
The 519 Church St. Community Centre

Board of Directors

Monday, March 29, 2010

Meeting # 6 (2009 - 2010)

Board Members Present: Derrick Navarro, Jessica Carfagnini, Pascal Dessureault, Jodi Hoar, Troy Jackson, Lyle Kersey, and Rudy Ticzon. Lee Schofield arrived at 7 PM.

Regrets: Natasha Garda, Kira Vallen

Staff Present: Maura Lawless, Janet Rowe and Helen Rykens

Visitors: Mark Luciani, 519 Volunteer, Enrico Mandarino and Shaleena Theophilus, Board Candidates

The meeting was opened by Derrick Navarro, Vice Chair, at 6:38 PM

1) Welcome

2) Agenda approval

Motion: To approve the Agenda as amended. Moved by Rudy Ticzon and seconded by Troy Jackson – Carried.

3) Visitors were introduced and welcomed to the meeting

4) Minutes of the last meeting

Motion: To approve the Minutes of the February 22, 2010 meeting. Moved by Lyle Kersey and seconded by Jessica Carfagnini – Carried.

5) Declaration of conflicts of interest: none.

6) Agency business – funding proposals: Derrick directed attention to the program report, which is prepared by Janet Rowe and is provided to inform the Board of activities in The 519's funded programs.

a) New Horizons grant: This grant will support a series of population specific community forums for Queers Seniors the results of which will shape the direction of the annual Opening the Closet on Aging conference. Grant Request: 25,000

Motion: To approve the application to New Horizons for up to \$25,000 to support the 2010 Conference for Older LGBT Seniors. Moved by Pascal Dessureault and seconded by Rudy Ticzon. Carried.

- b) Metcalfe Foundation: A Letter of Interest was submitted in March to support Project Open Door. Trans Community Advocates and staff will work with senior management in various social service settings to create systemic change through the development and implementation of Trans inclusive policies and procedures. We have been invited to submit a full proposal. Grant request up to: \$140,000 over 2 years

Motion: To approve Project Open Door, a submission to the Metcalfe Foundation to support phase 2 of the Trans Access Project. We are asking for up to \$140,000 over two years. Moved by Jessica Carfagnini and seconded by Lyle Kersey. Carried.

- c) Declaration of Non Discrimination

Helen presented the City of Toronto's Declaration of Non Discrimination, which the Board must reaffirm from time to time.

Motion: The Board accepts the City of Toronto Declaration of Non Discrimination, as follows:

"The 519 Church Street Community Centre declares that the organization adopts and upholds the City of Toronto policy statement which prohibits discrimination and harassment and protects the right to be free of hate activity, based on age, ancestry, citizenship, creed (religion), colour, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, record of offences, sex, sexual orientation or any other personal characteristics by or within the organization."

Moved by Jessica Carfagnini and seconded by Troy Jackson. Carried.

- 7) Executive Director's Report – Maura reported.

- a) Finishing Touches and Open House:

Millwork has been ordered to complete the kitchen, auditorium bar and other areas requiring cupboards. Salah Bachir, Matthew Cutler and Maura shopped for lounge furniture and appliances. Everything should be in place by the May 19 Open House.

- b) Hiring:

The 519 is pleased to announce that we have hired Matthew Cutler in the position of Manager, Resource Development and Communications. Matthew has been working as the Resource Development, Coordinator for the past nine months and. He started today and we will fill his old position in the next couple of weeks.

- c) Café Update:

We have been meeting with the consultants and redrafting the enhanced/next version of business plan. fsStrategy has completed their review there summary finding stated that:

A competently run, efficiently managed and properly marketed Café should “easily exceed revenues required to meet the Café’s objectives of being fiscally responsible/breaking even.”

The Board discussed the risks associated to opening a Café without funding and while there are inherent risks associated with operating this sort of social enterprise business the board full endorses the proposal as presented by the Executive Director and expressly directed the ED to finalize the hiring of the new Chef in time for Pride.

Points of clarification discussed included:

- The chef will be manage the Café and food services budget
- All food program purchasing and supervision of cook will be centralized under the Chef. Food program funds will continue to be used to offset the costs of the food programs those budget amounts will be aligned under the chef.
- ODSP recipients do not have a similar program to Ontario Works, so until they do, or until our café is financially stable, opportunities for ODSP recipients who want to participate in the social enterprise component of the business will be limited
- fsStrategy clearly indicated that catering is a major opportunity at the Centre and we have shifted the business plan to reflect this. All groups booking space at the 519 will be able to use our catering services and in an effort to ensure the success of the business only in exceptional circumstances will be permitted to use external vendors.
- Regularly scheduled groups accustomed to making their own coffee and snacks will be offered catering options. Our communications on this will explain the benefits and the importance of supporting the social enterprise. We expect this to be a good option for groups as the food will be tasty and affordable.

Motion: To approve the modified business plan characterized by opening from 7 AM to 8 PM through the week and offering more variety of food. Moved by Jessica Carfagnini and seconded by Pascal Dessureault. Carried.

Motion: To approve Maura hiring the recruiting firm so that a chef can be in place as soon as possible. Moved by Lyle Kersey and seconded by Rudy Ticzon. Carried.

8) Chair and Executive Committee Report:

Derrick and Jody clarified Board Member responsibilities

a) Attendance:

- Punctuality, attendance and committee participation are all important aspects of being a Board Member. Note that, according to our constitution, if you miss 3 meetings you are removed from the board.
- You can attend by phone if you are out of town for work, but it does not count for attendance by the City of Toronto standards that govern The 519. There is very little engagement possible with Skype, conferencing or speaker phone technologies. We will allow it for now, but please do your best to attend board meetings in person.

b) Committee Reporting:

- Committees will be asked to submit reports ie: an amended agenda and notes so that the Board can be fully informed about committee activities. Draft proposed motions at committee meetings should also be forwarded in advance of the board meeting. Logistically these reports should be sent to Jody and Helen in advance of the board meeting so they can be included in the Board package. Minutes or Reports will be filed at The 519 and distributed with the next Board package.
- Jody will send a template for committee reports to the Board.
- The Board has to be informed when there are community members on committees.
- These measures will help the Board and future Boards have a better understanding of committee discussions and recommendations.

c) Confidential HR items:

- The HR Committee is delegated specifically to advise management on HR issues, but the whole board is not, so items would be brought to the full board only if there is a legal matter and will be managed in accordance with the City of Toronto's Open and Closed meeting provisions.

9) Human Resources Policy Committee – Lyle Reported

a) Staff update:

At this time there is no news on the negotiations with CUPE 2998 and 2998-12. The opening of the Café will substantially increase our staffing complement once we are generating adequate revenue to hire additional staff.

b) Violence in the workplace:

Bill 168 is being amended and all businesses need to be in compliance by July 2010. We are almost fully in compliance with this legislation. We already have policies and procedures in place for Crisis Intervention and Service Restrictions. The Centre also has an organizational committee that:

- reviews and ensures the effective, useful implementation of the Crisis Intervention policy.
- Reviews referred emergency/incident reports to recommend intervention and follow-up strategies /approaches
- Tracks incidents to monitor frequency, emerging issues and recommend training/intervention strategies to effectively manage difficult/disruptive behaviours
- Evaluates reports to ensure that they are meeting documentation standards and recommend follow-up if necessary

- Tracks follow-up and recommend policy and intervention strategies to ensure we are utilizing a best practice approach to dealing with difficult/challenging behaviours examines incidents

The Board is satisfied that the Centre has a plan in place to meet the standards associated with the new bill.

c) Director of Programs and Community Services:

Janet Rowe's title has been Program Manager. In recognition of the complexity of her position, and changes to our organizational structure with the creation of new front-line supervisors, the Committee is recommending that her job title is changed to Director of Programs and Community Services to more accurately reflect her duties. This is taking place in conjunction with the creation of job profiles with the City of Toronto Compensation Division.

10) Finance Committee – Pascal reported

For year ending December 31 – We have a \$19,000 surplus (in part because our deficit is treated as a receivable from the City of Toronto). We did very well financially due to increased fundraising and a decrease in expenses. We will have the audit to approve at our next meeting, so this document is for information today and does not need to be adopted.

Report for two months ending Feb. 28, 2010 – Core expenses are not reflected yet because some beginning of year invoices have not yet been received. The resignation of Manager Resource Development and Communications resulted in some savings.

11) Strategic and Program Planning Committee – Derrick Reported

a) Statement on Accessible Community Centre

The Strategic Planning committee presented the draft Statement of Accessible Community Centre that is the proposed overarching policy to guide the Centre in meeting the requirements under the **Accessibility for Ontarians with Disabilities Act, 2005**. All staff and volunteers must be trained on how to provide barrier free services for people with disabilities.

The Centre already has progressive policies and practices in place to improve access and reduce barriers and we are finalizing other procedural information to assist staff in providing services. This is the lens throughout which we have to look at everything we do. For example – We will be developing Braille signage and installing button operators on doors. We have an application with a funder with the hope that we can install these features. This statement covers the first phase of compliance with the Act.

This statement is a first step. There will be an appendix to the statement. As well, our communications department will distill this into a more concise public statement and all staff and volunteers will receive training to ensure we meet our obligations under the Act.

Motion: That the Board adopt the Statement on Accessible Community Centre as presented. Moved by Lee Schofield and seconded by Lyle Keersey. Carried.

b) Board retreat

- We talked about this last year, but we had events such as the Suzanne Gibson fundraising sessions and networking meetings, which were additional Board activities
- We are coming up to Pride, and have an Open House coming up in May, doing a retreat at this point may be difficult. We are therefore proposing that at the next Board meeting we have a social at the end of the meeting. Part of the goal of a retreat is to get to know each other better. We would therefore have a short meeting in April and go out afterwards.
- We recommend that a retreat take place shortly after the AGM in the fall. We would have the date and agenda for the retreat set before the AGM so that it can happen right away.
- The Board agreed that the April board meeting will be followed by a social event in the village.

12) Advocacy Committee:

- This committee did not meet. At the end of tonight's meeting we will set a date.
- Janet will forward the original 519 position paper on sex trade workers to the Board for discussion regarding a current need for advocacy.

13) Resource Development and Communications Committee – Natasha reported:

- a) Membership Drive: The Membership Committee will be meeting with local businesses to develop formal partnerships – discounts, gifts-in-kind and other contributions for members of The 519 and our programs.
- b) Community Relations Sub Committee: This group will develop membership incentives and engagement. For example, when a person joins, they will receive a welcome membership package. We will also develop donor levels to clearly define recognition levels.
- c) Art Acquisition and Display Sub Committee: We will recruit experts in art, for example, Salah Bachir. We will develop terms of reference regarding how to decide which art to accept and how to display it. We are looking at other organizations' art policies.
- d) Pride:

Natasha is meeting with Mathieu Chantelois and Ian Abinacle regarding Starry Night, our feature event (Friday July 2) on Pride Weekend. Please forward your guest lists (names and contact information) to Matthew Cutler, so that your guests will receive an invitation that will bring them to the front of the line for Starry Night.

e) Mosaic:

- Anna Camilleri and Tristan R. Whiston of Red Dress Productions, the two artists in residence, visited the Board meeting and presented the mosaic design.
- Janet reported on the consultations: 150 people participated in three major and several program related consultations. 120 of these people want their names listed on the plaque. Some Board Members were present at the consultations and expressed enthusiasm for the process and the project.
- At the consultations, a slide show explained the process of creating mosaic along with the importance of community engagement in the creation of public art.
- Participants in previous projects by Anna and Tristan are from 5 years – 90 years old. This will be the case for The 519 Mosaic as well.
- People had the opportunity to share their stories and their vision of what they want to see in the mosaic. Diversity and inclusion, advocacy, welcome, and experiencing joy in relation to the artwork are all very clear themes.
- The community was asked about location. 98% thought the long red brick wall on the south side of the building would be the best location.
- Presentation of the design – the finished mosaic will be 5 feet tall and 27 feet long – a beautiful and inspiring design viewed to applause.

14) Correspondence - none

15) Emerging Issues – none

16) Other business

a) Appointment of a volunteer to fill the Board vacancy:

The two volunteers interested in filling the position were given the opportunity to speak:

Enrico Mandarino – Enrico joined the Board last year to fill a vacancy. He was involved in the fundraising, gala and advocacy committees. He was unable to attend the AGM and was not elected. Enrico has been a member for a long time and was previously involved in ACT and other ASO's. As he is now employed in the pharmaceutical industry, he can no longer do AIDS work, and so began to volunteer at The 519.

Shaleena Theophilus – Shaleena moved to Toronto in October 2008 as she was seconded here. She has worked for the Canadian AIDS Society and has 15 years of experience in AIDS organizations. In her current employment, she funds community groups regarding HIV AIDS. She studied psychology and social work and is involved on boards regarding youth and

women's issues. She restructured the pride board in Ottawa at a time when Ottawa Pride was experiencing difficulties. She has always been interested in community work and looked around when she arrived in Toronto. She feels The 519 is the right place for her to place her volunteer efforts.

Q & A

What is your current status / immediate future?

Enrico is still in pharmaceutical industry sales and marketing

Shaleena is definitely staying in Toronto after her secondment ends

Do the candidates have particular interests in Board Committees?

Enrico – advocacy, fundraising and development

Shaleena – finance and fundraising

Candidates were provided an opportunity to ask the Board questions:

Enrico had no questions. Shaleena asked how the transition to a Board working more through subcommittees took place.

Answer: Maura led this process and we saw that it was more efficient to report on committee work rather than go into a lot of detail at the Board meeting. The Board is more transparent and accountable. This is a policy based board. Staff draft proposals and policies and the Board discusses, amends and approves as appropriate.

b. In Camera Session – Voting on the appointment of a new Board Member

Motion: That the Board go to an in camera session to vote on the appointment of a Board Member to fill a vacancy. Moved by Lee Schofield and seconded by Pascal Dessureault. Carried.

After discussion and a review of the Board's priorities and skill requirements at this time, the vote was conducted.

Motion: That the in camera session be ended. Moved by Troy Jackson and seconded by Pascal Dessureault. Carried.

Motion: That Shaleena Theophilus be appointed to fill the vacancy created when Jake Schonfeld resigned. Moved by Rudy Ticzon and seconded by Troy Jackson. Carried.

17) Adjournment:

Motion: To adjourn the meeting. Moved by Pascal Dessureault and seconded by Rudy Ticzon. Carried.

Next Meeting is Monday, April 26, 2010 at 6:30 PM.