



Minutes: Board of Management, Meeting 8 (2016-2017)

Monday May 29, 2017 6:30 PM

The 519, Room 204

Board

Chair	David Morris	Paul Jonathan Saguil	Biko Beuttah
Vice Chair	Gwen Benaway	Linda Booker	Justin Khan
Treasurer	Tom Lewis	Nichola Ward	Paul Noble (regrets)
Secretary	Alwin Kong	Patrick Gervais	
Ex-Officio	Councillor, Kristyn Wong-Tam (absent)		

The 519

Executive Director	Maura Lawless
Programs and Community Services, A/Senior Director	Becky McFarlane
Organizational Services, Director	Stacia Kean
Programs and Community Services A/Director	Lisa Gore Duplessis
Senior Consultant, Knowledge Management	Monica Notaro (regrets)

Item	Minutes
1	<p>Welcome</p> <p>David opened the meeting at 6:30 pm and welcomed everyone.</p>
2	<p>Approve Agenda</p> <p>David asked the Board to review and receive the Agenda for the Board Meeting of Monday May 29, 2017.</p> <p>Motion</p> <p>Moved by Alwin Kong Seconded by Justin Khan That the Board review and receive the Agenda for the Board Meeting of Monday May 29, 2017. Decision carried</p>
3	<p>Approve Meeting Minutes</p> <p>David asked the Board to review and approve the meeting Minutes of Monday April 24, 2017.</p> <p>Motion</p> <p>Moved by Paul Saguil Seconded by Linda Booker That the Board review and approve the Meeting Minutes of Monday April 24, 2017 Decision carried</p>

<p>4</p>	<p>Declaration of Conflict of Interest(s)</p> <p>David confirmed no conflict of interest declared.</p>
<p>5</p>	<p>Chair Report /Executive Committee</p> <p>David reviewed:</p> <ul style="list-style-type: none"> • Pride Toronto funding update DM thanked the staff for their support in the Council decision to continue funding Pride Toronto. • Canada Post event DM noted that the event was successful. • Anti-Racism and Equity Training First of several conversations for the Board and staff regarding Anti-Racism and Equity Training.
<p>Agency Business</p>	
<p>6</p>	<p>Executive Director Report</p> <p>Maura provided the updated Green Space / Pride Event Calendar</p> <p>Maura reviewed the United Way (UW) Report and Recommendation from the Special Joint Board Committee Meeting of May 11, 2017:</p> <p>Background</p> <p>The 519 has been a United Way Membership Agency for over a decade. As a member agency we have received program funding and supported various aspects of the United Way profile and fundraising efforts through tours, speaker series and annual agency fundraising campaigns.</p> <p>In 2015/6, the United Way underwent a process to establish a new Strategic Plan including redefining their funding streams to better align with their new plan called <i>Change Starts Here</i>. The new plan identifies three principle priorities for having greater community impact are:</p> <ul style="list-style-type: none"> • Support a strong responsive community services sector (CSS) • Build strong neighbourhoods (BSN) • Create youth success (YSS) <p>Three funding streams were created to support the success of their Community Services Sector Strategy including Anchor, Program, and Project funding.</p>

In 2017, the United Way funding represents 4% of the overall 2017 Operating Budget revenues. This funding is currently used to pay for partial costs of the following programs:

The 519 - United Way Program Funding Allocations	UW % Contribution on Program Revenue	The 519's % Contribution from Donations	UW % Contribution on Total Program Revenue
Child and Family Programs	22%	33%	14%
Education, Training and Trans Youth Mentorship	28%	16%	23%
Community Engagement/Drop-ins	12%	32%	8%
Refugees Services	37%	56%	17%
Counselling and Support Services	28%	50%	14%

Partnership Expectations/Fundraising Restrictions

As a United Way Member Agency there have always been established fundraising restrictions - Partnership Expectation/ Fundraising Restrictions. As part of the decision to apply for Anchor status (under the new funding streams), this information was provided to the Board in 2016.

As part of the decision to apply for Anchor Agency status 519 staff met with the United Way to discuss these restrictions in more detail and in particular related to the defined difference between corporate sponsorship and philanthropic giving. The United Way agreed to consider this differential including considering strategies to grand-parent agencies currently receiving funding from corporations.

After a number of Strategic Program Planning committee meetings and staff reports based on the new funding streams, at the June 20, 2016 Board meeting, The 519 received approval from the Board to proceed and apply for the Anchor Agency funding stream for \$840,000.

Anchor Agency Application Results

It was agreed that staff would provide a report and recommendations on the results of the Anchor Funding Application and the new Partnership Expectations at the time we received the results from the application process.

On February 22, 2017, The 519 was informed that we had been approved as an Anchor Agency (CSS) and would additionally receive Youth Success Strategy (YSS) Funding in the following amounts:



Minutes: Board of Management, Meeting 8 (2016-2017)

Monday May 29, 2017 6:30 PM

The 519, Room 204

Anchor Agency	\$194,318 (5 Year)
Youth Success Strategy (YSS)	\$60,000 (3 Year)

Total UW funding allocation \$254,318

This is a 70% increase from current base Membership funding when factoring in the YSS funding. There were a number of outstanding questions related to the Partnership Expectations and Maura Lawless met with the CEO and senior staff of the United Way on March 30, 2017 with a small selected group of Executive Directors from agencies that have significant corporate support to discuss the implications of the Partnership Expectations – details including staff recommendation are contained in staff report.

On May 11, 2017, the Board held a Special joint session of the Fundraising, Philanthropy, Finance and Strategic Program Planning Committees. At this meeting Maura Lawless presented the staff report on the results of the meetings and recommendation to proceed with Anchor Agency negotiations.

The joint committees discussed the item in detail and requested that Maura Lawless prepare a Board Motion to cover the items that were discussed at the meeting. The following is the motion coming forward from the special joint session:

Motion

Moved by Patrick Gervais

Seconded by Gwen Benaway

THAT the Board of Management of The 519 approves the Executive Director to enter into final negotiations with the United Way, subject to satisfactory agreement based on the following conditions to become an Anchor Agency:

- **That** the Executive Director through the Philanthropy, Fundraising and Communications committee reports out annually on the amount of time and staff resources that are being used to meet the Anchor Agency obligations including attending various sector meetings, hosting agency tours, completing reporting requirements, etc.;
- **That** the Philanthropy, Fundraising and Communications committee in establishing the new 2018-2022 Strategic Philanthropy Plan examines the long-term implications of the United Way's Fundraising Restrictions and reports out to the Board annually on the impact and cost benefit analysis of the Anchor Agency status including examining the staff time and resources;
- **That** the Philanthropy, Fundraising and Communications committee in establishing the 2018-2022 Strategic Philanthropy Plan identifies how The 519 may replace the Anchor Agency funding should the restrictions negatively impact The 519's long-



Minutes: Board of Management, Meeting 8 (2016-2017)

Monday May 29, 2017 6:30 PM

The 519, Room 204

	<p>term philanthropy objectives;</p> <ul style="list-style-type: none"> • That the United Way agrees to recognize that The 519’s Annual Gala is classified as a third party fundraising event and will be permissible under the agreement; • That The 519 will continue to advocate with the United Way on important community issues and priorities to advance the overall mandate of The 519; and • That the 519 will not be penalized by the United Way in the circumstance the Board determines that it is in the best interests of The 519 to discontinue its Anchor Agency Status. <p>Decision carried</p>
7	<p>Agency Business</p> <p>No report</p>
Committee Business	
8	<p>Strategic and Program Planning (SPP) Committee Update Becky</p> <p>No report</p>
9	<p>Fundraising, Philanthropy, Communications (FPC) Committee Update</p> <p>Maura Lawless reviewed:</p> <ul style="list-style-type: none"> • Green Space / 2017 Pride Planning Update • Pride Calendar Event Review <p>Two community meetings in June to update the neighbors and BIA on Green Space plans for both Barbara Hall and 202 Jarvis. Met with Toronto Police and Transportation Services to plan for line management on Starry Night. Spoke to events coming for Pride Month. Starry Night invitations will be sent out this week, the event will be held at the Bicycle Club on Jarvis.</p> <p>ML encouraged Board presence at Pride Month events – highlighted Senior Pride Network Event, Human Rights Panels, Orlando Vigil (spoke to developing a piece of artwork to commemorate this piece), Refugee Pride (closed event, however Board members are encouraged and welcome to attend), Pride Shabbat, Nuit Rose, AIDS Candlelit Vigil, Starry Night and Green Space events.</p>
10	<p>Human Resources and Governance Committee</p>

	No report
11	<p>Finance Committee Report</p> <p>Tom reviewed the minutes of the May 16 committee meeting.</p> <p>Q1 Financial Report</p> <p>Stacia Kean and Maura Lawless presented Q1 Financial Report.</p> <p>The Committee requested additional information to the narrative report regarding the Q1 Operating Surplus and detail regarding deferred revenue and expenses from 2016 for the Recreation Centre.</p> <p>2017 Revised Operating Budget</p> <p>The Revised Operating budget was presented by staff in-camera due to personnel matters.</p> <p>Motion 1</p> <p>Moved by Paul Saguil Seconded by Gwen Benaway That the Board enter in camera to review the Revised 2017 Operating Budget Decision carried</p> <p>Motion 2</p> <p>Moved by Tom Lewis Seconded by Alwin Kong That the Board exit in-camera portion of the item. Decision carried</p> <p>Motion 3</p> <p>Moved by Tom Lewis Seconded by Gwen Benaway That the Board to approve the Revised 2017 Operating Budget as presented by staff. Decision carried</p> <p>2017 Core Budget Submission Timelines</p> <p>The 519 is required to submit the 2017 Base Budget to the City on June 12, 2017 and</p>

	<p>is requesting authority from the Committee and the Board to submit the base budget on this date. The 519 is required to submit the 2017 Budget Reduction/Enhancement Business Cases by August 2nd. The Finance Committee will meet in mid to late June to review the business cases and is seeking delegated authority from the Board to approve these on behalf of the Board of Management as the Board is not meeting before this date.</p> <p>Motion 4</p> <p>Moved by Justin Khan Seconded by Alwin Kong That the Board delegate authority to Finance Committee to review and approve the City of Toronto Core budget submission in line with the City of Toronto’s timelines and then present information to the Board for approval at the August Board meeting. Decision carried</p> <p>2017 Green Space Update (Finance Committee meeting)</p> <p>In order to provide better flexibility in cash flow management for expenses related to the Green Space event, The 519 requested to increase their line of credit from \$350K to \$400K and Mastercard Credit Limit from \$25K to \$100K. After discussion, the Committee decided to increase the line of credit however not the credit card limit in order to mitigate risk.</p> <p>This item was not brought forward by staff. SK will review the item again internally to determine whether or not a specific motion should come to the Board for approval at the June Board meeting.</p> <p>Note - Stacia Kean will invite BMO to an upcoming Finance Committee to review investment strategy.</p>
<p>12</p>	<p>Other Business / Emerging Issues</p>
<p>13</p>	<p>Adjournment</p> <p>David adjourned the meeting at 7:30pm.</p> <p>Motion</p> <p>Moved by Nichola Ward Seconded by Gwen Benaway That the Board adjourn the meeting Decision carried</p>



Minutes: Board of Management, Meeting 8 (2016-2017)

Monday May 29, 2017 6:30 PM

The 519, Room 204

Item	Attached Documents
2	<ul style="list-style-type: none">• Agenda: Monday May 29, 2017
3	<ul style="list-style-type: none">• Minutes: Monday April 24, 2017
6	<ul style="list-style-type: none">• United Way Anchor Application Report
9	<ul style="list-style-type: none">• Green Space / Pride Event Calendar for June 2017
11	<ul style="list-style-type: none">• 2016 Quarterly (Q1) Financial Variance Report• 2017 Revised Operating Budget Recommendation

***yellow highlight indicates in camera session**