



## Minutes: Board of Management, Meeting 9 (2018-2019)

Monday June 10, 2019, 6:30 PM, The 519, Room 204

### Board Members

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

### The 519

<b>Executive Director</b>	Maura Lawless
<b>Director, Philanthropy</b>	Stacy Kelly
<b>Director, Finance</b>	Gillian James
<b>Director Public Interest and Legal Initiatives</b>	Justin Khan
<b>Director, Strategic Communications and Executive Planning</b>	Soofia Mahmood

Item	Minutes
<b>1</b>	<p><b>Welcome and Introductions</b> David Morris opened the meeting at 6:33 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>
<b>2</b>	<p><b>Approve Agenda</b> David Morris requested the Board to review agenda for the Board Meeting of Monday, June 10, 2019.</p> <p><b>Motion 2.1:</b> David Morris presented the motion to approve the agenda for the Board Meeting of Monday June 10, 2019.</p> <p><b>Moved by: Paul Jonathan Saguil</b> <b>Seconded by: Tom Spence</b> <b>That</b> the Board approve agenda for the Board Meeting of Monday, June 10, 2019 <b>Decision:</b> carried</p>
<b>3</b>	<p><b>Approve Meeting Minutes</b> 3.1 David Morris requested the Board to review and approve the meeting Minutes of Monday, May 27, 2019.</p>

	<p><b>MOTION 3.1:</b> Review and approve the minutes for the Board Meeting of Monday May 27, 2019.</p> <p><b>Moved by: Paul Jonathan Saguil</b>  <b>Seconded by: Paul Noble</b>  <b>That</b> the Board reviewed and approve the minutes for the Board Meeting of Monday May 27, 2019.  <b>Decision: Carried</b></p>
4	<p><b>Declaration of Conflict of Interest(s)</b>  David Morris confirmed no conflict of interest declared.</p>
5	<p><b>Chair Report /Executive Committee – David Morris</b></p> <p><b>5.1 Chair’s Report – Verbal Update</b></p> <ul style="list-style-type: none"> <li>• Green Space Festival, party for a cause. This festival supports The 519’s year round services and programs.</li> </ul>
<b>Agency Business</b>	
6	<p><b>6.1 Executive Director Report – Maura Lawless</b></p> <p><b>6.1 Human Resources Committee Health and Safety Report</b>  Maura Lawless presented the Human Resources Committee Health and Safety Report 2018.</p> <p>Toplines included:</p> <ul style="list-style-type: none"> <li>• Redesign the Health and Safety board to ensure information is current, improving user-friendliness and adding materials that highlight psychological wellness. <i>Status: <b>Completed</b></i></li> <li>• Innovative campaigns and initiatives planned throughout the year to engage more staff in workplace health &amp; safety. <i>Status: <b>In progress</b></i></li> <li>• 2018 theme focused on ergonomics. <i>Status: <b>Several changes have been made reflecting better ergonomic workplace practice, however the work is ongoing</b></i></li> <li>• Ensure all mandatory training related to health and safety, including Health and Safety Awareness, WHMIS, First Aid, Joint Health and Safety Committee Certification and Anti-Harassment training is completed in a timely manner. <i>Status: <b>Completed</b></i></li> <li>• Embed a trauma informed framework within health and safety policies and procedures to support staff in their work with marginalized communities. <i>Status: <b>In progress 2019</b></i></li> </ul> <p><b>MOTION 6.1:</b> Receive the 2018 Health &amp; Safety Compliance report</p> <p><b>Moved by: Paul Jonathan Saguil</b></p>

	<p><b>Seconded by: Tom Warner</b> That the Board receive the 2018 Health &amp; Safety Compliance report <b>Decision: Carried</b></p>
<p><b>7</b></p>	<p><b>Agency Business</b> <b>7.1 New Horizon’s Funding Submission</b></p> <p>The New Horizons for Seniors Program (NHSP) is a federal grants and contributions program that supports projects designed by and for seniors who make a difference in the lives of others and their communities.</p> <p>Project Proposal: The 519 will develop an educational resource, training module, and community engagement opportunities that will support caregivers, healthcare workers, LGBTQ2S community members and their loved ones to support LGBTQ2S community members who are in end of life care.</p> <p><b>MOTION 7. 1:</b> That the Board reviewed and approve the submission of New Horizon’s Funding</p> <p><b>Moved by: Shazia Vlahos</b> <b>Seconded by: Biko Beuttah</b> <b>That</b> the Board reviewed and approve the submission of New Horizon’s Funding <b>Decision: Carried</b></p>
<p><b>8</b></p>	<p><b>Staff Report</b></p> <p><b>8.1 Legal/Public Interest Project Update - Justin Khan</b></p> <ul style="list-style-type: none"> <li>• Goals: <ul style="list-style-type: none"> <li>• Increase organizational and cross organizational capacity to address access to justice barriers for LGBTQ2S communities.</li> <li>• To develop innovative programming with increased participation of marginalized individuals</li> <li>• Increase capacity of the legal sector to better respond to the needs of the LGBTQ2S communities.</li> </ul> </li> <li>• Strategic Action Plan including: <ul style="list-style-type: none"> <li>• Direct Services – legal rights awareness, staff and process supports for LGBTQ refugee claimants.</li> <li>• Drop-in programs, Anti-Violence Initiatives and Community Engagement programs – consultations with service users and development of resources for education.</li> <li>• Staff capacity building</li> <li>• Partnership development</li> <li>• Legal Clinics expansion</li> </ul> </li> </ul>

	<b>MOTION 8.1: NA</b>
<b>Committee Business</b>	
<b>9</b>	<p><b>Strategic and Program Planning (SPP) Committee Update</b> Shazia Vlahos, Chair / Becky McFarlane (Staff Liaison)</p> <p><b>9.1 SPP Meeting Update</b></p> <ul style="list-style-type: none"> <li>• Horizon grant application</li> <li>• Plan put forward for by-law review (August to December 2019)</li> <li>• Advocacy strategy w/ Board Engagement</li> </ul> <p><b>MOTION 9.1: NA</b></p>
<b>10</b>	<p><b>Fundraising, Philanthropy, Communications (FPC) Committee Update</b> Paul Noble (Chair) / Stacy Kelly (Staff Liaison)</p> <p><b>10.1 Committee Update – No update</b></p> <p><b>10.2 Green Space Festival Planning Update – Stacy Kelly</b></p> <ul style="list-style-type: none"> <li>• Briefing note to be shared with Board</li> <li>• Board volunteer opportunities for Green Space Festival, Pride Remembrance Run, lululemon 10k cheering station.</li> <li>• Ticket sales update</li> </ul> <p><b>MOTION: NA</b></p>
<b>11</b>	<p><b>Finance Committee Update</b> Tom Warner Chair / Gillian James (Staff Liaison)</p> <p><b>11.1 Finance Committee Report</b></p> <p>11.1 City of Toronto Core Budget Submission (estimated timelines 2020 if available) Not received yet from the City.</p> <p><b>MOTION 11.1:</b> Delegate the authority to the Finance Committee to review and approve the Core Operating Budget Submission in line with Board’s Direction and report in August 2019 to the Board.</p> <p><b>Moved by: Paul Jonathan Saguil</b></p> <p><b>Seconded by: Pam Hrick</b></p> <p><b>That</b> the Board delegate the authority to the Finance Committee to review and approve the Core Operating Budget Submission in line with Board’s Direction and report in August 2019 to the Board.</p> <p><b>Decision: Carried</b></p>

	<p><b>11. 2 Q1 Variance report 2019 – Tom Warner</b>          In this quarter, we have managed to realise better than budgeted net income through deliberate refine allocation; timing of both revenue and expenses and the realisation of some gapping. This is the first quarter and based on known program revenue and expense streams, we are expected to be on budget at year end.</p> <p><b>MOTION 11.2:</b> Receive Q1 variance report  <b>Moved by: Tom Warner</b>  <b>Seconded by: Tom Spence</b>  <b>That</b> the Board received Q1 variance report  <b>Decision: Carried</b></p>
<p><b>12</b></p>	<p><b>Human Resources and Governance Committee</b>          Paul Jonathan Saguil (Chair) / Michael Cherny (Vice-Chair) / Maura Lawless (Staff Liaison)</p> <p><b>12. 1 HRG Meeting – No update</b></p> <p><b>12. 2 Recommended appointment for vacant Board position for term ending September 2020 – Paul Jonathan Saguil</b></p> <ul style="list-style-type: none"> <li>• Nominations committee unanimously recommends appointment of Sarah Zerihun to fill the vacant Board position for term ending September 2020.</li> </ul> <p><b>MOTION 12.2:</b>          That the Board approve interim appointment of Sarah Zerihun to fill the vacant Board position for term ending September 2020.</p> <p><b>Moved by: Shazia Vlahos</b>  <b>Seconded by: Biko Beuttah</b>          That the Board approve interim appointment of Sarah Zerihun to fill the vacant Board position for term ending September 2020.  <b>Decision: Carried</b></p> <p><b>12. 3 Nominations Priorities Report</b></p> <p>Nomination Priorities for 2019-2020 include continuing to advance the representation of:</p> <ul style="list-style-type: none"> <li>• Individuals from a cross-section of age groups</li> <li>• Members of diverse racial and ethno-cultural communities</li> <li>• Members from Indigenous communities</li> <li>• Women</li> <li>• Trans / Non-binary people</li> <li>• People with disabilities</li> </ul> <p><b>Skill and Experience Priorities</b> include:  <b>Primary focus for 2019-2021</b></p>

	<p>Deep understanding and demonstrated competencies in:</p> <ul style="list-style-type: none"> <li>• Philanthropy and fundraising</li> <li>• Community services sector</li> <li>• Community neighbourhood development / planning</li> <li>• Strategic communications</li> <li>• Board leadership and development</li> </ul> <p>Candidates must also satisfy <b>eligibility criteria</b> established by the City of Toronto Public Appointments Policy and The 519's Constitution. Candidates must:</p> <ul style="list-style-type: none"> <li>• Be over the age of 18</li> <li>• Be a resident of the City of Toronto (residency including living in the City of Toronto, owning or tenaning land there, or being the spouse of an owner or tenant)</li> <li>• 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 founded by Bay, Bloor, Parliament and Gerrard Streets.</li> <li>• Not be in a restricted category as defined in the Public Appointments Policy</li> </ul> <p><b>MOTION 12.3:</b> That the Board approve the criteria for 2019 nominations.</p> <p><b>Moved by: Paul Jonathan Saguil</b> <b>Seconded by: Shazia Vlahos</b> <b>That</b> the Board approve the criteria for 2019 nominations. <b>Decision carried</b></p>	
<p><b>13</b></p>	<p><b>Other Business / Emerging Issues</b> <b>NA</b></p>	
<p><b>14</b></p>	<p><b>Adjournment</b> David Morris adjourned the meeting at 7:45pm. Motion presented to adjourn the meeting.</p> <p><b>MOTION 14.1</b> <b>Moved by: Tom Spence</b> <b>Seconded by: Pam Hrick</b> <b>That</b> the Board adjourn the meeting. <b>Decision: Carried</b></p>	

Item	Attached Documents *yellow highlight indicates in camera session where document will be available printed at the meeting
2.	2.1 Agenda: June 10, 2019
3.	3.1 Minutes: May 27, 2019
6.	6.2 Human Resources Committee Health and Safety Report



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7.	7.1	Agency Business: New Horizon's Funding Submission
11.	11.2	Q1 Variance report 2019
12.	12.1	Bio - Sarah Zerihun
	12.2	Nominations Priorities Report