office)

Item	Minutes
1	<p>Welcome and Introductions Paul Saguil opened the meeting at 6:30 PM, welcomed everyone, including guests, and delivered the land acknowledgement.</p> <p>Paul also reminded those in attendance of the upcoming annual 2-Spirit Powwow hosted by 2-Spirit Peoples of the First Nation and Pride Toronto on Saturday, June 1, 2024, and encouraged members to attend and show their support to the two organizations and commitment to the ongoing work of reconciliation.</p>
2	<p>Approve Agenda Paul Saguil requested the Board to review the agenda for the Board Meeting of May 27, 2024.</p> <p>MOTION 2.1: To approve the agenda for the Board Meeting of May 27, 2024.</p> <p>Moved by: Brett House Seconded by: Erika Voaklander</p> <p>That the Board of Management approve the agenda for the Board Meeting of May 27, 2024.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt</p>



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	<p>Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Jaris Swidrovich Erika Voaklander Councillor Chris Moise</p> <p>Decision carried</p>
3	<p>Approve Meeting Minutes Paul Saguil requested the Board to review the minutes for the Board Meeting of March 25, 2024.</p> <p>MOTION 3.1: To approve the minutes for the Board Meeting of March 25, 2024.</p> <p>Moved by: Jaris Swidrovich Seconded by: Juan Camilo Rendon Ocampo</p> <p>That the Board of Management approve the minutes for the Board Meeting of March 25, 2024.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Jaris Swidrovich Erika Voaklander Councillor Chris Moise</p> <p>Decision carried</p>
4	<p>Declaration of Conflict of Interest(s) Paul Saguil confirmed no conflicts of interest were declared.</p>
5	<p>Chair Report/Executive Committee – Paul Saguil (Chair of the Board)</p> <p>5.1 Chair’s Report</p> <ul style="list-style-type: none"> Paul Saguil thanked staff for all their work over the last few weeks, specifically on the rally for refugee rights on May 16, 2024, and at The 519 Legal Clinic Pro Bono



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	<p>Volunteer appreciation event on May 10, 2024. Paul thanked staff, volunteers, and sponsors for their continued support.</p> <ul style="list-style-type: none"> • Paul shared that the annual City of Toronto Pride flag raising event is Friday, May 31 at 5pm and encouraged everyone to attend. Paul thanked Councillors Moise, Cheng, Carroll, Colle, Mayor Chow, and community partners LGBT Youthline and Queer South Asian Women’s Network for their recent attendance with The 519 and Pride Toronto at the flag raising at North York Civic Centre. • Tom Spence recently met with Member of Parliament and Federal Minister for Women and Gender Equality, and Youth Marci Ien to discuss the change in The 519’s eligibility for WAGE funding. It was a positive interaction and Minister Ien indicated that she is aware of the issue, its significance to The 519, and is committed to looking into the matter again. Staff are following up with her office.
<p>6</p>	<p>Executive Director Report – Maura Lawless (Executive Director)</p> <p>6.1 N/A</p>
<p>7</p>	<p>FPC Update – Juan Camilo Rendon Ocampo (Chair, FPC) & Aniska Ali (Director, Philanthropy)</p> <p>7.1 FPC Meeting Update</p> <ul style="list-style-type: none"> • Preliminary results indicate that we are making meaningful strides towards meeting fundraising and donor engagement goals for the year. • Planning for the Greenspace Festival is well underway, with major festival sponsors secured and headline talent released. Starry Night Reception and Starry Night Meet and Greet tickets sold out, Club 519 wristbands are over 85% sold out, and we anticipate we will be sold out in the coming weeks. • Early planning for The 519’s 50th anniversary continues and staff will keep FPC and the Board informed as updates are available.
<p>8</p>	<p>SPP Committee Update – Tom Spence (Chair, SPP)</p> <p>8.1 SPP Meeting Update</p> <ul style="list-style-type: none"> • The committee discussed the “membership” discussion document, which is separate from the governance membership. In this context, we are talking about the ways The 519 formalizes its community engagement, outreach, connects with community, creates opportunities for engagement, etc. This plan will likely use different language to avoid confusion. • The committee discussed the Space Use Policy. Staff requested more time to finalize the policy based on City Legal advice. We will continue to operate in line

	<p>with the current policy. The final policy will come to the Board in the fall for approval.</p> <p>8.2 Peer Program Model</p> <ul style="list-style-type: none"> • The Peer Framework report was provided for information to the Board. The framework is a comprehensive structure for recruiting, training and employing peer community members who face many barriers to many educational and employment opportunities. The framework aims to ensure a supportive and inclusive environment conducive to the participants’ success and development, while ensuring that the organization meets its Canada Revenue Agency and charitable obligations. • The first phase of the framework is honourarium-based. Peers are not required to be legally permitted to work in Canada to participate at that stage as it is closer aligned with a volunteer skills building opportunity. • The overall goal is to provide peers access to support, guidance, training and employment development opportunities to gain peer work experience that ultimately contributes to the work of The 519, community well-being and resilience of our communities. • This work is already being done, both at The 519 and at other non-profits across the city, however, this new framework will support The 519 to be consistent and measured in its application including ensuring compliance with CRA obligations.
<p>9</p>	<p>GHRC Update – Natalie Miller (Chair, GHRC) & Maura Lawless (Executive Director)</p> <p>9.1 GHRC Meeting Update</p> <ul style="list-style-type: none"> • Natalie Miller provided a general update on the committee meeting which included a continued discussion of the Board Evaluation results and plans for enhancing board member onboarding and meeting engagement/facilitation. • Staff provided an update on the By-Law review process. The working group is meeting tomorrow, but things are on track for June 10th Board approval subject to City Legal and City Manager’s Office comments. <p>9.2 2024 Recruitment Priorities</p> <ul style="list-style-type: none"> • Natalie Miller reviewed the recruitment priorities. • Councillor Chris Moise asked about the recruitment strategy to attain the stated recruitment priorities and the impact of the potential catchment expansion on recruitment. Being able to expediate the catchment expansion (and by-law update) through Council in June would ease the pressure of recruitment as it expands the pool of eligible candidates.

- In 2024, vacancies are primarily in the catchment seats and so recruitment should be heavily focused in that geographic area.

MOTION 9.2: To approve the proposed recruitment priorities for the 2024 AGM Board recruitment cycle, as listed in the 2024 Recruitment Priorities report.

Moved by: Natalie Miller

Seconded by: Vanshika Dhawan

That the Board of Management approve the proposed recruitment priorities for the 2024 AGM Board recruitment cycle, as listed in the 2024 Recruitment Priorities Report.

Recorded vote: Unanimous

Vanshika Dhawan

Aaron Hewitt

Brett House

Natalie Miller

Juan Camilo Rendon Ocampo

Paul Saguil

Tom Spence

Jaris Swidrovich

Erika Voaklander

Councillor Chris Moise

Decision carried

9.3 2023 Annual Health & Safety Compliance Report

- Natalie Miller gave the highlights from the 2023 Annual Health and Safety Report. There were no major issues, as most of the trends are consistent with past years and mirror what we were seeing pre-pandemic. This report is provided to the Association of Community Centres Labour Management Committee on an annual basis.

MOTION 9.3: To receive the 2023 Annual Health & Safety Compliance report.

Moved by: Natalie Miller

Seconded by: Brett House

That the Board of Management receive the 2023 Annual Health & Safety Compliance Report.

Recorded vote: Unanimous

Vanshika Dhawan

Aaron Hewitt



	<p>Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Jaris Swidrovich Erika Voaklander Councillor Chris Moise</p> <p>Decision carried</p>
10	<p>Nominations Committee Update – Tom Spence (Acting Chair, Nominations) & Maura Lawless (Executive Director)</p> <p>10.1 Nominations Meeting Update</p> <ul style="list-style-type: none">• Tom Spence gave an overview of the recruitment strategy which includes using regular communications channels and all board members leaning into their networks and communities to identify whether there are any known strong candidates. Board members should refer any potential candidates to a member of the Nominations Committee for a conversation about the role/responsibilities, including clarifying that we are a governance board. <p>MOTION 10.1: To appoint Vanshika Dhawan as Chair and Tom Spence as Vice-Chair of the Nominations Committee.</p> <p>Moved by: Erika Voaklander Seconded by: Natalie Miller</p> <p>That the Board of Management appoint Vanshika Dhawan as Chair and Tom Spence as Vice-Chair of the Nominations Committee.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Jaris Swidrovich Erika Voaklander Councillor Chris Moise</p> <p>Decision carried</p>



	<p>10.2 2024 AGM Timeline</p> <ul style="list-style-type: none"> • The proposed AGM timeline is consistent with previous years. • Nominations open on July 8, 2024. • Notice of Annual General Meeting goes out August 14, 2024. • Nominations close August 19, 2024. • Last date for new and renewed memberships is August 26, 2024. • Candidate interviews take place on August 26, 28, and September 10, 2024. • Candidates are notified of their status on September 17, 2024. • The AGM takes place on September 25, 2024. <p>MOTION 10.2: To approve the 2024 AGM Timeline report.</p> <p>Moved by: Brett House Seconded by: Aaron Hewitt</p> <p>That the Board of Management approve the 2024 AGM Timeline report.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Jaris Swidrovich Erika Voaklander Councillor Chris Moise</p> <p>Decision carried</p>
<p>11</p>	<p>Finance Committee Update – Maria Martinez (Director, Finance)</p> <p>11.1 Finance Meeting Update</p> <p>11.2 2023 Preliminary Year-End Results</p> <ul style="list-style-type: none"> • The 519 is poised to deliver positive results for the fiscal year 2023, underscoring our commitment to financial stewardship and organizational sustainability. • Currently projecting ending the 2023 year with a surplus of \$192K (final #s will be confirmed through the audit). • Subject to the 2023 Audited Financial Statement results, staff recommend that the surplus be allocated to unrestricted reserves. • Staff are requesting that the Board delegate authority to the Treasurer and Board Chair to sign off on the 2023 Audited Financial Statements when they are ready to

avoid missing CRA and City reporting deadlines. Staff and the Finance Committee will bring the 2023 Audited Financial Statements to the Board via the Finance Committee at the next opportunity.

MOTION 11.2: To delegate authority to the Treasurer and Board Chair to sign the 2023 Audited Financial Statements, when they are ready.

Moved by: Brett House

Seconded by: Natalie Miller

That the Board of Management delegate authority to the Treasurer and Board Chair to sign the 2023 Audited Financial Statements when they are ready.

Recorded vote: Unanimous

Vanshika Dhawan

Aaron Hewitt

Brett House

Natalie Miller

Juan Camilo Rendon Ocampo

Paul Saguil

Tom Spence

Jaris Swidrovich

Erika Voaklander

Councillor Chris Moise

Decision carried

11.3 2024 Q1 Variance Report

- Maria gave an overview of the Q1 Variance report. We finished Q1 in a positive position due to new funding received from Heritage Canada and Newcomer Settlement and Language Training being realized in Q1, and we expect to see a more balanced budget as the year progresses. As always, we will be fiscally prudent until we know the results for Green Space Festival.
- Other funding has been secured since the end of Q1, those will be mentioned in Q2.

MOTION 11.3: To approve the 2024 Q1 Variance Report.

Moved by: Brett House

Seconded by: Natalie Miller

That the Board of Management approve the 2024 Q1 Variance Report.

	<p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Jaris Swidrovich Erika Voaklander Councillor Chris Moise</p> <p>Decision carried</p>
12	<p>Other Business / Emerging Issues</p> <p>12.1 Special Risk Analysis ED Report</p> <p>MOTION 12.1a: To go in camera to review the Executive Director’s Special Risk Analysis Report in line with the public / closed meeting provisions of the City of Toronto Act.</p> <p>Moved by: Erika Voaklander Seconded by: Councillor Chris Moise</p> <p>That the Board of Management go in camera to review the Executive Director’s Special Risk Analysis Report in line with the public / closed meeting provisions of the City of Toronto Act.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Brett House Natalie Miller Juan Camilo Rendon Ocampo Paul Saguil Tom Spence Jaris Swidrovich Erika Voaklander Councillor Chris Moise</p> <p>Decision carried</p> <p>Maura presented the Special Risk Analysis Report.</p>



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MOTION 12.1b: To come out of in camera.

Moved by: Brett House

Seconded by: Erika Voaklander

That the Board of Management come out of in camera.

Recorded vote: Unanimous

Vanshika Dhawan

Aaron Hewitt

Brett House

Natalie Miller

Juan Camilo Rendon Ocampo

Paul Saguil

Tom Spence

Jaris Swidrovich

Erika Voaklander

Councillor Chris Moise

Decision carried

MOTION 12.1: To authorize the Executive Director to undertake the action items outlined in the 12.1 Special Risk Analysis Report from the May 27, 2024, Board meeting.

Moved by: Jaris Swidrovich

Seconded by: Juan Camilo Rendon Ocampo

That the Board of Management authorize the Executive Director to undertake the action items outlined in the 12.1 Special Risk Analysis Report from the May 27, 2024, Board meeting.

Recorded vote: Unanimous

Vanshika Dhawan

Aaron Hewitt

Brett House

Natalie Miller

Juan Camilo Rendon Ocampo

Paul Saguil

Tom Spence

Jaris Swidrovich

Erika Voaklander

Councillor Chris Moise

Decision carried



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13	Adjournment Meeting was adjourned at 8:00pm.
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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 May 27, 2024
3	3.1 Minutes for Board Meeting of March 25, 2024
7	7.1 FPC Meeting Summary for May 14, 2024 – FOR INFORMATION
8	8.1 SPP Meeting Summary for May 15, 2024 – FOR INFORMATION 8.2 Peer Program Model – FOR INFORMATION
9	9.1 GHRC Meeting Summary for April 10 and May 22, 2024 – FOR INFORMATION 9.2 2024 Recruitment Priorities – FOR ACTION/APPROVAL 9.3 2023 Annual Health and Safety Compliance Report + in-camera portion – FOR INFORMATION
10	10.1 Nominations Meeting Summary for May 9, 2024 – FOR INFORMATION 10.2 2024 AGM Timeline – FOR ACTION/APPROVAL
11	11.1 Finance Meeting Summary for May 6, 2024 – FOR INFORMATION 11.2 2023 Preliminary Year-End Results – FOR INFORMATION 11.3 2024 Q1 Variance Report – FOR ACTION/APPROVAL
12	12.1 Special Risk Analysis Report – in-camera – ACTION ITEM