

The 519 Church St. Community Centre
Board of Directors
Monday, November 27, 2006
Meeting # 3 (2006-07)
MINUTES (DRAFT)

Attendees: Joan Anderson, Salah Bachir, Martin Boily-Côté, Mathieu Chantelois (Chair), Jason Ford (Kamenz), Mike Karapita, Lyle Kersey, Marv Lucey, Don Middleton, Derrick Navarro, Michael Went (Secretary)

Staff: Dick Moore, Fatema Mullan, Janet Rowe, Howard Schulman, Robin Silverman, Nicci Stein.

1. Welcome

Mathieu Chantelois welcomed board members, staff and visitors to the meeting, and introduced new (informal) role of time keeper – Martin Boily-Côté to help ensure the meeting stays on time.

2. Agenda approval

Motion to approve the agenda, with one additional item regarding board decision-making process. Moved by Don Middleton. Seconded by Martin Boily-Côté . Carried.

3. Visitors

Brent Ledger (XTRA), Michelle Douglas.

4. Minutes of the last meetings

Minutes amended by adding that Marv Lucey was in attendance, correction of typographical error for Alison Kemper's name. Motion to approve the minutes of the October 30, 2006 meeting as amended. Moved by Mike Karapita, seconded by Lyle Kersey. Carried.

5. Declaration of conflicts of interest

None

6. Minutes policy

Motion: the minutes policy as presented be approved with an amendment that members may include dissenting views and record names as requested. Moved by Michael Went. Seconded by Mathieu Chantelois. Carried.

7. Human Resources Policy

Board passed a resolution to close the meeting to the public to consider personal matters about an identifiable individual including local board employees, and labour relations.

Lyle Kersey reported that Alison Kemper is expected to return on Tues. Dec. 5, 2006 from a leave of absence. Board is happy to learn that Kemper is returning on a part-time basis for 20 hours per week starting on Tues. Dec. 5, 2006.

7. a. Board decision-making process

Don Middleton spoke on the issue of board effectiveness at its meetings and provided an example of another organization where two weeks before a board meeting each member receives every piece of paper relevant to the board business. It is anticipated that, upon arrival, person would have read it. He expressed concerns of wasting time at meetings otherwise noting that if the board doesn't get the materials a week in advance, items do not go on the agenda unless deemed absolutely essential. He wishes there to be a board 'book' wherein all documentation would be kept and added.

It was suggested to make an exception for the executive director's report. Salah Bachir disagreed with this proposed exception, proposing instead that the executive director could add at the meeting or update as we go along. Bachir was of the view that anything that changes policy or has to be voted on should be distributed in advance.

Motion: That the executive committee consider issues of motions, staff involvement, and advance circulation of materials to the board, and that the executive committee develop a draft board governance policy for formal resolution at the December board meeting. Moved by Don Middleton, Seconded by Michael Went. Carried.

Thanks were extended to Nicci Stein for her and The 519 staff under pressure over the last month.

8. Agency business--Funding proposals approval - Nicci Stein/Janet Rowe

Janet Rowe described a Community Services grant application that has been submitted to the City on an annual basis for The 519's Seniors and Anti-violence Programs.

Janet Rowe described that the Ontario Arts foundation has funding for an arts-based project. This is a one-time, \$4-million fund. The 519 is proposing to apply for \$40,000, to be matched by another \$20,000 from fundraising. The 519 would have until May 2008 to raise the \$20,000. The project is for a mosaic to be put on display in or outside the building. This model has been successful at the Bleeker St. co-op as a way to engage the local neighbourhood and community groups. The proposal would be for two community artists and The 519. There would be money for the community development work. An artist and staff would work with people interested in the project to come up with the design and to facilitate involvement of folks.

Salah Bachir disagreed with the idea and advocated separating community development from art.

Bachir described that there is a committee as part of the Capital Campaign to include art and donations. It was raised that there appears to be a disconnect between the Capital Campaign Committee and the Board's Building & Design working group which was created at the last Board meeting whose work was to include drafting a policy. It was noted that Bachir is in charge of the Capital Campaign's art committee. Bachir and Jason Ford will discuss the roles of the two committees.

Motion: Approve application to the Community Services grant. Moved by Martin Boily-Côté. Seconded by Derrick Navarro. Carried.

Motion: Approve application to the Ontario Arts Foundation. Moved by Martin Boily-Côté. Seconded by Derrick Navarro. A recorded vote was requested. For: Joan Anderson, Martin Boily-Côté, Mathieu Chantelois, Mike Karapita, Lyle Kersey, Marv Lucey, Derrick Navarro, Michael Went. Against – Jason Ford, Don Middleton, Salah Bachir. Carried.

9. Executive Director's Report-Q and A from written report circulated in advance

Recognition awards (discussed)

Congratulations to Alec Butler (Trans Program) and Dick Moore (Seniors Program coordinator) who were both nominated for and granted awards. Alec Butler received a Vital People Award (a project of the Toronto Community Foundation) at a reception on November 15, 2006. Dick Moore receives his Access and Equity Human Rights Award on December 11, 2006 at an event at City Hall.

Park Redesign Process

Helen Rykens attended a meeting on Friday 10 November that outlined the process for the City's re-building of Cawthra Park. The project will begin in mid-December and the Park will be blocked off and largely unavailable for use until August 2007. Staff members have begun discussions about how this will affect Pride Beer Gardens (it was noted that The 519 will be able to use the area on the North side of the building only), the Family Resource Centre (which is looking at possibly moving its activities) and the Summer Camp. Staff will obtain background information on the issue that would indicate the way to move forward.

Don Middleton commented on the side yard with the brick sidewalk, that the issue needs to be put squarely before City Parks and Recreation and dealt with immediately. Motion: send a letter to the City regarding accessibility concerns with the brick sidewalk in the side yard. Moved by Don Middleton, seconded by Michael Went. Carried. Nicci Stein & Mathieu Chantelois to work on the letter.

Events

- Trans Day of Remembrance was held on Monday 20 November. Mathieu attended and was impressed and moved by the Program.
- Friday December 1st is World AIDS Day and there are many events around the City to commemorate this day. Some events extend the whole week.
- November 22nd was National Housing Day and the Mayor David Miller made a statement about the non-renewal of the SCPI Program (Supporting Communities Partnership Initiative), a federal programme for funding a wide variety of projects related to homelessness. The 519 has received SCPI funding for the Trans Access project. Funding ends March 31st and seems as if it will not be renewed). This issue has attracted quite a lot of press. One of the projects that operates at The 519 is closing and will leave a huge gap in services for our homeless community.
- December 6 is National Disability Day and there are events organised at the CNIB (Canadian Institute for the Blind).

Building Maintenance issues

The elevator has been breaking down on a daily basis for the past 2 weeks. Virgil Quiogue is dealing with the issue and liaising with the elevator repair company. This might end up meaning that the elevator needs to be replaced. When the elevator is not operational it creates extremely difficult problems for users and staff. It is not only a health and safety issue but a serious accessibility issue.

Mike Karapita asked 'What's going on with the handicapped ramp?' Response is that the ramp is almost done, maybe by end of week. Karapita and Lyle Kersey expressed concerns about this too.

United Way Application

The 519's biennial application is due on Monday December 4. It is almost complete. The United Way panel review is scheduled for January 11. At its meeting in December the Board should finalise who will be attending the interview.

10. Proposition of the creation of the financial committee

Motion: that the Board constitute an official Finance committee. Moved by Mathieu Chantelois, seconded by Martin Boily-Côté. Carried. Members to include, Martin Boily-Côté, Don Middleton, Marv Lucey. Staff on the committee would be the Executive Director, Programme Manager and Business Manager.

11. Finance report

Capital Campaign report provided for our reference. City budget is on track overall good. John explained the variances. Some are due to gapping (when a position is not refilled temporarily, and new person is hired at a lower rate). Office supplies overspent by just under \$8000 as a result of in-house colour printing. Health & safety committee is a new line. Staff have some plans to have some spending, including crisis intervention training (to occur in early 2007). Overall materials and supplies is on budget. GST is refunded 100 per cent. Alternate space at the YMCA, we didn't spend as much as budgeted; The 519 had thought more staff would have had to go offsite.

Children's programs overspent by \$23,500 because of the Fair project – it's a project that started later. Also, money from Queer parenting from Sherbourne Health isn't reflected in the budget. More info will be available for the next board meeting.

Homeless programs are underspent by \$7000, but a lot happens in December including the two statutory holidays where staffing is more expensive and the programs are open for longer hours. Trans Program is underspent. A project came up later in the year (research project funded by Wellesley foundation) that had to wait for ethical review before it could start. This budget money will therefore be spent.

Older LGBT program is overspent, but some spending is seasonal. This may also be related to a conference in March.

One board member asked if there is no staffing for the Friday Night Club? Staff responded that Fri. Night club and community living lines are now combined. Staffing is therefore reflected in the community living line.

12. Strategic planning

Michael Went summarized a proposal for the need for strategic planning. Joan Anderson outlined proposed timing, including a strategic planning retreat in the Spring, aiming for the May board meeting to complete the process and by-law changes and report to the AGM in Sept.

One board member asked how could the funding be achieved? Staff responded that given past experience, we can anticipate some surplus money. There is flexibility regarding which year it gets charged and could be split between 2006 and 2007.

One board member asked if the committee has a consultant in mind. The response was no. Instead there would be a request for proposals, a review and interviews.

Salah Bachir opposed the proposal. Bachir believes that a strategic plan can be coordinated by a strong executive director, and that there may be a better use of \$10,000. This should be led by the executive director, with support from committees and staff. Some board committees haven't even met yet. Bachir suggested we should finish the renovations and expansion of the 510 first, then decide how we want to use it.

Committee members responded that a key step is to listen. It would be a bottom-up approach through which we learn not only how we see ourselves, but also how others see us, as well. There are community consultants that are skilled at listening. Yes, there are some bad consultants, so it depends on the person. The issue is the amount of work..

Salah Bachir responded that we haven't exhausted internal possibilities on how to improve the centre.

Don Middleton expressed reservations. We've just gone through the community survey. He would not want to move forward on this, until we've seen report of community consultation so far. He expressed skepticism that too often we get consultants advising according to the client's instructions. He would prefer to make the board do its own work first.

Mathieu Chantelois suggested more input should come from the Board.

Middleton expressed that the most important goal is to get more Trans and Women members on the board. The Board is so far from reflecting the community we serve it's scary.

Salah Bachir is not opposed to a consultant. It depends on the questions we ask.

Mathieu Chantelois asked what do we need more for the \$10,000 (e.g., fundraising, communications. He asked what are our priorities for spending as a board?

Nicci Stein outlined that no one on staff has the time to really do a good in-depth job of facilitating strategic planning. The current plan is so outdated that staff are planning in an outdated vacuum, without an umbrella plan. Therefore it's urgently needed, that there's a need to plan for the new building before it's finished.

Chantelois suggested to put the Board in a room for a brainstorm, to include our Board member voices first. Bachir says board vision first, consultant second.

Board members requested information on the direction of the way the consultation is focused. Board members requested the proposed questions. Michael Went proposed to come to next meeting with more information to address concerns. Suggestion made to go ahead and take the vote.

Motion: moved by Michael Went, seconded by Martin Boily-Côté That the board authorize an amendment to the budget to authorize \$10,000 for strategic planning.
For: Jason Ford, Derrick Navarro, Joan Anderson, Martin Boily-Côté, Michael Went.
Against: Marv Lucey, Don Middleton, Lyle Kersey, Salah Bachir, Mathieu Chantelois.
Abstain: Mike Karapita
Motion lost.

Motion: That we ask the committee to define more precisely the areas of study, and report at the December meeting. Report to be sent out a week in advance. Moved by Don Middleton, seconded by Michael Went. Carried.

13. Fundraising & Capital Campaign

Jason not able to be chair of Fundraising Committee. Salah Bachir to be co-chair with Jason. The committee proposes to have an event here with announcement on Dec. 15, 16 or 17 with BMO. Other meetings forthcoming with TD, and three verbal proposals out. Three asks of \$10,000 each will hopefully to be closed by next meeting. Board members are requested to forward any leads to Jason.

14. Communications (5 minutes)

Mike Karapita presented the Communications Committee report. The committee held a meeting recently. Helen Rykens & Fatema Mullan have done tremendous work on the internal side with the newsletter. Communications Committee role is to offer assistance on external communications. There have been a lot of informal conversations, with recognition of need for more press releases and outreach of 519 activities. It is proposed to use existing database that Helen Rykens has from AIDS conference this summer to send press releases. It is proposed to ramp this up very soon with an event. There is a need to send press releases that have a point. Regular consultation and updates will help us find key things. There is a need to set up processes for this. It is also proposed to include outside stakeholders on the committee, to benefit from other voices including a news anchor at CBC National TV and an editor of Fab Magazine. Committee members have had conversations with a features writer with the Globe and Mail (G&M) newspaper. Committee is working on a G&M article, in conjunction with fundraising.

Salah Bachir hopes for a regular half-page in Xtra! Janet Rowe advised that we have had a six-month contract with Xtra! Xtra! has made a big impact on programs and messaging about issues. Staff are negotiating contract now. Xtra! has provided ads for the capital campaign as well.

Money was allocated to replace the bulletin board with a video screen. The committee would like an identical system in one of the windows (to face the street).

15. Correspondence

Deferred to next meeting.

16. Other Business – Dates for the next meetings

Mon. Dec. 18, 2006.

All board members are OK with 2007 meeting dates.

Reminder of Dec. 9, 2006 staff/board holiday party. Board members asked to RSVP on the way out.

Staff presented a list of holiday cards, hoping that someone on the Board can take this on. Also, every year the Board has given gift certificates to staff at holiday party. Derrick Navarro volunteered. Not every Board member needs to sign every card.

Motion to adjourn. Mathieu Chantelois.