

**The 519 Church St. Community Centre  
Board of Directors  
December 17, 2007 at 6:30pm  
Meeting #3 (2007-08)**

**MINUTES**

**Board Members Present:** Joan Anderson (recorded first part of meeting), Martin Boily-Côté, Mathieu Chantelois (Chair), Lyle Kersey, Marv Lucey, Don Middleton, Derrick Navarro (Secretary)

**Board Member Regrets:** LaVerne Monette, Paul Devereaux, Natasha Garda, Nina Arsenault

**Staff Present:** Maura Lawless, Executive Director

**1. Welcome:** Mathieu welcomed everyone – acknowledged that a number of Board members had to send regrets, however there is a quorum. Mathieu welcomed Maria Robas the new Business/Finance Manager

**2. Agenda Approval**

MOTION: Moved by Marv Lucey, Seconded by Lyle Kersey to approve the Agenda. Carried.

**3. Visitors:** None

**4. Minutes of the last Board meetings:**

a) September 18, 2007 (for 2006-07 members)

MOTION: Moved by Marv Lucey, Seconded by Don Middleton to approve the minutes of September 18, 2007. Carried.

b) November 5, 2007

MOTION: Moved by Marv Lucey, Seconded by Martin Boily-Côté to approve the minutes of November 5, 2007. Carried

c) Special Board meeting of November 15, 2007

MOTION: Moved by Lyle Kersey, Seconded by Mathieu Chantelois to approve the minutes of November 15, 2007. Carried.

## **5. Declaration of conflicts of interest – None**

## **6. Agency Business – Funding proposals approval**

Lesbian Gay Community Appeal (LGCA) applications:

- Queer Parenting Program will apply for 3,000 to evaluate its current monthly drop in programs. Attendance is consistently low at “Mom’s the World” and we are hearing more from trans parents that our programming does not meet their needs.
- Mosaic Project will apply for 5,000.
- Anti Violence Program will request 2,500 to revise a reprint of the verbal harassment cards.
- Senior Pride Network will be developing brochure on Queer seniors issues. And will apply for 1,500.

MOTION: Moved by Martin Boily-Côté, Seconded by Don Middleton to approve applications to the LGCA for Queer Parenting Program, Mosaic Project, Anti-Violence Program and Senior Pride Network.

Mathieu declared conflict of interest and abstained. Motion Carried

Major Recreation Grant – This is a returning application for 26.342. This program funds the Friday Night Club, Children’s camps, the Family Resource Centre and the Seniors program. Question raised about expressing point to the City about grants not increasing to meet increased costs such as staff costs. Action: Maura to include a letter with City grant application about need for increases. To be co-signed by Chair and Executive Director.

MOTION: Moved by Lyle Kersey, Seconded by Marv Lucey to approve grant application to Major Recreation Grant program at the City.

## **7. Executive Director’s Report**

Maura reported that she began on December 12 and is very pleased to be here at The 519. She has been meeting with staff and managers, doing orientation. Looks forward to working with the Board. Nicci Stein is now on vacation and her Interim Executive Director report was provided to the Board.

## **8. Finance**

(Derrick arrived to the meeting during the Finance report)

Martin reported that the Finance Committee met and reviewed the finance statements. Meeting and report highlights:

- The 519 has operated on a cash basis, expenses do not get accrued and therefore it is more difficult to have an accurate up to date picture of the finances. Intend to change to an accrual system as of January 2008.
- Reviewed proposed 2008 budgets for core and program.
- Maura has asked for projections for end of year December 31, 2007.
- New accounting software process is moving forward.
- IT requirements will come from capital campaign.

- Mathieu and Maura to meet with Salah Bachir, Capital Campaign Chair, mid January to review The 519's financial status and provide a clear picture of needs in both capital and program.

Brief discussion on funding strategies. Don emphasized the importance of involving all sectors of the community in fundraising.

Martin reviewed Committee's four priorities for unfunded items in the budget: 1) funding to maintain half-time manager position March-Dec 2008, 2) Fundraising Manager, 3) Human Resources/Administrative Support and 4) Funding for Program Deficit. Committee recommends to the Board to accept the 2008 budget; raise funds or find alternative strategies to address priorities.

MOTION: Moved by Marv Lucey and Seconded by Don Middleton that the Board accept the 2008 core and program budget; and accept Finance Committee's recommended priorities to be addressed.

Banking Resolution: Maura brought forward The 519 Community Centre Board Resolution –

MOTION: That the Board of Directors of The 519 Community Centre approve the following employees of The 519 Community Centre, to be authorized as signatories for the corporation:

Maura Lawless, Executive Director

Maria Robas, Manager, Finance

in addition to current signatories.

Moved by Mathieu Chantelois and Seconded by Derrick Navarro. Carried. Resolution to be signed by the Chair and Treasurer and provided to the bank.

## **9. Building Facilities**

Martin gave an update from the Building Committee meeting. There was a minor problem with the elevator contractors as there are not allowed to be two different contractors on site at the same time. The problem has been rectified and the elevator should be running again in about 2 weeks.

## **10. Human Resources Policy Committee**

Lyle gave an update from the H.R. Policy Committee's meeting held prior to the board meeting. The next meeting will be the hour before the next 519 board meeting. At that meeting a decision will be made on ongoing meeting dates.

## **11. Strategic & Program Planning**

Joan gave an update from the initial Strategic & Program Planning meeting held last Wednesday, December 5th. LaVerne Monette was elected chair of this committee. Next steps are to have a Strategic Plan Implementation kick-off meeting which is scheduled to take place the evening of Tuesday, January 8<sup>th</sup> at 6:30pm.

## **12. Fundraising**

Don gave a few personal comments regarding where he envisions this committee achieving this upcoming year. He expressed the need for good communication between fundraising for programs and fundraising for the building. The Fundraising Committee has not yet had a meeting, but is planning on doing so in early January.

## **13. Capital Campaign**

Mathieu and Maura will be meeting with Salah Bachir over lunch with their wish list regarding Capital Campaign fundraising.

## **14. Communications**

Maura gave an update from the recent Communications Committee meeting. Natasha Garda will be the chair of this committee. The committee's short term goal is to have a work plan ready for the January board meeting. Maura also brought up some new initiatives that were discussed at the meeting such as media training for both staff and board members, as well as a giving a new theme to the 519 newsletter.

## **15. Advocacy**

Joan reported that the first meeting was held. The workgroup had a good discussion about the potential role and activities of the Committee. A key role will be working on an Advocacy Framework, part of the Strategic Plan.

## **16. Correspondence - None**

## **17. Other Business - None**

## **18. Adjournment**

Moved by Mathieu Chantelois.

Next 519 Board Meeting: Monday, January 28, 2008 – 6:30pm