



# **BOARD OF MANAGEMENT of The 519 Church Street Community Centre MEETING MINUTES**

**for the meeting held on February 27, 2012  
2011-2012 Meeting # 5**

## **Meeting Attendance**

### **Board Members and Staff**

Scott Bomhof, Margo Foster, Julia Lo, Don Middleton, Andre Papadimitriou, Anthony Partipilo, Rudy Ticzon, Michael von Teichman, Jeff Zoeller. (Regrets: Pascal Dessureault, Tyler Fleming)

Maura Lawless (Executive Director), Matthew Cutler, Rick McCarty, Helen Rykens

### **Visitors and Guests**

No visitors

## **Meeting Minutes**

### **1. Welcome**

Rudy, the Vice Chair, opened the meeting at 6:35 PM.

### **2. Approval of agenda**

**MOVED BY** Anthony Partipilo  
**SECONDED BY** Don Middleton  
**THAT** the Agenda be adopted.  
**CARRIED**

### **3. Approval of minutes**

**MOVED BY** Julia Lo  
**SECONDED BY** Margo Foster  
**THAT** the minutes of the meeting held January 30, 2012 be approved as circulated.  
**CARRIED**

### **4. Declaration of conflicts of interest**

None were declared.

## 5. Agency Business

The TD Friends of the Environment Foundation (TD FEF) is a national organization, formed by TD Bank Financial Group, with a grassroots focus that funds local projects dedicated to preserving the environment.

Green Space Community Initiative - To assist in providing environmental programming and education in Cawthra Square Park through our summer programs, camps and family resource centre.

Proposed request \$4,500

**MOVED BY** Don Middleton

**SECONDED BY** Anthony Partipilo

**THAT** the TD Friends of the Environment Foundation grant application for \$4,500 for the Green Space on Church Community Initiative be approved.

**CARRIED**

### **Government of Ontario: Ontario's Community Builders (MCI)**

The program gives priority to initiatives that reduce barriers preventing newcomers and members of culturally-diverse communities from participating in society and contributing to their full potential.

Community Engagement – To assist in providing volunteer development support including training opportunities to engage newcomers in volunteerism and to celebrate the role of newcomers in engagement activities at The 519.

Proposed Request: up to \$10,000

**MOVED BY** Jeff Zoeller

**SECONDED BY** Andre Papadimitriou

**THAT** the Government of Ontario: Ontario Community Builders grant application for up to \$10,000 for Community Engagement Initiatives be approved.

**CARRIED**

Green Shield Canada Foundation:

Fundamental to our uniqueness is our philosophy of striving to make health care accessible to all Canadians. As a result, our Community Giving Program supports the health and wellness of Canadian communities. We contribute funds to support work in the area of health and wellness, health education and social services. So we give priority to programs that enable access to health and social services for the most vulnerable members of our communities.

Community Services – To support ongoing drop-in and food-based programming with marginalized communities. This may support Older LGBT work or newcomer work, consultations with the funder are ongoing.

Proposed request: Up to \$50,000

**MOVED BY** Anthony Partipilo

**SECONDED BY** Margo Foster

**THAT** the Green Shield Canada Foundation grant application for \$50,000 for ongoing drop in food based programming be approved.

**CARRIED**

The Bell Let's Talk Community Fund is part of the Bell Mental Health Initiative, a \$50 million multi-year national program in support of mental health. Through the Community Fund, Bell will provide grants of \$5,000 to \$50,000 to organizations, hospitals and agencies focused on improving access to mental health care and making a positive impact in their communities from coast-to-coast-to-coast. Preference will be given to capacity building projects aimed at creating or expanding programs that provide front-line support and/or reduce the stigma for those impacted by mental health issues.

Counselling Program – To support the expanded clinical support and development of brief service and group therapy models.

**MOVED BY** Jeff Zoeller

**SECONDED BY** Don Middleton

**THAT** the Bell Canada Let's Talk Community Fund grant application for up to \$50,000 for the Counselling Program be approved.

**CARRIED**

A question was raised regarding older friends who have lost partners and who become depressed due to grief. Widows may feel left out of their old social group. Maura replied that our Healthy Communities fund application is about reducing social isolation and improving mental health for Older LGBT people. Bereavement is certainly part of that. We will be piloting group support models with the Bell funding.

## **6. Executive Committee Report**

Rudy reported on Pascal's email re Fundraising events

Pascal circulated an email to the board regarding his meeting with Salah Bachir and plans for a Gala Fundraising event in June. In addition they discussed other events this year, such as Starry Night and a new event at Halloween. We will be revising the sponsorship proposal to include the three events.

The Board discussed the importance of the Honorary Patron and the role of the Resource Development Committee. The Board is responsible to set broad targets for fundraising and approve the strategies to achieve those targets. The Honorary Patron and/or subcommittees organize particular events.

To date Galas that Salah has been the Chair of, have been very successful and we look forward to continuing to work with him in this capacity. He has the ability to book major talent and sell tickets. We are continuing to look at ways to improve the administrative overlap and have also set aside funds to hire an external event specialist for this event.

The Resource Development Committee members and the Board need to continue to organize events and support Starry Night, Centrepiece dinners and the various other

events including Halloween.

Julia reported on the Pan Am Games/World Pride ad hoc meeting. Pascal, Don, Julia and Maura met to discuss the possibilities. At this point the Board is looking at what activities we would like to engage in and what level of resources we would put towards these international events.

## 7. Executive Director's Report

Maura tabled the City of Toronto Whistleblower Protection Policy. It does apply to all staff at The 519. The Board normally reviews City Policies that are applicable, and either receives or adopts the policy. From time to time, City Policies are adapted to the specifics of The 519.

**MOVED BY** Scott Bomhof

**SECONDED BY** Jeff Zoeller

**THAT** the Board adopt the City of Toronto Whistleblower Protection Policy in its entirety both in intent and application.

**CARRIED**

Maura noted that the policy will be distributed to all staff and saved in the policy file on our server.

## 8. Human Resources Committee Report

The Human Resources Policy Committee had no report.

## 9. Finance Committee Report

Rick McCarty reported in the absence of the Finance Committee Chair

January and February updates will be delayed to the end of March due to year end and audit activities. The change to the payroll procedure is still in process. The audit by Grant Thornton was completed last week and it went well. The Finance Committee will meet in the 3<sup>rd</sup> week of March to review year end and year-to-date reports.

Payroll and Human Resources systems will be together on ACCPAC. The new integrated system will reduce duplication of paperwork, increase efficiencies and automate payroll processes entirely.

A question was raised about separation of duties regarding payroll data entry and sending payroll once it is all on site. Maura noted that there is a separation of duties currently between two people and that will remain in place until it is increased to three in the near future.

A question was raised about Director's liability. Maura noted that this is covered by the City of Toronto as per the Relationship Framework.

## **10. Strategic and Program Planning**

Rudy reported that a meeting is scheduled shortly

## **11. Resource Development Committee**

A meeting is scheduled for this coming Thursday.

## **12. Green Space on Church**

Margo reported that she is meeting with Ian, Mathieu, Matt and Maura on Tuesday at 5 PM.

## **13. Correspondence**

A letter was received from the City Clerk's Office confirming that City Council has appointed Board members elected in September to The 519's Board of Management.

## **14. Departmental Year End Reports**

Maura reported that the year end reports from the Managers were included in the package and Board members are welcome to ask questions about the reports.

Maura has changed the meeting structure for the management team in order to better coordinate yearly priorities and cross departmental activities. Maura will meet with:

- Directors (Matthew, Eric and Janet) at the beginning of the year to outline major organizational priorities.
- Extended manager's (Directors plus Rick and Helen) every 2 months.
- Operational supervisors – every month
- A Centre-wide management meeting will take place semi-annually.

Board members reviewed the year end reports.

Program report – this includes all programs except for Fabarnak.

Public Access and Facility Services – question re: refurbishing the elevator

- Helen explained that this is in the Capital Projects budget with Asset Preservation at the City of Toronto. We have ongoing challenges regarding the City's responsibilities.
- In terms of ongoing reliability problems, we were able to get the City to conduct an audit of the service contract (with their elevator contractor) and it was discovered that the contractor was not doing a complete monthly check. Since that time, the elevator has been more reliable
- We have also signed a service contract for HVAC system maintenance.

Resource Development and Communications

- Matt explained that the surplus in our budgets is fundraising dollars that we use to cover program deficits. When people make an undesignated donation, we can use it for the program that needs it.

Food Services

- No questions at this time.

Finance Report

- Rick will be doing his report later in the year due to year end and the transition of the payroll system.

A question was raised about the complaint regarding the AIDS Memorial. Maura replied that the committee has to be set up and hold their first meeting.

**15. Executive Director's Year End Report**

**MOVED BY** Anthony Partipilo

**SECONDED BY** Andre Papadimitriou

**THAT** the meeting go in camera to discuss the Executive Director's confidential year end report.

**CARRIED**

**MOVED BY** Michael von Teichman

**SECONDED BY** Don Middleton

**THAT** the Executive Director's Year End Report be accepted with amendments as identified.

**CARRIED**

**MOVED BY** Anthony Partipilo

**SECONDED BY** Margo Foster

**THAT** the in camera session of the meeting be ended.

**CARRIED**

**17. Emerging Issues**

A question was raised regarding signage for Fabarnak. Maura indicated that there was no update at this time.

**18. Adjournment**

**MOVED BY** Michael von Teichman

**SECONDED BY** Margo Foster

**THAT** the meeting be adjourned

**CARRIED**

**19. Next Board Meeting**

**The next meeting will take place on Monday, February 27, 2012 at 6:30 PM**