

The 519 Church St. Community Centre
Board of Directors
Monday June 18, 2007
Meeting #10 (2006-07)

Present: Joan Anderson, Nina Arsenault, Mathieu Chantelois (Chair), Mike Karapita (Secretary), Lyle Kersey, Marv Lucey, Don Middleton, Derrick Navarro, Michael Went (arrived later in the meeting).

Staff: John Methven, Janet Rowe, Nicci Stein

Regrets: Martin Boily-Côté

Guests: None

1. Welcome

Mathieu wished everyone Happy Pride and acknowledged that Alison Kemper is no longer sitting at the table since her resignation as Executive Director (ED). In many ways she shaped what the 519 is today and we wish her the best with the end of her PhD. Also, Mathieu wished John all the best in his new job with the City. His last day will be July 3. He was always there to raise his voice and his passion for the 519 was always there.

Mathieu reported that Salah had passed on a cheque for \$50,000 from BMO to the capital campaign.

2. Agenda Approval

3. Visitors

None

4. Minutes of the last meeting.

MOTION to approve. Moved by Marv Lucey. Seconded by Lyle Kersey.

5. Declaration of Conflicts of Interest

None

6. Agency Businesses – Funding proposal approvals

Janet said there were no new funding proposals this month.

Janet - We did get the full \$30,000 for the summer camp. It was stunning. We also got 3,500 from the province summer job program, through employment youth services. Our camp is well funded.

Mathieu suggested we acknowledge the \$10,000 summer camp donation courtesy of Salah. Extra money if not needed from Salah could go to other things like March Break camp.

7. ED Interim Plan

Mathieu updated Board on situation in the transition period to replace Alison. Mathieu asked Nicci to give overview of the plan as it stands right now. Nicci is not able to give full time attention to the interim ED job at least not on a consistent basis because of other commitments. The 519 Management Team suggested bringing back Jack Harmer to support the team so that certain tasks and functions can be delegated for an estimated three months. Nicci referred to a tabled document outlining areas needing the most attention and who would be responsible for what. The plan allows for summer vacation plans so that two managers are always around while others take extended vacations. Janet pointed out that when the new ED comes in there are pieces of work they want to keep working on like collective bargaining, getting human resources files together, other administrative pieces that Jack could help the Management Team do.

MOTION: Joan Anderson moved, seconded by Mike Karapita to close the meeting to the public to discuss human resource issues and personal matters about an identifiable individual, including a city employee or a local board employee. Approved.

closed meeting portion ends

Motion recorded from 'closed meeting' session:

MOTION by Joan Anderson to approve the Management transition plan and to appoint Nicci (formal name: Nicola) Stein as Interim Executive Director until the new Executive Director is in place. Moved by Joan Anderson. Seconded by Mathieu Chantelois. Approved

Mathieu also wanted to thank staff and volunteers for their support. Mathieu welcomed Nicci back and told her the Board has approved the interim plan. The Board thanked Nicci for taking on the task.

8. Vacancy on the Board

Mathieu asked the Board to make suggestions on what to do with the rest of the year since Salah has now missed three meetings and is no longer on the Board because of bylaw rules. A vacancy now exists.

Joan said with the new City framework, based on City of Toronto Act that has greater power than our bylaws, when a vacancy occurs and the Board appoints a replacement, the new person plays out the term of the person they replaced. (So Nina, for example, is replacing Jason Ford until Sept. 2008). Derrick asked for clarity.

MOTION: Derrick Navarro moved and Joan Anderson seconded for the Board to close the meeting to the public as it concerns personal matters about an identifiable individual, including a city employee or a local board employee. Approved.

closed meeting portion ends*

Nina asked Mathieu to relay to Salah how much the Board values his contribution to The 519, his knowledge and his experience. Mathieu to relay the Board's good words for Salah.

9. Human Resources

Lyle said a very productive meeting had been held. It mostly dealt with the Executive Director transition plan, and also with trying to have a better understanding on obtaining an up-to-date job description.

Lyle - The HR committee has a handle on what we have to do in the next three or four months to assure the staff, the community and the Board that we are still in business even though we are going through this quite elaborate and involved transition.

Nicci added information about the transition for John. John has emailed suggestions to Nicci and the Management Team about how to manage the transition – someone to come in to do part time work while the 519 is hiring.

Nicci - I want you to know that there is a plan to get an interim person.

John has suggested someone who has already worked with another community centre, who has retired about a year ago.

10. Building Committee

No meetings have been held. A new timeline was circulated in advance to the Board from Martin Boily-Côté.

11. Finance Committee

MOTION to make Nicci (formal name: Nicola) Stein and Janet Rowe signing officers of the 519. Moved by Lyle Kersey. Seconded by Derrick Navarro.

12. Strategic and Program Planning

Joan - Friday the 22nd we need all Board members to have input on the discussion paper. We are trying to follow our timeline so David will be able to draft a strategic plan to bring to the Board for the July 30th meeting and the plan can be brought to the AGM in September.

Nicci – we need to look at the goals to make sure the plan is realistic for the staff, that can be implemented. The date for that session is the 29th.

13. Program Fundraising and Capital Campaign

Mathieu spoke with Salah and he suggested a fundraising campaign to deal with donors who are not big donors. Don willing to take on encouragement of smaller donors, but does not want to be a committee of one. Mike asked for clarification of what constitutes a small donor versus a large donor. Nina asked what would be involved in cultivating a so-called small donor.

Nina - This is a committee I would be willing to join.

Janet – There needs to be a place where we can look at how we can reach donors, a place to talk about community-based fundraising efforts. There are a lot of little pieces that happen that raise our profile.

Joan – It is important that a small group get together to have these discussions. It would be good to raise money for programs.

Lyle – We need to recognize all donors regardless of the size of the money they give. Lyle worried that there could be a message sent that there are rich donors and there are poor donors.

Mathieu – It's important to recognize all donors, but we need to have different strategies to approach the people who come in the centre versus corporate donors.

Joan – Let's have one meeting that focuses on issue of raising money. It's all got to link together and what we are doing tonight won't answer the issue.

Nina – Isn't the point here that we don't have a fundraising committee?

Mathieu – We need to create structure to create fundraising buzz.

Don – As much as I want to see the job done, it will be September when I can get to it.

We need to reach the whole market but by different means. I am interested in participating.

Agreed that Don will work on a meeting when he returns in September.

Mathieu reiterated the Board's commitment to reach all donors.

14. Communications

Mike updated the committee about the process to keep stake holders updated about what is going on at the 519. An effective process is now in place to keep everyone updated.

15. Correspondence

Mathieu – there is a story on Nina everywhere in town. Most stories mention Nina's involvement in The 519. This Wednesday June 20 is the Pride gala where Nina is one of the award recipients.

16. Other Business

None declared.

17. Executive Director search process.

MOTION: Joan Anderson moved and Mike Karapita seconded to close the meeting to the public for the purpose of discussing labour relations or employee negotiations. Approved.

Portions of the discussion involved information inappropriate for potential candidates to obtain before completion of the hiring process through public minutes.

****closed meeting portion ends*****

Other portions reported for minutes:

Joan presented draft Executive Director search plan based upon her previous experiences in these type of searches.

Joan – There are few decisions we need to make tonight. We are looking here at a process that involves different perspectives, but the Board is the one that makes the decision about the hiring of the ED. However, we can involve other people and their expertise.

Mathieu and I propose to get a posting out and take some time to ask ourselves 'What kind of ED do we want?'

Mathieu - We should really think outside the box with this posting

Joan – We are seeking input from the Board on your priorities for the next Executive Director. Board members contributed their ideas and priorities.

MOTION to have the Board delegate the job posting to Mathieu, Joan and Mike K. Moved by Don Middleton, Seconded by Derrick Navarro.

The Search Committee

Joan indicated the search committee needs to start meeting in July and asked the Board for feedback on how the search committee will be comprised?

Joan – We need to know who on the Board is interested?

Don – I am interested but I don't want to be around at the final process. But I do think I could be useful at looking at a range of applications.

Lyle – I would be available

Mathieu – Let's set a meeting and invite people from the Board to attend.

ED Search Coordinator

Tasks have been identified to bring in an external contact to help coordinate the search and reduce the workload of committee members.

MOTION that the Board approve a budget with a maximum of \$5,000 for a retainer fee for someone to coordinate the search task. Moved by Mathieu Chantelois. Seconded by: Marv Lucey.

Board thanked Joan for her work on the proposed plan.

18. **Meeting adjourned.** Moved by Derrick Navarro.