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The 519 Church St. Community Centre

Board of Directors

Monday, November 30, 2009

Meeting # 2 (2009 - 2010)

Board Members Present: Natasha Garda, Jessica Carfagnini, Pascal Dessureault, Jodi Hoar, Troy Jackson, Lyle Kersey, Lee Schofield, Jake Schonfeld, Rudy Ticzon, Kira Vallen, and Derrick Navarro (by phone)

Regrets: None

Staff Present: Maura Lawless, Janet Rowe, Matt Cutler and Helen Rykens

The meeting was opened by Natasha Garda, the Vice Chair, at 6:40 PM

- 1) Welcome
- 2) Agenda approval:  
Motion: To approve the Agenda. Moved by Troy Jackson and seconded by Jodi Hoar – Carried.
- 3) Minutes of the last meeting  
Motion: To approve the Minutes of the October 26, 2009 meeting, as amended. Moved by Lyle Kersey and seconded by Rudy Ticzon – Carried.
- 4) Declaration of conflicts of interest: none.
- 5) Agency business – funding proposals:

City of Toronto Access Equity and Human Rights (AEHR)

This is a returning grant to support the Anti Violence Program Reporting Line.  
Request is \$20,000.

Motion: That we approve the \$20,000 application to the City of Toronto Access, Equity and Human Rights program. Moved by Jessica Carfagnini and seconded by Pascal Dessureault. Carried.

Ministry of Citizenship and Immigration – Ontario Community Builders Fund

New grant application for The 519 – This program funds initiatives that strengthen the ability of communities and organizations to welcome and serve people of diverse backgrounds, particularly newcomers. We are requesting \$30,000 to provide opportunities for LGBT newcomers to initiate, plan and undertake volunteer, social networking and skills development initiatives.

Motion: That we approve the \$30,000 application to the Ontario Community Builders Fund to support LGBT newcomer programs. Moved by Jessica Carfagnini and seconded by Lyle Kersey. Carried.

Toronto Community Foundation – Vital Ideas

New grant application for The 519 – this program funds initiatives that help make the impact of a program more sustainable. We are requesting \$30,000 to support the Counselling Program, including developing a manual documenting our service model. The manual can be used by other agencies who wish to emulate our model.

Motion: That we approve the \$30,000 application to the Toronto Community Foundation Vital Ideas Program. Moved by Jake Schonfeld and seconded by Jodi Hoar. Carried.

6) Executive Director's Report – Maura introduced Matt Cutler:

a) Association of City Funded Community Centres (AOCC) Budget :

The ten AOCCs have submitted a consolidated report on our service activities to the City of Toronto. The 519 led the process to consolidate the information. The joint report will provide Council and City staff an enhanced picture of the breadth of work done by community centers.

Question: What percentage of this activity reflects The 519? Maura will get back to the Board on this.

b) United Way Submission:

The extensive submission is due on Dec. 1. We will meet with the United Way panel on January 13, 2010. We are requesting that the Among Friends project funding be rolled into our annual allocation. This is an extensive submission in excess of 130 pages and we will be providing feedback to the United Way on the submission process.

c) New Café / Social Enterprise Program:

Matt Cutler presented our business plan for the new café. This plan was presented to the panel of the Toronto Enterprise Fund (TEF). This fund is a joint project of the City of Toronto and the United Way. The presentation was reviewed by the

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Strategic and Program Planning Committee of the Board. It is directly connected to our mission, vision and values to propose a social enterprise model that will be directly operated by The 519. The board had an opportunity to ask questions.

Chef / Manager: this individual will be key to our success. There may also be catering staff, a dishwasher or part time cooks.

What about marketing? – We've requested \$30,000 from the TEF in start up funds for the 1<sup>st</sup> year, and this includes a small component of marketing. We have requested \$10,000 from another funder for expanded marketing.

Maura reported the following:

The TEF panel found several parts of our business plan problematic:

- They felt that we needed to do more marketing on whether or not the neighbourhood is looking for a healthy food alternative
- They do not think the café should be integrated with The 519 as the organization's structures may be too structured
- They also were concerned that the proposed wages were too high

Maura has initiated an appeal of the panel's report. She has checked with the City of Toronto regarding equitable employment opportunities, since the panel's recommendations seem to be contrary to City and United Way policy.

We will hear from them shortly. The panel is only one input into the final decision. We will likely get the \$10,000 they are approving for marketing and study purposes and another \$20,000 once the market study is completed.

Are there other sources of funding? We may approach other foundations. We will have to generate revenue in the café to make it an ongoing success.

The restaurant chef / manager will establish relationships with local farmers. Our café will create community around food and provide a different way for people to relate to food and each other.

Motion: To go into the next phase of the Community Café Implementation Plan including opening the Café regardless of the TEF funding decision. Moved by Jodi Hoar, seconded by Troy Jackson and Carried.

d) Pandemic Flu Planning

Maura distributed The 519's emergency plan to the Board – which is also a useful document for any major emergency related to service disruptions. This is the

version for public distribution. It outlines the lines of authority for managers and provides a framework to make decisions in the event of a pandemic flu. The union has seen the plan and is supportive of it. The Executive Committee has reviewed it and is recommending the plan for approval. It is a very detailed plan and the Centre shared our plan with the other AOCCs for their consideration.

Motion: To approve The 519's Pandemic Flu Plan. Moved by Lyle Kersey, seconded by Lee Schofield. Carried.

- 7) Human Resources Policy Committee:
  - a) Lyle reported that the City has finalized their draft of the new Anti-Harassment and Anti Discrimination policy which will be reviewed by the HR committee and forwarded to the Board in January for approval
  - b) The committee also discussed the opportunity for new signage when the building opens that supports our anti-harassment policy and articulates community standards.
- 8) Finance Committee:
  - a) Core budget: The City of Toronto directed all AOCCs to come in at a zero-based budget. The impact on the Centre is around \$40,000. The Staff are recommending a budget that absorbs the majority of inflationary increases and submits a 1.02% because we will not be able to absorb the entire impact.

Maura explained that there is not a lot of flexibility in moving line items around in the core budget. The City is concerned primarily about the bottom line. Some large expenditures last year: we replaced the Finance and HR software.

Motion: That we approve the City of Toronto Budget submission (core) as recommended by the Finance Committee. Moved by Jake Schonfeld and seconded by Rudy Ticzon. Carried.

- b) Self Sustaining Budget: We are projecting a deficit of (\$36,665). This is a lower deficit than we predicted last year, we have increased our fundraising and resource development targets for 2010 which the Finance and Resource Development Committees reviewed and approved.

Motion: That we approve the Self Sustaining Budget as recommended by the Finance Committee. Moved by Lyle Kersey and seconded by Jake Schonfeld. Carried.

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- c) Board Report and Revenue Source Report: these reports are for information, not approval. We have \$2,371,969 total annual income from all sources.
- 9) Building Committee – no report
- 10) Strategic and Program Planning Committee: Derrick Reported:
- a) Community café business plan: We discussed this in detail at the November 17 committee meeting and the committee fully supports the proposal. Derrick was at the presentation to the TEF and commended Matt and Maura for doing a fabulous job.
  - b) Public meeting provisions: This is one of our current projects and we will be coming forward with a policy in the near future.
  - c) Board Retreat in early 2010: We will be holding a board retreat in January or early February. There will be a date, probably a Saturday, which we will all put in our calendars.
  - d) Our next committee meeting will be December 15 from 5-7 PM
- 11) Advocacy Committee: no report this month
- 12) Resource Development and Communications Committee:
- a) Workshop with Suzanne Gibson:  
Eric thanked everyone for attending last week. The Board will be very involved in fundraising over the coming year and this gives us an excellent start.
  - b) Joint meeting with the Finance Committee:  
We have set targets for 2010 as outlined in the Finance Committee's report.
  - c) Holiday Party:  
We are holding our annual holiday party for the Board and Staff on December 9 from 5 to 9 PM at Lola (Maitland just east of Yonge).
  - d) Support The 519:  
Natasha appealed to Board Members to support The 519 with a donation of any amount. A very strong fundraising tool will be the commitment of the Board. If we can say that 100% of Board Members support The 519, this will encourage others to do the same.

e) More committee members please:

The RD & C Committee and other committees may benefit from more members. We can reach out to those who ran for the Board but were not elected. Maura will send the Committee Chairs the names of those who indicated an interest. Committee chairs will then be able to make contact.

f) Next meeting is December 15 from 7-9 PM

- 13) Capital Campaign – nothing to report.
- 14) Correspondence – none.
- 15) Emerging Issues – none
- 16) Other business – none
- 17) Meeting adjourned.

Next Meeting is Monday, December 21, 2009 at 6:30 PM.

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Signature, Board Secretary

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Date

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Print name