



**Minutes: Board of Management, Meeting 7 (2015-2016)**  
 Monday April 25, 2016 6:30 PM  
 The 519, Room 204

**Board**

<b>Board Chair</b>	Jacob Porpossian	Nadia Bello	Wesley Watson (regrets)
<b>Vice Chair</b>	Nicki Monahan	Alwin Kong	Michelle Walker
<b>Treasurer</b>	Tom Lewis (regrets)	Luc Levasseur (regrets)	Nichola Ward
<b>Secretary</b>	Tasnim Rehemtula (6:45 PM)	David Morris	
<b>Ex-Officio</b>	Councillor, Kristyn Wong-Tam (absent)		

**Employees**

<b>Executive Director</b>	Maura Lawless
<b>Programs and Community Services, A/Senior Director</b>	Becky McFarlane
<b>Finance and Facilities Services, Director</b>	Rick McCarty (regrets)
<b>Director of Philanthropy</b>	John Farrell
<b>Programs and Community Services A/Director</b>	Lisa Gore Duplessis (regrets)
<b>Social Enterprise, Education and Advocacy A/Director</b>	Steven Little
<b>Senior Consultant, Knowledge Management</b>	Monica Notaro
<b>Guest presenter, Direct Services</b>	Julie Hamara
<b>Guest presenter, Direct Services</b>	Dani Araya
<b>Guest presenter, Direct Services</b>	Robyn Letson

<b>Items</b>	<b>Minutes</b>
1	Jacob Porpossian opened the meeting at 6:30 PM and noted regrets, presenters and noted community member as observer. Jacob also confirmed quorum.
2	<p><b>Approve Agenda</b></p> <p>Jacob motioned the Board to review and approve the Agenda for Monday April 25, 2016. Maura confirmed that the Moss Park Project Contract Update was placed under the in camera session because it provided detailed information about pending acquisition of service and goods.</p> <p>Note that Nichola clarified with John and the Board that item 9, would not be discussing an honorary council as planned in the draft agenda rather this would be moved to a future agenda.</p> <p>Note that the agenda is to be updated to reflect the appropriate number of motions for the in camera session as additions were made to present and discuss the In camera Minutes of the Human Resources And Governance Committee.</p> <p><b>Motion</b></p> <p><b>Moved by</b> Nadia Bello</p>

	<p><b>Seconded by</b> Nichola Ward  <b>That</b> the Board approve the Agenda for Monday April 25, 2016.  <b>Decision</b> carried</p>
3	<p><b>Approve Meeting Minutes</b></p> <p>Jacob motioned the Board to review and approve the Minutes for Tuesday March 29, 2016.</p> <p><b>Motion</b></p> <p><b>Moved by Alwin</b>  <b>Seconded by Nicki</b>  <b>That</b> the Board approve the Minutes for Tuesday March 25, 2016  <b>Decision</b> carried</p>
4	<p><b>Declaration of Conflict of Interest(s)</b></p> <p>Jacob confirmed that no conflicts were declared.</p>
5	<p><b>Chair Report / Executive Committee</b></p> <p>Jacob noted there are no items to bring forward.</p>
<b>Agency Business</b>	
6	<p><b>Executive Director Report</b></p> <p>Maura presented the Board Notables Calendar. Launch event for green Space festival to be added to the Board Notables.</p>
7	<p><b>Programs Update</b></p> <p>Becky Mcfarlane introduced Robyn Letson, Dani Araya and Julie Hamara who presented the Trans Youth Mentorship Project noting that Robyn initiated the project and Dani now leads this project with Julie as project assistant.</p> <p>The project is United Way funded project built on one-on-one support, weekly workshops and mentorship model with a focus on education and employment. The project is informed by previous work of The 519 specifically, Trans Access, Trans Youth Toronto and the Trans Sex Worker Empowerment Project.</p> <p>The project offers 2 monthly sessions with one-on-one support with a counsellor; Group workshops, mentorship and other opportunities or connections to other services and supports relevant to the individual participant.</p>

	<p>The goals of the project include:</p> <ul style="list-style-type: none"> <li>• Build knowledge and skills related to trans experience in education and employment and transition support</li> <li>• Provide responsive support through counselling, group facilitation and mentorship, to explore and work toward school, work and/or other life goals</li> <li>• Provide opportunities to meet trans peers and adults and build relevant networks</li> <li>• Create pathways toward school, training and work opportunities</li> <li>• Collectively create a supportive, respectful, anti-oppressive space for a wide diversity of identities and experiences</li> </ul> <p>The project works with the four focal points of the Youth Success Strategy for Change:</p> <ol style="list-style-type: none"> <li>1. Increase applications to post-secondary education for youth facing multiple barriers</li> <li>2. Develop access to work related networks for youth facing multiple barriers</li> <li>3. Increase access to experiences that build employer recognized soft skills</li> <li>4. Increase access to meaningful career opportunities for high school graduates</li> </ol> <p>The group workshops include 20 workshops with 4 themes: self/collective care, skill-building, info sessions and community panels. There are themes such as education and employment for trans people. Workshops will be led by community facilitators or The 519 program employees. Community panels will be trans people from the community sharing experience and knowledge. Public transit tokens and honoraria will be provided to participants. The workshops will be scheduled to align with the Sunday drop-In program and snacks will also be provided during the workshops.</p> <p>The presentation highlighted the continued engagement with participants to understand their motivation, expectations and interest from the beginning the end of their participation which will help inform the project throughout and in future endeavours. It was also noted that there were more applicants than spaces and that hopefully this would lead to more support to widen the capacity to serve more interested people.</p>
<b>Committee Business</b>	
8	<p><b>Strategic and Program Planning (SPP) Committee Update</b></p> <p>David noted that the SPP continues to move ahead with the development of the Advocacy Framework specifically looking at essential components. Next steps include more research to inform discussions and coming back to the Board for a facilitated session to focus on what is specific to The 519 context future plans.</p>
9	<p><b>Fundraising, Philanthropy, Communications (FPC) Committee Update</b></p> <p>Jacob confirmed that Green Space festival work and planning is progressing as planned.</p>

John confirmed that Club519 passes have sold out and that the Committee Minutes will be circulated later this week.

John presented on the following:

- Briefing Note developing a Three Year Philanthropy Plan Framework
- Briefing Note on Corporate/Foundation and sponsorship Recognition Framework

In January 2013, the Board of Management approved a Corporate Sponsorship Policy that outlined a mutual benefit framework for accepting and approving corporate sponsorships. The policy also provided clarification on the distinction between corporate sponsorships and corporate donations.

In March 2014, the Board further approved a Donor Recognition Policy that:

- introduced a standardized approach for donor recognition within a coordinated and centralized framework
- nurtured positive relationships with donors by creating a culture of philanthropy across the organization
- encouraged existing donors to reach higher levels of giving
- attracted new donors by creating awareness for and interest in supporting The 519

In concert with the Donor Recognition Policy, the Board approved an appended Donor Recognition Chart that detailed how individual donors would be celebrated commensurate to their level of giving.

While these approved policies provide a sound framework for The 519's continued philanthropy and fundraising efforts, The 519 continues to improve and clarify our fundraising and recognition strategies and proposes specific Corporate/Foundation Donor Recognition and Sponsorship Donor Recognition Charts to provide guidance and structure for our relationship with corporate and non-corporate contributors.

The introduction of these additional Donor Recognition Charts will provide clarifying parameters for recognizing the contributions corporate and foundations donors, while also providing a framework for celebrating the sponsors of special 519 events and activities.

John proposed the motion that the Board adopt both the Corporate Foundation Donor/Donation Recognition Chart and the Corporate Sponsorship Recognition Chart, as presented and that the charts are added as appendices to our Corporate Sponsorship policy and Donor Recognition policy.

The Board reviewed and discussed the implications of the change with Alwin leading a discussion that ensured a comprehensive explanation of how recognition would be

	<p>presented.</p> <p>John confirmed the proposal for the recognition chart and wall design, assured the Board that grants form foundations would be included; the wall would reflect annual updates; that all donations and sponsorships would be presented by giving level; a section of the wall would be dedicated to recognizing volunteers; and another section would reference corporate logos and special events.</p> <p>David raised the concern that the policies and the charts would warrant review to reflect changes.</p> <p>Maura acknowledged the need to contemplate the implications with future policy review and changes and how to manage change.</p> <p>The Board agreed to add to the proposed motion that an annual review under the purview and in alignment with the proposed 3-5 Year Strategic Philanthropy Development Plan would accompany the approval of these two policies and the charts.</p>
	<p><b>Motion</b></p> <p><b>Moved by</b> David Morris  <b>Seconded by</b> Alwin Kong  <b>That</b> the Board adopt both the Corporate Foundation Donor/Donation Recognition Chart and the Corporate Sponsorship Recognition Chart, as presented and that the charts are added as appendices to the respective Corporate Sponsorship Policy and Donor Recognition Policy, and that there is an annual review of these policies to reflect changes and alignment with 3-5 Year Strategic Philanthropy Development Plan  <b>Decision</b> carried</p>
10	<p><b>Finance Committee Update</b></p> <p>No report</p>
11	<p><b>Human Resources Committee Update</b></p> <p>Nadia presented the Committee Minutes noting a portion of the minutes would be presented in camera because the content included labour and organizational change implications.</p>

12	<p><b>In camera Session</b></p> <p>Jacob motioned for the Board to enter and exit an in camera session to review and approve the Minutes of In camera session for the Tuesday March 29, 2016 Board Meeting regarding the Executive Director’s Annual Report. As well, Maura presented the Briefing Note on the Moss Park Project: Request for Proposals Contract Recommendations Report and requested a motion to review and approve Chair signature of the Moss Park Project Contracts Update.</p> <hr/> <p><b>Motion 1</b></p> <p><b>Moved by</b> Nichola Ward  <b>Seconded by</b> Alwin Kong  <b>That</b> the Board enter an in camera session to review and approve the In camera Meeting Minutes for Tuesday March 29, 2016 regarding the Executive Director Annual Report and the Moss Park Project Contracts Update Report  <b>Decision</b> carried</p> <hr/> <p><b>Motion 2</b></p> <p><b>Moved by</b> Alwin Kong  <b>Seconded by</b> David Morris  <b>That</b> the Board review and approve the In camera Meeting Minutes for Tuesday March 29, 2016 regarding the Executive Director Annual Report out of camera  <b>Decision</b> carried</p> <hr/> <p><b>Motion 3</b></p> <p><b>Moved by</b> Alwin Kong  <b>Seconded by</b> Nicki Monahan  <b>That</b> the Board authorize the Executive Director and the Board Chair to sign the agreement between Pilot PMR / MASS LBP and The 519 for up to \$350,000.00 in accordance with the terms of the MPR #1-2016 Request For Proposal (RFP), with the required legal provisions that protect The 519 and the City and include the ability to amend the agreement and payments, subject to budget availability and approval for the completion of less or additional work as required, out of camera  <b>Decision</b> carried</p> <hr/> <p><b>Motion 4</b></p> <p><b>Moved by</b> David Morris  <b>Seconded by</b> Michelle Walker  <b>That</b> the Board authorize the Executive Director and the Board Chair to sign the agreement between the successful vendor and The 519 for the provision of architectural services in accordance with the terms in the MPR #2-2016 RFP, up to a</p>
----	--

	<p>maximum of \$800,000.00 with the required legal provisions that protect The 519 and the City and include the ability to amend the agreement and payments, subject to budget availability and approval for the completion of less or additional work as required, out of camera  <b>Decision</b> carried</p>
	<p><b>Motion 5</b></p> <p><b>Moved by</b> Alwin Kong  <b>Seconded by</b> David Morris  <b>That</b> the Board exit the In camera Meeting Minutes for Tuesday March 29, 2016 regarding the Executive Director Annual Report and the Moss Park Project Contracts Update Report  <b>Decision</b> carried</p>
	<p><b>Motion 6</b></p> <p><b>Moved by</b> Alwin Kong  <b>Seconded by</b> Michelle Walker  <b>That</b> the Board receive the In camera Minutes of Tuesday March 29, 2016 out of camera  <b>Decision</b> carried</p>
	<p><b>Motion 7</b></p> <p><b>Moved by</b> Alwin Kong  <b>Seconded by</b> Nadia Bello  <b>That</b> the Board receive the Moss Park Project Contracts Update Report out of camera  <b>Decision</b> carried</p>
13	<p><b>Other Business /Emerging Issues</b></p> <p>Jacob confirmed no additional business to be presented.</p>
14	<p><b>Adjournment</b></p> <p>Jacob motioned to adjourn the meeting at PM.</p>
	<p><b>Motion</b></p> <p><b>Moved by</b> Nichola Ward  <b>Seconded by</b> Alwin Kong  <b>That</b> the Board adjourn the meeting at 8:15 PM  <b>Decision</b> carried</p>



**Minutes: Board of Management, Meeting 7 (2015-2016)**

Monday April 25, 2016 6:30 PM

The 519, Room 204

<b>Item</b>	<b>Attached Document</b>
2	<ul style="list-style-type: none"><li>Monday April 25, 2016 Agenda</li></ul>
3	<ul style="list-style-type: none"><li>Tuesday March 29, 2016 Minutes</li></ul>
6	<ul style="list-style-type: none"><li>Board Notables Calendar</li></ul>
9	<ul style="list-style-type: none"><li>Fundraising, Philanthropy, Communications (FPC) Committee Minutes</li><li>Briefing Note on a Three Year Philanthropy Plan Framework</li><li>Briefing Note on Corporate Foundation Sponsorship Recognition Charts</li><li>Corporate Sponsorship Policy</li><li>Donor Recognition Policy and Appendix</li></ul>
11	<ul style="list-style-type: none"><li>Human Resources and Governance Committee Out of camera Minutes</li></ul>
12	<ul style="list-style-type: none"><li>Tuesday April 25, 2016 In camera Meeting Minutes regarding the Executive Director Report</li><li>Moss Park Project Contracts Update Report</li><li>Human Resources and Governances Committee In camera Minutes</li></ul>

**\*yellow highlight indicates in camera session**