



BOARD OF MANAGEMENT

of The 519 Church Street Community Centre

MEETING MINUTES

for the meeting held on September 15, 2016
2013-2014 Meeting # 11

Meeting Attendance	
Board Members and Staff	
Attending:	Scott Bomhof, Margo Foster, Tyler Fleming, Tom Lewis, Angeline Ico, Dan Boyer, Jacob Porpossian, Stephen Menon
Staff:	Maura Lawless (Executive Director), Rick McCarty (Director, Finance and Facilities Services), John Farrell (Director of Development), Becky McFarlane (Director, Programs and Community Services), Matthew Cutler (Director, Strategic Partnership Initiatives)
Recording Secretary:	Grant Lehmann (Senior Consultant, Policy, Administration and Executive Management)
Regrets:	Luc Levasseur, Paul Bent, Michelle Walker, Councillor Kristyn Wong Tam
Guests:	Wesley Watson

Meeting Minutes

Welcome

Tyler opened the meeting at 6:32 PM

1. Quorum Confirmed / Visitors

Confirmed quorum.

Welcomed Wesley Watson (arrived at 6:48pm, left prior to in-camera discussion)

2. Approval of agenda

MOVED BY	Tom Lewis
SECONDED BY	Angeline Ico
THAT	The agenda be approved a distributed
DECISION	Carried

3. Approval of minutes

MOVED BY	Margo Foster
SECONDED BY	Tom Lewis
THAT	<p>The minutes from the August 25, 2014 meeting of the Board of Management be approved as circulated with the following notes:</p> <p>Margo Foster clarified that the comments on page 7 it should state that newcomers are among the individuals invited to run for the Board, and they are not the only priority diversity group.</p> <p>Tyler Fleming clarified that the comments on page 12 were intended to highlight that the continuance of the existing Board Term Limits policy would mean two incumbents would potentially have to run against each other.</p> <p>Tyler noted that during the last meeting he forgot to extend thanks in relation to the Green Space Festival to Ian Abinake, and wanted to ensure that Ian was recognized for their contribution.</p>
DECISION	Carried

4. Declaration of conflicts of interest	
No conflicts identified.	
5. Agency Business	
<p>September Agency Business Report Becky reviewed the agency business report as circulated. Noted in past there has not been a lot of success with applications submitted to Status of Women Canada, but worth pursuing given development in the Centre’s education and training activities, and changes to legislation around gender identity and expression. Becky reviewed potential partnership with the Newman Centre in submitting a proposal on breast/chest feeding through Best Start.</p> <p>Board Notables John reviewed information about the upcoming Club 519 Donor Recognition event, as a follow up to the Green Space Festival. Board members are invited, Green Space Committee Members will be attending as will the Green Space Honourary Chair.</p>	
MOVED BY	Scott Bomhof
SECONDED BY	Angeline Ico
THAT	the Board of Management approve the September agency business report including a grant application to Status of Women Canada, for up to \$300,000 to support education and training initiatives for Ontario employers focused on legislated obligations around gender-identity.
DECISION	Carried
MOVED BY	Dan Boyer
SECONDED BY	Margo Foster
THAT	the Board of Management approve the September agency business report including a grant application to the Best Start – Community Breastfeeding Project, for up to \$25,000 to support development of queer and trans friendly breast/chest feeding resources.
DECISION	Carried

6. Chair Report / Executive Committee

October Meeting of the Board of Management

Tyler Fleming noted that the October meeting of the Board of Management is currently the same date as current municipal election. Seeking agreement among Board members to change the date of the meeting.

Review of The Executive Director's Job Description

Tyler reviewed that the Executive Committee has previously reviewed the Executive Director's job description as part of the case for Management / Non-Union Compensation Review and felt it was comprehensive and accurately captured the scope of responsibilities. Advised that this position will be contextualized later in the meeting during a presentation on the business case.

Board Diversity Strategy Planning

Identified opportunity to discuss diversity in more depth / more broadly in context of the Ontario Human Rights Code and the requirements under the Relationship Framework with the City of Toronto. The discussion at the last meeting of the Board of Management highlighted a variety of views among Board members about diversity planning. After discussion the Executive Director, Chair, and Vice-Chair have developed recommendations to help bring focus to prioritizing diversity planning. Tyler reviewed the memorandum as circulated, including two items for the Board's approval.

Tom Lewis, asked if the RFP would include reference to the previous term limits discussions, if these objective could be discussed through this mechanism? Tyler identified that the scope of work is still to be developed and would be done jointly by both the Strategic and Program Planning, and HR & Governance Board Committees. Margo Foster confirmed that a number of factors would be considered in developing the scope of work. Jacob Porposian expressed interest in looking at how training could act as a first step in supporting board diversity, and would like to have a better understanding of what the Centre will get from the investment if contracting in a third-party.

Tyler advised that hiring a consultant is important to help lead dialog with the Board about diversity, and what that looks like in serving / representing the community; it is also about demonstrating an interest / commitment to diversity at the Board level. Dan Boyer added seeing the recommendations as a multi-step process that will help create a long term strategy to achieve diversity outcomes. Tyler confirmed that the finalized strategy / scope will come back to the Board for consideration, with committees starting to develop the framework.

	<p>MOVED BY</p> <p>SECONDED BY</p> <p>THAT</p> <p>DECISION</p>	<p>Margo Foster</p> <p>Scott Bomhof</p> <p>the October meeting of the Board of Management be changed to October 28, 2014 6:30PM to accommodate the Toronto municipal election.</p> <p>Carried</p>
	<p>MOVED BY</p> <p>SECONDED BY</p> <p>THAT</p> <p>DECISION</p>	<p>Margo Foster</p> <p>Tyler Fleming</p> <p>the Board of Management, at the recommendation of the Executive Committee, approve the Executive Director’s job description for inclusion as part of the Management / Union-Exempt compensation review package.</p> <p>Carried</p>
	<p>MOVED BY</p> <p>SECONDED BY</p> <p>THAT</p> <p>DECISION</p>	<p>Scott Bomhof</p> <p>Dan Boyer</p> <p>the Board of Management approve the recommendations outlined in the Board Diversity Strategy Planning Memo as circulated, including setting aside up to \$25,000 to hire an external consultant to help the Board establish its governance / diversity strategy.</p> <p>Carried</p>
	<p>MOVED BY</p> <p>SECONDED BY</p> <p>THAT</p> <p>DECISION</p>	<p>Scott Bomhof</p> <p>Angeline Ico</p> <p>the Board of Management approve the addition of a diversity / inclusion training session, delivered by The 519’s Education and Training team, to the required annual Board orientation.</p> <p>Carried</p>
<p>7. Executive Director’s Report</p>		
<p>Maura shared a draft copy of the Annual Report for review by the Board. No formal report.</p>		

8. Strategic and Program Planning Committee

At the last meeting, there was discussion about activities at the upcoming Community Day. Margo noted sending a message to Board Members outlining different opportunities to be involved. Margo reviewed the activities as circulated and invited members to sign up for the various assignments.

In October the Committee will have follow up meeting to discuss other activities, including PrideHouseTO, and the Board evaluation. As background information on the evaluation, Margo advised that Dan Boyer had offered his experience with creating the 2014 Board evaluation. Dan provided an overview of the draft survey format and question types. Dan noted that the survey will help to establish markers for Board commitments / contributions and assist with creating individual and Board / Committee work plans. It will also help to identify strengths and areas where support is required. Members were assured that the results would be anonymous. Margo added that this evaluation process will help bridge the learning curve for new Board members, and identify mentorship opportunities. Margo also noted that Grant Lehmann will be assisting with ensuring the survey is compliant with requirements under MFIPPA.

Tyler Fleming asked staff if they had received feedback on the upcoming Community Day (A Day to Aspire, Conspire, Inspire). Becky McFarlane noted that registrations had already been received for some events, and that there has been a lot of communication to program participants / service users and to the public through social media. John Farrell noted an additional e-mail communication will also be sent shortly to all members with details on the day's activities.

9. Resource Development Committee

Jacob Porpossian reviewed that the committee met last week to review the 2014 Green Space Festival wrap up report; the Committee was joined by Mathieu Chantelois, Honourary Chair of the Green Space Committee. Jacob provided an overview of the materials circulated to the Board, including the report and Recommendations / Considerations for 2015 planning. John Farrell added that the purpose of the report is to provide a framework for best practices in approaching the 2015 festival.

Reviewed that the Annual Gala is coming up (currently sold out) as well as the Club 519 Recognition event which seeks to further engage donors with the Centre's work.

10. Finance Committee

Stephen Menon reviewed that at the last Finance Committee meeting a number of new policies were reviewed / discussed including Electronic Transfer, Signing Authorities, and Purchasing. The Committee is focused on looking at opportunities to create / update policies to balance efficiency in conducting day to day business, and providing appropriate financial controls. Rick McCarty clarified that updated versions of the policies / further details will be brought forward to the Board at its October meeting.

MOVED BY Scott Bomhof

SECONDED BY Tom Lewis

THAT the meeting be moved in camera for discussion of the City of Toronto 2015 Core Operating Budget submission.

DECISION Carried

MOVED BY Tom Lewis

SECONDED BY Jacob Porpossian

THAT the meeting be resumed ex-camera.

DECISION Carried

MOVED BY Tyler Fleming

SECONDED BY Scott Bomhof

THAT the Board of Management approve the City of Toronto 2015 Core Operating Budget Submission as circulated.

DECISION Carried

11. Human Resources and Governance Committee

Tom Lewis reviewed that the Committee had met a couple of times since the August Board meeting to discuss two predominant issues; One related to Board Term limits and how to move ahead these considerations. The Committee felt that the Community Day is a good opportunity to talk to community members, and to check in with priorities. The second item, was the Management / Non-Union compensation review. The Committee reviewed the report prepared by staff, a comprehensive package that looks comparatively at positions in relation to other jobs at the City of Toronto. The goal is to provide the City of Toronto with additional information on The 519's size and scope of operations to provide context for the reconsideration request.

Maura Lawless / Grant Lehmann delivered a presentation on the Management / Non-Union Compensation Request For Review business case, as outlined in the presentation circulated.

Margo Foster asked how many positions are affected by the request for re-consideration. Maura advised there are 15 Management / Non-Union positions all of which have been included as part of the package; she clarified that the business case provides information only, and does not make any recommendations regarding wage grading.

Tyler Fleming noted for Board Members that the review is a City of Toronto compensation process, should they receive any questions. Tom added that the review is about ensuring that the organization has and can maintain the talent / skillsets needed in order to undertake strategic activities which is a responsibility of the Board. Tom noted that it may be difficult to move forward without this review.

MOVED BY Tom Lewis

SECONDED BY Margo Foster

THAT the Board of Management recommend submission of the request for Management / Union-Exempt compensation review to the City of Toronto and provide a letter of transmittal outlining its support of the request.

DECISION Carried

12. Correspondence

No correspondence.

13. Emerging Issues

No emerging issues identified.

14. Other Business

MOVED BY Angeline Ico

SECONDED BY Scott Bomhof

THAT the meeting of the Board of Management be adjourned

DECISION Carried

Next Board Meeting

The next regular Board meeting will take place on October 28, 2014