



## Minutes: Board of Management, Meeting 2 (2017-2018)

Monday November 27, 2017 6:30 PM

The 519, Room 204

### Board Members

<b>Board Chair:</b> David Morris	Paul Jonathan Saguil	Paul Noble
<b>Vice Chair:</b> Gwen Benaway (regrets)	Linda Booker	Justin Khan (regrets)
<b>Secretary:</b> Pam Hrick (regrets)	Nichola Ward	Biko Beauttah
<b>Treasurer:</b> Tom Warner	Patrick Gervais	
<b>Ex-Officio:</b> Councillor, Kristyn Wong-Tam (absent)		

### The 519

<b>Executive Director</b>	Maura Lawless
<b>Programs and Community Services, Senior Director</b>	Becky McFarlane
<b>Philanthropy, Director</b>	Stacy Kelly

Item	Minutes
<b>1</b>	<p><b>Welcome and Introductions</b> David opened the meeting at 6:30 pm and welcomed everyone.</p>
<b>2</b>	<p><b>Approve Agenda</b> David asked the Board to review and amend agenda for the Board Meeting of Monday, November 27, 2017:</p> <ul style="list-style-type: none"> <li>• Move item 7.2 to the end of the Agenda after Other Business (Item 14)</li> </ul> <p><b>Motion:</b> to Approve the Agenda with amendments for the Board Meeting of Monday November 27, 2017</p> <p><b>Moved by: Paul Jonathan Saguil</b> <b>Seconded by: Nicki Ward</b> <b>That</b> the Board agreed to approve agenda for the Board Meeting of Monday, November 27, 2017.</p> <p><b>Decision:</b> carried</p>
<b>3</b>	<p><b>Approve Meeting Minutes</b></p> <p>David requested the Board to review and approve the meeting Minutes of Monday October 30, 2017.</p> <p>Motion to amend and approve the meeting minutes of Monday October 30, 2017 based on the understanding that Board members welcome to abstain on motions approving Board minutes for meetings they are absent from. Therefore the minutes should be reflected to include the following abstaining votes.</p> <p><b>Moved by: Tom Warner</b> <b>Seconded by: Paul Noble</b> <b>Abstaining: Gwen Benaway, Paul Jonathan Saguil, Tom Warner, Pam Hrick, Linda Booker</b> <b>That</b> the Board review and approve the meeting minutes of Monday September 18, 2017 <b>Decision</b> carried</p>



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<b>4</b>	<b>Declaration of Conflict of Interest(s)</b>		
	David confirmed no conflict of interest declared.		
<b>5</b>	<b>Chair Report /Executive Committee</b>		
	David shared the amended 2017-2018 Board Meeting Schedule		
	<b>Wednesday:</b> Internal Agenda Submissions	<b>Tuesday:</b> Distribute Board Package	<b>Board Meeting Schedule:</b> Dinner: 6:00pm - Start Time 6:30 PM
	<b>Wednesday October 19, 2016 – New Board Member Orientation – The 519</b>		
	October 18, 2017	<i>October 24, 2017</i>	October 30, 2017
	November 15, 2017	November 21, 2017	November 27, 2017
	<b>Board Retreat – December 16<sup>th</sup>, 2017 (The 519 – Information Meeting /Not Public Meeting - no formal business is being advanced)</b>		
	November 29, 2017	December 5, 2017	December 11, 2017
	January 17, 2018	January 23, 2018	January 29, 2018
	February 14, 2018	February 20, 2018	February 26, 2018
	March 14, 2018	March 20, 2018	March 26, 2018
	April 18, 2018	April 24, 2018	April 30, 2018
	May 16, 2018	May 22, 2018	May 28, 2018
	April 30, 2018	June 5, 2018	June 11, 2018
	<b>July Break</b>		
	August 15, 2018	August 21, 2018	August 27, 2018
	September 12, 2018	September 18, 2018	September 24, 2018
	<b>*Thursday September 27, 2018– Annual General Meeting</b>		
	October 17, 2018	October 23, 2018	October 29, 2018
	November 14, 2018	November 20, 2018	November 26, 2018

December 5, 2018		December 11, 2018		December 17, 2018	
<b>5.1: Board Committee Appointments</b>					
<b>The 519 – 2017-2018 Board Committee List</b>					
Board Member	Finance Committee	Strategic Program Planning	Fundraising Philanthropy Committee	Human Resources and Governance Committee	Nominations Committee
David Morris		<b>*X</b>			<b>*X</b>
Gwen Benaway				<b>*X</b>	
Pam Hrick	X			X	
Tom Warner	<b>*X</b>	X			X
Paul Noble	X		X		
Linda Booker		X		X	
Biko Beuttah		X	X		X
Paul Saguil	X	<b>**X</b>			
Patrick Gervais	X		X		
Nichola Ward	X		X		
Justin Khan		X		X	
<b>External Committee Membership</b>					
Kris Ramachandran			X		
Marco Calabretta-Duval	X**				
Sandeep Dhesi	X				
Louis-Michel Taillefer			<b>*X</b>		
Ron Puccini			X		
Brent Artemchuck			X		
<p><b>* Chair</b>  <b>** Vice-Chair</b></p> <p><b>MOTION 5.1:</b> Approve Board Committee Appointments</p> <p>Davis asked the Board to review the Committee Appointments for 2017-2018. The following amendments were made to The 519 – 2017-2018 Board Committee List that was distributed in the Board package and have been changed above to reflect the amendments:</p> <ul style="list-style-type: none"> <li>• The Finance Committee appointed Marco Calabretta Duval as the Vice-Chair.</li> <li>• The Strategic Program Planning Committee appointed Paul Jonathan Saguil as the Vice-</li> </ul>					

	<p>Chair.</p> <ul style="list-style-type: none"> <li>Nicki Ward is returning to the Finance Committee.</li> <li>The Fundraising and Philanthropy Committee will elect a Vice-Chair at the next meeting.</li> </ul> <p><b>Moved by: Linda Booker</b>  <b>Seconded by: Patrick Gervais</b>  <b>That</b> Board Committee Appointments are approved  <b>Decision</b> carried</p>
<p><b>6</b></p>	<p><b>Executive Director Report</b>  Information Update: Missing Person’s Review  <b>Background</b>  In mid-November, The 519 was approached by two community members requesting information about whether or not The 519 had been notified about the body of a trans person found in the Rosedale Valley Ravine and if so why hadn’t we alerted the community.  <b>Current Information:</b>  At this time we can confirm that The 519 was notified by a community member that the body of a trans person was found in the Rosedale Valley ravine in August and the information had been shared with the police. At that time the staff reached out to the individual who reported the situation to us for more information and to offer the support of our counselling team. We are always very careful about how we share information publicly as we need to ensure that the information is accurate. There were attempts made to verify the information with the police.  <b>Review Underway:</b>  At this time the Executive Director is conducting a review of the circumstances to determine what occurred. This review includes examining all relevant documents, interviewing staff involved and other relevant informants. It is expected that the result of the review will inform The 519’s missing person’s practice that balances an individual’s right to privacy with the reality of the issues facing vulnerable members of the LGBTQ2S communities.  <b>Other Key Information:</b>  It is extremely important to improve the ways that the police share information with the community – particularly in situations that involve vulnerable and marginalized people. The 519 will also reach out to the police as part of the review process to discuss ways to improve sharing of relevant information.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>Nicki indicated that she had been approached by the community member that found the body and who had sent the email to The 519 in August and indicated that she wanted to be part of the review process.</li> <li>David reminded the Board that current investigation being conducted by the Executive Director was an operational review and under the purview of staff.</li> <li>Maura indicated that she would be producing a report coming out of her investigation/review and would be bringing that report back to the Board through the Strategic Program Planning Committee.</li> <li>Nicki reiterated her interest in participating in the review process and raised the systemic issues related to this circumstance including the need for early warning systems. Nicki also indicated she felt personally accountable to report back to the individual who found the body.</li> <li>David reminded the Board’s accountability is a collective responsibility. Strategic Program</li> </ul>

	<p>Planning Committee will receive the Executive Director investigation/review report, review findings and recommend policy/protocol changes to the Board for approval.</p>
<p><b>Agency Business</b></p>	
<p><b>7</b></p>	<p><b>Agency Business</b> 7.1 November 2017 Agency Business</p> <p><b>Ministry of Seniors Affairs</b> <b>Seniors Active Living Centres – Program Expansion</b> <b>Amount Permitted: \$42,700</b> <b>Proposal Request: \$42,700</b></p> <p><b>Context</b></p> <p>This is a call proposal to expand the current network of seniors’ centres and the programs they offer through an \$11.5 million investment over three years to support up to 40 new programs to expand upon and compliment the services offered through the provinces existing 263 Seniors Active Living Centres. This investment aligns with the government’s mandate, as outlined in the new Seniors Active Living Centres Act, 2017 (SALCA), to support seniors in remaining independent, active, healthy, and socially engaged.</p> <p><b>The Opportunity</b></p> <p>This funding will support existing programming facilitated through our Older LGBTQ Program, including our Monday Drop-in Program, our Friendly Phone Program, and our book clubs. It will also allow us to expand our programming to include another weekly program focusing on health and wellness for older adults in an LGBTQ inclusive environment (ex. yoga, mindfulness, and dance) that includes access to individualized support and referrals.</p> <p><b>MOTION 7.1:</b> Approve November 2017 Agency Business – Seniors Active Living Centres – Program Expansion <b>Moved by:</b> Paul Jonathan Saguil <b>Seconded by:</b> Pam Hrick That the November 2017 Agency Business – Seniors Active Living Centres – Program Expansion is approved. <b>Decision:</b> Carried</p> <p>The second item in Agency Business is for information purposes only as it relates to a Letter of Intent that has been submitted. Should we be selected to submit a full proposal the item will come back through SPP and to the Board for approval.</p> <p><b>Immigration, Refugees and Citizenship Canada</b> <b>Settlement Service Delivery Improvement Funding</b> <b>Amount Permitted: Undefined</b> <b>Proposal Request: Between \$250,000-\$300,000</b></p>

	<p><b>Context</b></p> <p>In order to expand IRCC’s ability to innovate in the settlement and integration sector, a new Call for Proposal has been released in an effort to engage new and existing partners in developing innovative approaches to better meet the needs of newcomer clients and better support the integration process. More specifically, this funding stream will focus on service delivery improvements that increase the efficiency and effectiveness of existing settlement services, informed by user-centred design principles and approaches.</p> <p>Although activities funded under this call for proposals may include direct service delivery, the overarching theme of projects are meant to be indirect, with a focus on building knowledge and capacity around new and existing service delivery models.</p> <p><b>The Opportunity</b></p> <p>This funding call presents an opportunity for The 519 to research, develop and implement tools that will assist the broader settlement sector to deliver culturally competent services to LGBTQ communities across Canada by leveraging both our success within our Education and Training department to develop and deliver resources and tools (including in-person training, peer facilitation models, toolkits, and online resources) and our success as a direct service delivery organization. This will include the development of a comprehensive and pan-Canadian series of tools and resources to be used by settlement organizations delivering services to LGBTQ clients as well as pilot-delivery and train-the-trainer components that ensure meaningful ground-level implementation and measurable cross-sector improvements.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• David indicated that when this opportunity was first presented to SPP he was concerned about the lack of direct delivery focus given the profound need within our settlement programs. He clarified for the Board that this funding opportunity does not support direct service delivery and is meant specifically for the purposes of innovating and testing new ideas and to build settlement sector capacity.</li> <li>• There was agreement that building capacity across the settlement sector to meet the needs of LGBTQ newcomers and refugees will decrease the pressure on The 519 who is currently the only service provider in the city who can adequately respond to need.</li> </ul>
<b>Committee Business</b>	
<p><b>8</b></p>	<p><b>Strategic and Program Planning (SPP) Committee Update</b> Strategic and Program Planning (SPP) Committee Update (10 min) <b>David reviewed the minutes from the last Strategic Program Planning meeting.</b></p> <p><b>New Agency Business Template</b> David reviewed the new Agency Business template that is meant to better present information related to new funding opportunities, including providing more specific budget context and alignment with organizational strategic objectives.</p> <p><b>Retreat Agenda</b> David reviewed the Board Retreat agenda and confirmed that the start time for day would be 10:00am.</p> <ul style="list-style-type: none"> <li>• There was discussion around whether it made sense to invite non-board members who sit</li> </ul>

	<p>on Board committees to all or part of the day as a way to better orient them to The 519's work. David indicated that they had already received an orientation but would put some thought to this question in the finalization of the agenda.</p>
<b>9</b>	<p><b>Fundraising, Philanthropy, Communications (FPC) Committee Update</b></p> <p>Patrick reviewed the November 21, 2017 Meeting Minutes</p> <p><b>Green Space Update</b> The committee is in talks with the University of Toronto about potential space for Treehouse. There has been some discussion around whether or not to hold Treehouse during the long weekend following the official Pride weekend which is June 21-24<sup>th</sup>.</p> <p><b>519 Gala</b> Patrick reported that the event was a success with a better than expected net outcome.</p> <p><b>Donor Appreciation Event</b> Patrick reviewed the event flow provided by staff, which included helpful speaking points. Eight Board members are confirmed to attend the event.</p> <p><b>Giving Tuesday</b> Our Donor Appreciation event is taking place on the same day as Giving Tuesday. We also have partnerships with Loblaws and Starbucks in support of The 519.</p>
<b>10</b>	<p><b>Human Resources and Governance Committee</b> No report</p>
<b>11</b>	<p><b>Finance Committee Update</b> Q3 YTD and Year End Projections</p> <p>Tom reviewed the Q3 YTD and Year End Projections with the Board. We are looking to finish the year in a slight surplus.</p> <ul style="list-style-type: none"> <li>Patrick inquired about the Program reserve and whether or not additional resources would be invested at year end. This would be up to the Board based on the advice from the auditor as part of the audit process and once final numbers are confirmed.</li> </ul> <p><b>MOTION:</b> Receive the Q3 YTD and YE projections Report <b>Moved by:</b> Paul Noble <b>Seconded by:</b> Patrick Gervais That the Board receive the Q3 YTD and YE projections Report <b>Decision:</b> Carried</p>
<b>12</b>	<p><b>Other Business / Emerging Issues</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>
<b>13</b>	<p><b>MOTION:</b> David requested the Board move into camera to discuss new urgent federal funding to support LGBTQ2S communities</p> <p><b>Moved by:</b> Paul Jonathan Saguil <b>Seconded by:</b> Paul Noble That the Board move into camera to discuss new urgent federal funding to support LGBTQ2S communities. Decision carried</p>

	<p><b>Motion:</b> To come out of camera  <b>Moved by:</b> Nicki Ward  <b>Seconded By:</b> Paul Noble</p> <p><b>MOTION:</b> Approve The 519 federal funding application to support LGBTQ2S communities as a result of the Federal Government apology.  <b>Moved by:</b> Paul Jonathan Saguil  <b>Seconded By:</b> Linda Booker</p>
<b>14</b>	<p><b>Adjournment</b></p> <p><b>David adjourned the meeting at 8:10pm.</b></p> <p><b>Motion</b></p> <p><b>Moved by Nicki Ward</b>  <b>Seconded by Biko Beuttah</b>  That the Board adjourn the meeting  <b>Decision carried</b></p>

**\*yellow highlight refers to camera session**

<b>Item</b>	<b>Attached Documents</b>
2	<ul style="list-style-type: none"> <li>• Agenda: Monday September 28, 2017</li> </ul>
3	<ul style="list-style-type: none"> <li>• Minutes: Monday August 28, 2017</li> </ul>
5	<ul style="list-style-type: none"> <li>• 2017/2018 Board Meeting Schedule</li> </ul>
7	<ul style="list-style-type: none"> <li>• November 2017 Agency Business</li> <li>• <b>Upcoming Grant Funding Opportunities – (2017)</b></li> </ul>
8	<ul style="list-style-type: none"> <li>• SPP Meeting Minutes</li> <li>• Draft Board Retreat Agenda</li> </ul>
9	<ul style="list-style-type: none"> <li>• FPC Committee minutes</li> </ul>
11	<ul style="list-style-type: none"> <li>• Q3 YTD and Year-End Projections Report</li> </ul>