

**The 519 Church St. Community Centre
Board of Directors
Monday, March 26, 2007
Meeting # 7 (2006-07)
MINUTES**

Present: Marv Lucey, Don Middleton , Joan Anderson (meeting Chair), Michael Went (recorder), Lyle Kersey, Mike Karapita, Salah Bachir, Derrick Navarro, Martin Boily-Côté

Regrets: Mathieu Chantelois, Jason Ford

Staff: Janet Rowe, Howard Schulman, Robin Silverman, Alison Kemper

Visitors: Nina Arsenault, Richard Carrier-Bragg

1. **Welcome** – Joan gave regrets from Mathieu and will chair the meeting in his absence. Special welcome to visitors with a round of introductions. Alison announced she is celebrating her 15th year anniversary as Executive Director of the 519.
2. **Agenda Approval**
MOTION: to approve the agenda. Moved by Don Middleton, seconded by Derrick Navarro.
3. **Minutes of the last meeting**
MOTION: to approve the minutes for the meeting of February 26, 2007. Moved by Derrick Navarro, seconded by Martin Boily-Côté. Carried.
4. **Declaration of conflicts of interest**
None
5. **Agency Business - Funding Proposals**
Alison - Summer camp. This is the program that was cut by the federal government and is now a new Federal programme for summer students with different criteria.

MOTION: To approve funding proposal to the Canada Summer Jobs, Human Resources & Social Development Canada for the summer camps program. Moved by Marv Lucey, seconded by Don Middleton. Carried.

Janet – Follow up to Metcalfe application from previous meeting – we were not invited to apply, but invited to reapply in September.

Janet - SCPI (Supporting Communities Partnership Initiative) Details remain unknown. It is hoped that funding would be the same as last year. Question of how long the extension would be. This was for TransAccess program.

Janet - Toronto Arts Council application did not go in. There is another call in May.

Alison - The United Way requires a motion from United Way member agencies to recommit to being a member.

MOTION: That the membership agreement was reviewed and approved by the Board of Directors. The 519 Church St. Community Centre recommits to being a member agency of

the United Way of Greater Toronto. Moved by: Mike Karapita, seconded by Lyle Kersey. Carried.

6. Strategic & Program Planning Committee

Michael reported surveys will be going out to stakeholders including Board members. Key informants will be interviewed. Salah is included as a key informant interview as Chair of the Capital Campaign in addition to being a Board member.

The Board asked to select date for strategy development session – Saturday May 5. Salah is unfortunately unable to attend. Hold the day and Board will be notified about time and place.

7. Executive Director's Report Q & A (full report distributed to the Board with reports from other managers)

Human Resources: Managers met in a daylong retreat to plan and to begin to resolve HR issues. Out of this meeting we redesigned managers meetings and instituted a biweekly meeting open to all staff.

The 519 Joint Health and Safety Committee has a subcommittee to develop a crisis management procedure.

The negotiations for a first contract with CUPE for the casual staff have not yet been scheduled.

City relationship: We are working on an AOCC Executive Directors work plan. Board member asked what AOCC stands for.

Alison - Association of Community Centres. I will continue to explain.

Joan – We reiterate our request to write out full names in the reports.

Leadership and advocacy: Dick Moore's conference on LGBTTTQ (Lesbian, Gay, Bisexual, Transsexual, Transgender and Queer) seniors was a remarkable moment of leadership on a very new issue. We are proud to be working in this area. We are working on issues related to the Police Community Advisory Committee

Salah – suggests we have a general meeting to discuss community policing issues.

Howard – we tried to run a couple of events, and the response was 10 attendees. The 519 will try to do more community forums.

Alison passed on Nicci Stein's report that all the currently used evaluation tools for each programme are being gathered. We are also building Logic Models (to measure outcomes) for each programme. We have prioritised the following programmes for this: Children's, Homeless and Anti-Poverty, Anti-Violence, Queer Parenting, Trans. The others will follow.

Janet - Among Friends (LGBTQ) refugee project event on April 3, 2007, 10 am. George Smitherman to present a plaque. Response to the project has been overwhelming.

Mike K. Press release from The 519 to be sent out.

Dykes Planning Tykes 10th anniversary on May 12.

8. Building Committee

Alison - There have been questions around staff/program movement during the construction process. Helen distributed a report on this to Board members. Timeline of moves are dependent on tendering. Meeting held today with City on Phase 2.

Martin – he, Alison, & Yves Martel (volunteer) identified list of outstanding items from Phase 1. Phase 2 costing is in progress, but not complete.

Alison - There may be changes to the timing of various construction works. Earliest the work can start is first week of June 2007.

Salah – Do we know about how much money we need?

Alison – No. Question is, of how much we're short, how much will the City pay for? Other issue is management fees on the monies provided through the City.

Next steps – Alison and/or Martin to write a letter to City staff regarding management fees.

Salah hopes that we can have a date for the Phase 2 opening to be made public by the next Board meeting. It would be appropriate to have an update, to thank contributors and explain the hold-up.

Joan - Next meeting: we could schedule more time to invite George Padanyi to speak?

Don – what are issues outstanding?

Alison – without electronic door, not sure what size scooters can fit?

- Mahogany wainscoting is cut from the budget
- Goal is to cut as much out of the budget that is not functional

Salah – is it possible to go through a Phase 3 to “pretty up” the place?

Alison – Yes. We could do this afterwards, items that couldn't be specified in the tender now. Essentially only structural stuff is going forward at this time.

Lyle – Met a fellow who arrived at front door in a wheelchair. There's no sign identifying where the ramp is. People don't know. We need signage to show people where to go.

Alison – Thank you.

Don – Still want to be clear. Request a list of outstanding items that can go out to the Board.

Alison – there's a long list, proposed by architects.

Salah – Wants a list of items that stayed, that went. We could go back and raise more funds if necessary.

Martin – next meeting we'll report on costing, Phase 1 outstanding issues.

9. E.D. Report cont'd – combined with Fundraising discussion

The submission to KPMG for capital support going in. The Board thanked Martin for his assistance with submission to his workplace.

We have had a lot of input on our spring fundraising letter, which will go out shortly.

Salah led Board discussion on need to think through a fundraising mail campaign plan for the year. Would prefer a system of differentiated (segmented) letters based on amounts donated, and would prefer a coordinated strategy of fundraising.

Alison outlined four periods of fundraising letter. We don't have a period of segmented letters at this time. We would be thrilled to have volunteer support.

Salah – would like a system of targeted fundraising efforts for specific programs. Letter is fine enough as it is, but not broad enough. Fundraising that repeats the same donors, can reflect badly on the organization. Each program can appeal to a specific audience.

Don – Would prefer a different letter, signed by a different person, for a different audience.

Joan – explained that Helen has long wanted to move these fundraising efforts ahead and suggested a few people getting together to discuss. Fundraising committee – Salah, Don, Derrick and Mike K. to meet with Helen. Committee to provide Helen with two options of times to meet.

Alison reported that the International AIDS Conference has provided funds to cover the balance of monies used by The 519 AIDS Vigil fund for the International AIDS Vigil last August. The 519 thanks Darryl Perry, Executive Director, AIDS 2006 Toronto Local Host for facilitating the additional support from the International AIDS Conference.

10. Finance

Martin reported no meeting last month. Next meeting in April. Audit started last Thursday.

11. Fundraising / Capital Campaign

Salah reported on full-page ad in XTRA!

Reports that discussions with additional financial institutions continue.

Salah noted that The 519 still needs to follow-up on invoices for commitments to the Capital Campaign.

12. Communications

Mike K. reported that Communications committee meeting virtually seems to be working. Next Committee meeting is April 11.

Committee is continuing to write elements for the Annual Report. What has emerged is that the Communications committee is acting as a resource for key messages about the 519. Requests that communications go through the Committee to ensure that key messages are included. Request for all Committee Chairs to send quick “talking points” to include in the Annual report.

Discussion – Should the newsletter be a virtual newsletter? It is suggested that the next newsletter include an option that people can get it via email only. This could be a process that takes time.

Salah – Supports idea of an e-newsletter to use as a fundraising tool.

Mike K. – There may be issues with a PDF format, but we’ll see.

Mike K. – Asks all to find enticing news stories that will get news coverage. Issues with renovation are definitely there. Offers training on web writing to Board and staff.

Mike K. – Letters from the Board Chair and the E.D. for the Annual Report have been clarified. Letter from the Board Chair to the staff regarding the Workplace survey and the strategic planning survey is also complete, and to be distributed within next two or three days. Letter also thanks the staff for their contribution to The 519.

13. Human Resources Policy Committee

Lyle – there have been two meetings this month. One issue has been overtime and holiday time and how that should be administered. We hope to have, before the Fall, a discussion with the board on this issue. Committee also discussed the staff workplace survey. Committee provided advice to Alison on staff issues. Alison, could you tell us about the audit?

Alison – Will show the City audit tool to the HR committee. This is about how to systematize HR issues better.

14. Correspondence

No correspondence.

15. Other Business

Don - When spring run-off came, I identified water run-off issues. City staff responded quickly on the concerns.

Jason Ford has submitted his resignation from the Board as it has become difficult for him to attend the meetings, but would be available to continue as a volunteer.

MOTION: to accept the resignation of Jason Ford as Director, and to express thanks for his participation on the Board. Moved by Don Middleton, seconded by Martin Boily-Côté. Carried.

Board discussed possible process to fill the Board vacancy as soon as possible.

16. Human Resources cont'd

MOTION: That the meeting be closed to the public in order to discuss matters about an identifiable individual. Moved by Michael Went, seconded by Joan Anderson. Carried.

17. **Adjournment:** Lyle Kersey moved to adjourn the meeting.