

**The 519 Church St. Community Centre  
Board of Management  
November 5, 2007 at 6:30pm  
Meeting #1 (2007-08)**

**MINUTES**

**Board Members Present:** Joan Anderson (recorder), Nina Arsenault, Martin Boily-Côté, Mathieu Chantelois (Chair), Paul Devereaux, Natasha Garda, Lyle Kersey, Marv Lucey, Don Middleton, LaVerne Monette, Derrick Navarro.

**Staff Present:** Nicci Stein, Janet Rowe, Helen Rykens

1. **Welcome:** Mathieu welcomed everyone to this first meeting of the new Board, with special welcome to new Board members and thanked managers for being at the meeting.

2. **Agenda**

MOTION: To approve the Agenda. Moved by Marv Lucey and seconded by Derrick Navarro.

3. **Visitors:** None

4. **Minutes of September 18, 2007** (2006-07 Board): Deferred

5. **Declarations of Conflict of Interest:** None

6. **Agency business--Funding proposals approval** – Janet Rowe

Community Services Partnership Investment Program (CSPIP) (City of Toronto)

- Seniors (\$13,500) – this is a renewal
- Anti-Violence Programme (\$20,000) – this is a renewal

MOTION: To approve application to Community Services Partnership Investment Program for Seniors program. Moved by Marv Lucey and seconded by Martin Boily-Côté. Carried.

MOTION: To approve application to Community Services Partnership Investment Program for Anti-Violence Programme. Moved by Marv Lucey and seconded by Martin Boily-Côté. Carried.

Access, Equity and Human Rights x 2 (City of Toronto)

- Anti-Violence Programme (\$10,000) - renewal
- Transaccess (\$10,000) – new

MOTION: To approve application to Access, Equity and Human Rights for Anti-Violence program. Moved by Don Middleton and seconded by Paul Devereaux. Carried.

MOTION: To approve application to Access, Equity and Human Rights for Transaccess. Moved by Don Middleton and seconded by Paul Devereaux. Carried.

Mosaic Project: \$40 thousand has been granted with a condition to raise \$20 thousand. It is a community-based, community development arts project. The project will work with local neighbourhood and program participants, with artist and include youth apprenticeships.

MOTION: To approve applications to the McLean Foundation (5K) and the Raptors Foundation (5K) for the Mosaic Project. Moved by Joan Anderson and seconded by Martin Boily-Côté.

## **7. Interim Executive Director Report – Nicci Stein**

Nicci referred Board members to Program Report from Janet and to her written report, both sent out in the Board package. Highlights from her report:

### United Way Campaign

Our staff campaign this year has an environmental theme and is called “Clean it, green it, cool it”. Our goal is \$5,700.00 (\$200 more than last year’s amount).

### New taxes issue at the City

We sent an email to all our Members, partners and supporters regarding the vote at City Council on October 22<sup>nd</sup>. We will soon have a dedicated spot on the website for information about the ongoing challenges of City funding and our efforts in this regard. We are working closely with Toronto Neighbourhood Centres and the Social Planning Council on these issues. Nicci added that a complaint had been received from one of The 519’s supporters which she responded to. The 519 has consistently stood up against cuts to community funding at the City but this process was more complicated with the tax issue.

### Cawthra Square Cafe

The Café closed for business at the end of September. They decided to consolidate all their operations in one location. Helen has been the liaison with the Café. We had a good-bye party for the Café at the end of the last week of September. A Request for Proposals will be put out when the building is closer to completion and will include similar training goals. Don asked for the Board to have input into the tender on expectations and Nicci affirmed there will be Board consultation.

### Health and Safety

Regular inspections continue. We will be meeting monthly during the construction period. Nicci is also attending a meeting of the Joint Health and Safety Committee for all 10 AOCCs (Association of Community Centres).

### Human Resources Management

Finance manager hiring in its final stage. Maria Chung’s contract as Interim Finance manager was extended to overlap with the new person for handover. Jack Harmer’s contract was extended due to the need to re-post the E.D. position.

Bargaining for the new union of casual/relief staff continues. There will be an update at upcoming AOCCs meeting. Paul asked if the outcome has financial impact. Nicci replied it does. The City covers the deficit in the first year but not after that.

### Park re-design process

The Park is open and is being well used. There are some issues with safety of the playground equipment for young children (the age of the kids who attend our Family Resource Centre) and we are working on this with the designer and the City staff.

## Planning

The Management team is working on a list of items that emerged out of the Strategic Planning Draft Implementation Plan.

## Building and construction

Construction has started. The contracted company is called Trans Canada and comes highly recommended. They are starting with the underpinning and reinforcement of the foundations on the north, west and south sides of the basement. They will also soon begin to put up hording around the New Wing. The wheelchair access ramp will remain in service. We have started to compile a communications plan to keep staff, Board, volunteers, neighbours, participants etc informed.

## **8. Election of Executive Committee**

MOTION: To move into a confidential 'in camera' session with Board only to discuss individuals for the Executive Committee. Moved by Mathieu Chantelois and seconded by Joan Anderson. Carried.

Result of Board discussion and process:

MOTION: To appoint the 2007-08 Executive Committee: Mathieu Chantelois Chair, Joan Anderson Vice-Chair, Martin Boily-Côté Treasurer and Derrick Navarro Secretary. Moved by Marv Lucey and seconded by Lyle Kersey. Carried Unanimously.

Noted that LaVerne will bring her Board experience to work closely with Derrick on Secretary duties. Don will continue in role as Assistant Treasurer.

MOTION: To appoint LaVerne Monette Assistant Secretary and Don Middleton Assistant Treasurer for 2007-08. Moved by Marv Lucey and seconded by Lyle Kersey. Carried Unanimously.

## **9. Board Committees for 2007-08**

Board reviewed structure from 2006-07 and added an Advocacy Workgroup to move the Strategic Plan priority of Advocacy forward.

Advocacy Work group – Joan, Paul, LaVerne and Natasha  
Human Resources Policy Committee – Lyle, Marv, Joan and Derrick  
Strategic and Program Planning Committee – Marv, Derrick and LaVerne  
Communications Committee – Paul, Nina and Natasha  
Capital Campaign – Salah Bachir, Chair  
Fundraising Committee – Don and Paul  
Building and Facilities Committee – Martin, Marv and Don  
Finance Committee – Martin, Marv and Don

Mathieu asked for committees to meet ahead of the December Board meeting. As Chair, he is a member of all Committees and will attend as often as he can. Joan encouraged Committees to consider community member recruitment at their first meeting where this is appropriate.

## **10. Executive Director Search – Mathieu and Joan**

This round has produced a larger number of good quality candidates. First interviews are complete and candidates are selected for the second interviews to be held November 8. Mathieu, Joan, Lyle and two of

the managers will participate in the second interviews. A recommendation will be brought to the Board for their decision. Board Meeting set for this purpose November 15 at 6:30 pm.

**11. Building and Facilities Committee – Martin**

Nothing to add from the Interim E.D. report

**12. Finance Committee – Martin**

Very close to finalizing hiring for the Finance Manager - enthusiastic about the result.

**13. Strategic & Program Planning – Joan**

Strategic Plan focus moves to implementation planning. Janet noted that the Plan is already helping with program planning.

**14. Capital Campaign**

Mathieu reported that Salah Bachir continues to raise funding to cover Capital expenses for the Building.

**15. Communications/Correspondence:** None to report

**16. Other Business:** Announcements

December 1 – Children’s Holiday Party

December 8 – Staff-Board Holiday Party. 6:30 at La Croissant Tree at Charles and Church Sts.

**17. Human Resources Policy Committee - Lyle**

Part of report ‘in camera’ when issues relate to individuals.

Committee provided advice and recommendation on managing overtime. There is an overtime and vacation policy. The City had indicated it could assist with a review of the management structure after the Strategic Plan is in place. This will need follow-up with the City.

**18. Adjournment:** Paul Devereaux moved to adjourn the meeting.

Next Meeting November 15 re Executive Director hiring and full Board Meeting December 17.