



Minutes: Board of Management, Meeting 9 (2019-2020)

Monday June 8, 2020 6:45 -8:30 PM, Virtual via Webex

Board Members

Chair: David Morris	Sarah Zerihun	Paul Noble
Vice Chair: Pam Hrick	Tom Warner	Tom Spence
Secretary: Paul Jonathan Saguil	Michael Cherny	Biko Beuttah
Treasurer: Marco Calabretta-Duval		
Ex-Officio: Councillor, Kristyn Wong-Tam (absent)		

The 519

Executive Director	Maura Lawless
Senior Consultant Special Projects	Jacq Hixson-Vulpe [minutes]
Director Strategic Communications and Executive Planning	Soofia Mahmood
Director of Philanthropy	Stacy Kelly
Director of Public Interest and Legal Initiatives	Justin Khan
Director of Finance	David Young

Item	Minutes
1	<p>Welcome and Introductions David Morris opened the meeting at 6:45 pm, welcomed everyone, and delivered land acknowledgement.</p> <p><i>We acknowledge the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit, and Metis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.</i></p>
2	<p>Approve Agenda David Morris requested the Board to review agenda for the Board Meeting of Monday, June 8, 2020</p> <p>MOTION 2.1: David Morris presented the motion to approve the agenda for the Board Meeting of Monday June 8, 2020</p> <p>Amendment: Add Motion 8.1</p> <p>Moved by: Paul Jonathan Saguil Seconded by: Pam Hrick That the Board approved agenda as amended for the Board Meeting of Monday, June 8, 2020 Recorded vote: Unanimous David Morris Pam Hrick</p>



Minutes: Board of Management, Meeting 9 (2019-2020)

Monday June 8, 2020 6:45 -8:30 PM, Virtual via Webex

	<p>Marco Calabretta-Duval Paul Jonathan Saguil Biko Beuttah Sarah Zerihun Michael Cherny Tom Warner Tom Spence Paul Noble</p> <p>Decision carried</p>
<p>3</p>	<p>Declaration of Conflict of Interest(s) David Morris confirmed no conflict of interest declared.</p>
<p>4</p>	<p>Chair Report /Executive Committee – David Morris</p> <p>5.1 Chair’s Report – Verbal Update</p> <p>The Chair would like to give thanks to all staff at The 519 for their continued dedication, collaborative spirit, and advocacy work. And thank you to the Board members for their continued commitment.</p>
<p>5</p>	<p>5.1 Executive Director Report – Maura Lawless</p> <p>COVID Update</p> <p>The 519 continues to provide essential services for community members including daily hot meal take away, distributing various products such as clothing, harm reduction and hygiene products. The 519 has also transformed operations to provide virtual/over-the-phone counselling and settlement services, legal services, and tax clinics. In effort to ensure effectiveness, working groups have been created to focus on specific issues.</p> <ul style="list-style-type: none"> • The Executive Director presented reports on: <ul style="list-style-type: none"> ○ On-site Essential Services ○ Off-site Essential Services ○ Cleaning, Sanitation, Health & Safety and PPE’s • The Director of Public Interest and Legal Initiatives provided updates on the Outreach and Advocacy work being done. This includes sitting at multiple sector tables as well as taking the lead on a number of different advocacy letters to multiple levels of government. • The Director of Philanthropy provided an update on fundraising, including sharing news about the response to current campaigns.

	<p>MOTION 5.1: That the Board approve the receipt of the Executive Director’s reports from March-June 2020 related to COVID Emergency and approve the recommendations from the Executive Director as described in the mid-year June 2020 COVID-19 update report</p> <p>Moved by: Tom Warner Seconded by: Paul Jonathan Saguil That That the Board approve the receipt of the Executive Director’s reports from March-June 2020 related to COVID Emergency and approve the recommendations from from the Executive Director as described in the mid-year June 2020 COVID-19 update report Recorded vote: Unanimous David Morris Pam Hrick Marco Calabretta-Duval Paul Jonathan Saguil Biko Beuttah Sarah Zerihun Michael Cherny Tom Warner Tom Spence Paul Noble Decision carried</p>
Committee Business	
6	<p>Finance Committee Update:</p> <p>6.1 (a) IN-CAMERA: COVID-19 Human Resource Impact Report</p> <p>MOTION: That the Board of Management approve to move in-camera to discuss agenda item 6.1a Moved by: Tom Warner Seconded by: Marco Calabretta-Duval That That the Board move in-camera for agenda item 6.1 Recorded vote: Unanimous David Morris Pam Hrick Marco Calabretta-Duval Paul Jonathan Saguil Biko Beuttah Sarah Zerihun Michael Cherny Tom Warner Tom Spence Paul Noble Decision carried</p>

6.1 (a) In-camera report

MOTION: That the Board of Management move out of the in-camera session

Moved: Paul Jonathan Saguil

Seconded: Marco Calabretta-Duval

Recorded vote: Unanimous

David Morris

Pam Hrick

Marco Calabretta-Duval

Paul Jonathan Saguil

Biko Beuttah

Sarah Zerihun

Michael Cherny

Tom Warner

Tom Spence

Paul Noble

Decision: Carried

6.1 (b) 2020 Revised Operating Budget

The Board reviewed the two reports presented by David Young, Director, Finance and the Executive Director Maura Lawless.

Key Highlights:

The 519 faces an unprecedented challenge to refocus organizational efforts to respond to the COVID-19 pandemic. The challenges include:

- the redeployment of staff into essential services work to respond to the immediate essential service needs of the most vulnerable in our community; and
- developing a financial management plan to deal with the significant revenue lost as a result of being forced to close our social/productive enterprises and the cancellation of all large scale public fundraising events including Green Space Festival.

The 2020 year-end forecast indicates an overall revenue loss of \$2.027M, which is 28% of our overall net revenue. While we have begun significant grant and philanthropic generation strategies and are projecting a 22% increase in these line items, we are required to begin cost reduction strategies in order to ensure financial stability.

The proposed 2020 forecast recommended by management and The 519's Board Finance Committee, projects revenues of \$5.72m and expenses of \$6.12m, which represents a decrease of 21% and 16%, respectively. The net revenue loss forecast projects a revenue shortfall of \$405k. This

also assumes that the efforts to raise funds through government grants and foundations (some secured and others in the pipeline) will be achieved.

2020 Budget Forecast				
\$ '000s	Approved Budget	Forecast	\$ Increase / (Decrease)	% Increase / (Decrease)
REVENUE				
Government Funding	2,885	3,267	382	13%
Foundations & Grants	985	1,070	84	9%
Philanthropy & Fundraising	2,456	1,256	(1,199)	(49%)
Enterprise & Other	954	126	(828)	(87%)
TOTAL REVENUE	7,279	5,719	(1,560)	(21%)
EXPENSES				
Salaries & Wages	3,538	3,323	(214)	(6%)
Benefits	1,042	979	(62)	(6%)
Materials & Supplies	1,006	741	(265)	(26%)
Furniture & Equipment	64	85	21	32%
Services & Rents	1,665	996	(669)	(40%)
TOTAL EXPENSES	7,315	6,124	(1,191)	(16%)
Net Operating Surplus / (Deficit)	(\$35)	(\$405)	(\$369)	

MOTION 6.1: That the Board of Management receive the Revised Forecast for the 2020 Operating Budget as presented by the Executive Director and Director, Finance and the Executive Director's **COVID-19 Human Resources Impact Report**

- That the Board Management formally requests a copy of the City of Toronto's federal wage subsidy legal opinion to determine appeal strategy;
- That management continue to pursue all revenue opportunities in line with The 519's current operating and strategic plans;
- The 519 continues to ensure the delivery of safe effective essential services provided there is funding to do so;
- Commence all recommended cost reduction strategies related to loss of funding;
- That the Board directs management to manage the 2020 Approved Budget to the forecast presented in the report and report regularly on the progress of revenue achievement and expense management actions;
- That management provides monthly financial reporting to the Treasurer to determine when additional Finance Committee meetings are required to review the progress and recommend additional strategies to ensure short and long-term financial viability.

	<p>Moved by: Paul Jonathan Saguil Seconded by: Tom Spence Recorded vote: Unanimous</p> <p>David Morris Pam Hrick Marco Calabretta-Duval Paul Jonathan Saguil Biko Beuttah Sarah Zerihun Michael Cherny Tom Warner Tom Spence Paul Noble</p> <p>Decision: Carried</p>
<p>7</p>	<p>Governance & Human Resources Committee</p> <p>7.1:2020/2021 Board Recruitment Priorities</p> <p>Those included continuing to advance the representation of members from equity-seeking communities, including:</p> <ul style="list-style-type: none"> • Members of diverse racial and ethno-cultural communities • Members from Indigenous communities • Women • Trans / Non-binary people • People with disabilities • Older LGBTQ2S people <p>Deep understanding and demonstrated competencies in:</p> <ul style="list-style-type: none"> • Philanthropy and fundraising • Community services sector • Local Government Relations/Advocacy of LGBTQ2S issues • Financial Planning • Leadership in digital innovation • Board leadership and development <p>Candidates must also satisfy eligibility criteria established by the City of Toronto Public Appointments Policy and The 519's By-laws/Constitution. Candidates must:</p> <ul style="list-style-type: none"> • Be over the age of 18 • Be a resident of the City of Toronto (residency including living in the City of Toronto owning or tenating land there, or being the spouse of an owner or tenant)

	<ul style="list-style-type: none"> • Be a current member of The 519. At least 6 of the 11 elected members must reside in The 519's catchment area. The catchment area is bounded by Bay, Bloor, Parliament and Gerrard Streets. • Not be in a restricted category as defined in the Public Appointments Policy <p>MOTION 7.1: That the 519 Board of Management approve the recommended 2020/2021 Board recruitment priorities</p> <p>Moved: Sarah Zerihun</p> <p>Seconded: Marco Calabretta-Duval</p> <p>That the Board approves the 2020/2021 Board recruitment priorities</p> <p>Recorded vote: Unanimous</p> <p>David Morris Pam Hrick Marco Calabretta-Duval Paul Jonathan Saguil Biko Beuttah Sarah Zerihun Michael Cherny Tom Warner Tom Spence Paul Noble</p> <p>Decision carried</p>
Other Business	
<p>8</p>	<p>MOTION: 8.1 That the 519 Board of Management approve the appointment of Biko Beuttah to join the 2020 nominations committee</p> <p>Moved by: Marco Calabretta-Duval</p> <p>Seconded by: Pam Hrick</p> <p>That the Board appointment Biko Beuttah to the 2020 nominations committee</p> <p>Recorded vote: Unanimous</p> <p>David Morris Pam Hrick Marco Calabretta-Duval Paul Jonathan Saguil Biko Beuttah Sarah Zerihun Michael Cherny Tom Warner Tom Spence Paul Noble</p> <p>Decision carried</p>
<p>9</p>	<p>Adjournment David Morris adjourned the meeting at 8:30 pm.</p>



Minutes: Board of Management, Meeting 9 (2019-2020)

Monday June 8, 2020 6:45 -8:30 PM, Virtual via Webex

Item	Attached Documents *yellow highlight indicates in camera session where document will be available printed at the meeting
2	Agenda: June 8, 2020
5	<ul style="list-style-type: none">• March 30, 2020 Board Motion Staff Memorandum• April 27, 2020 ED Report _ COVID Emergency Response• ED Mid-Year June 8, 2020 - COVID update report
6	6.1a COVID-19 Human Resources Impact Report 6.1b 2020 Revised Operating Budget
7	7.1 2020/2021 Board Recruitment Priorities