



# **BOARD OF MANAGEMENT**

## **of The 519 Church Street Community Centre**

# **MEETING MINUTES**

**for the meeting held on January 28, 2013  
2012-2013 Meeting # 4**

### **Meeting Attendance**

#### **Board Members and Staff**

Pascal Dessureault, Kerry Bell, Tyler Fleming, Margo Foster, Angeline Ico, Luc Levasseur, Julia Lo, Stephen Menon, Rudy Ticzon. (Regrets: Scott Bomhof, John Thornton)

Maura Lawless (Executive Director), Matthew Cutler, Helen Rykens

#### **Visitors and Guests**

Tristan Downe-Dewdney from Councillor Wong-Tam's office

### **Meeting Minutes**

#### **1. Welcome**

Pascal, the Chair, opened the meeting at 6:30 PM.

#### **2. Approval of agenda**

**MOVED BY** Margo Foster

**SECONDED BY** Julia Lo

**THAT** the Agenda be adopted with the addition of an *In Camera* item regarding the CIC program after point 14 – Correspondence

**CARRIED**

#### **3. Visitors**

Pascal welcomed Tristan Downe-Dewdney to the meeting.

#### **4. Approval of minutes**

**MOVED BY** Luc Levasseur

**SECONDED BY** Kerry Bell

**THAT** the minutes of the meeting held December 10, 2012 be approved.

**CARRIED**

**5. Declaration of conflicts of interest**

Kerry Bell declared a conflict of interest regarding the CIC item.

**6. Agency Business**

**Community Recreation Investment Fund**

The Community Recreation program provides short-term funding to community-based projects that will contribute in a meaningful way to the City's goal of increasing participation in recreation activities that support social and physical development.

**MOVED BY** Julia Lo

**SECONDED BY** Kerry Bell

**THAT** the request to the Community Recreation Investment Fund for \$40,000 be approved.

**CARRIED**

**Green Shield Foundation**

Funding of programs or projects which enable access to health and social support services for the most vulnerable in our communities.

**MOVED BY** Margo Foster

**SECONDED BY** Julia Lo

**THAT** the request to the Green Shield Foundation for \$40,000 be approved.

**CARRIED**

**City of Toronto: Community Festivals and Special Events**

Developmental or seed funding to help small and medium-scale community-based not-for-profit festivals and events start or grow and increase their effectiveness while encouraging organizers to work towards self-sustainability of the event.

**MOVED BY** Tyler Fleming

**SECONDED BY** Julia Lo

**THAT** the request to the City of Toronto Community Festivals and Special Events for \$30,000 be approved.

**CARRIED**

**7. Executive Committee Report – Pascal reported**

The Executive Committee met two weeks ago to discuss a number of confidential matters. We will be updating the Board on these items in the next couple of weeks. The Gala date will be confirmed by the end of February.

**8. Executive Director's Report – Maura reported**

**Gala Update**

We are considering May 11 or May 25 for this major fundraising event which raised

\$110,000 last year, including corporate sponsorships and after expenses. Because we hold the event in house we are able to reduce costs.

We are expecting to raise a comparable amount of money as last year. We are still waiting to hear details about entertainment. Jann Coppen has been retained to work with Salah and The 519 on the Gala.

### **Internal planning processes**

The 519 staff and management teams have been busy working on developing the implementation action plan based on the Board approved 2013-2014 Strategic Action Plan. Managers and staff are working on developing two year work plans which relate to specific items in the strategic plan. Managers and Staff are also enumerating their core responsibilities and the percentage of time spent on particular activities. This will permit us to analyze work activities, track and adjust priorities based on new demands and to ensure that we are focused on the core activities of our work.

We are holding a planning day on Feb. 12 with all staff. Each department will identify their top 5 priorities for the next two years in the morning session. The afternoon session is focused on 2 overarching priorities community engagement / advocacy and organizational development. Once all staff and departments have completed their workplans Maura will prepare a report for the Board that will outline the action plan for the next 2 years. It is expected that this detailed report will be presented at the March Board meeting. This operational report will also link with the Board's work plan.

## **9. Human Resources Policy Committee**

The Human Resources Policy Committee did not meet and has no report

## **10. Strategic and Program Planning – Julia reported**

### **Update on the Board Work plan**

Julia distributed the Board Organizational Strategic Action Plan in table form showing who will take the lead on various key organizational priorities.

**MOVED BY** Julia Lo

**SECONDED BY** Stephen Menon

**TO** refer the Board Organizational Strategic Action Plan to our standing committees, where implementation can begin

**CARRIED**

### **Pan / Para Pan Am Games Update**

The Memorandum of Understanding between the PrideHouse Voting Member Organizations (the Leadership Team) and The 519 was distributed to the Board. This document outlines the relationship between The 519 as a Trustee Organization and the Leadership Team Organizations.

### **Co-chairs for the Strategic and Program Planning Committee**

Stephen Menon and Julia Lo have stepped forward to co-chair this Committee.

**MOVED BY** Kerry Bell

**SECONDED BY** Angeline Ico

**TO** appoint Stephen Menon and Angeline Ico to the co-chair positions for the Strategic and Program Planning Committee

**CARRIED**

#### **11. Finance Committee**

The Finance Committee has not met as year end documents are being prepared.

#### **12. Fundraising and membership**

The Draft Corporate Sponsorship Policy was distributed with the Board package.

**MOVED BY** Tyler Fleming

**SECONDED BY** Rudy Ticzon

**TO** approve the Corporate Sponsorship Policy as distributed.

**CARRIED**

#### **Green space on Church**

We are streamlining and simplifying the organizational structure to clarify responsibilities and accountabilities for Green Space on Church. With a large volunteer contingent making decisions communication regarding decisions is essential. We will delegate the authority of the event to the Executive Director and continue to receive advice from the founder, Mathieu Chantelois.

**MOVED BY** Tyler Fleming

**SECONDED BY** Stephen Menon

**THAT** For the past five years, The Board of Management of The 519 has played an important role in the development and conceptualization of Green Space on Church during Pride, which has now become the Centre's main fundraising activity. Through this experience the Centre has built a strong foundation for managing the events in the future. It is hereby resolved that for future Green Space on Church Events, the Board of The 519 establishes the following principles:

- That the principal activity of these events is focused on raising funds in line with the annual Board's approved budget targets;
- That the events are operated safely and effectively and in compliance with the Centre's policies to ensure the interests of the Centre are protected at all times; and
- That the events should be consistent with the core values of the Centre

By the same resolution, the Board of The 519 hereby names Mathieu Chantelois as Advisor to the Executive Director for the purposes of providing vision on Green Space on Church Events, for a term of 2 years.

**CARRIED**

Tyler Fleming has volunteered to be chair of this committee, and the name of the committee will be changed.

**MOVED BY** Pascal Dessureault

**SECONDED BY** Rudy Ticzon

**TO** change the name of the committee to “Resource Development Committee” and to appoint Tyler Fleming as the Chair of the committee

**CARRIED**

### 13. Correspondence

**MOVED BY** Julia Lo

**SECONDED BY** Kerry Bell

**TO** send a letter of congratulations to Kathleen Wynne, the premier designate of Ontario. She is the first openly lesbian premier in the Commonwealth and also in the English Speaking world.

**CARRIED**

The Agreement between The 519 and the Church Wellesley Village Business Improvement Association (BIA) has been signed. Thanks to the Board for their leadership on this project and to Matt for all of his work with the BIA. The BIA will be moving in to The 519 (room 302) this Friday.

### 14.

**MOVED BY** Rudy Ticzon

**SECONDED BY** Tyler Fleming

**TO** go *In Camera* to discuss our recent CIC grant application.

**CARRIED**

Kerry Bell left the room for this discussion.

**MOVED BY** Luc Levasseur

**SECONDED BY** Margo Foster

**TO** end the *In Camera* session.

**CARRIED**

### 15. Emerging Issues

All emerging issues were addressed earlier in the agenda.

### 16. Other Business

No additional business items were brought forward.

### 17. Adjournment

**MOVED BY** Stephen Menon

**SECONDED BY** Julia Lo

**THAT** the meeting be adjourned

**CARRIED**

**18. Next Board Meeting**

**The next regular Board meeting will take place on March 25 at 6:30 PM**