



MINUTES: Board of Management, Meeting 2 (2024-2025)
 Monday, November 25, 2024 @ 6:30 - 8:30 PM, Hybrid via Zoom
 & Room #204

Board Members

Chair: Tom Spence	Aaron Hewitt	Jaris Swidrovich
Vice-Chair: Zoe Robinson	Victor Huynh	Dennis Yu
Secretary: Erika Voaklander	Natalie Miller	
Treasurer: Vanshika Dhawan	Juan Camilo Rendon Ocampo	
Ex-Officio: Councillor Chris Moise (absent)		

The 519

Executive Director	Maura Lawless
Director, Finance	Maria Martinez
Director, Philanthropy	Aniska Ali
Director, Housing Advocacy & Support Services	Martha Singh Jennings
Director, Strategic Partnership Initiatives	Jaymie Sampa
Director, Public Interest & Legal Initiatives	Johanna Macdonald
Manager, Strategic & Executive Planning (minutes)	Laura Gibbon

Guests: Stanley Jonathan (Councillor’s Office)

Item	Minutes
BD-2.1	<p>Welcome and Introductions Tom Spence opened the meeting at 6:30 PM, welcomed everyone and delivered the land acknowledgement. Tom also acknowledged World AIDS Day on December 1, International Day of Persons with Disabilities on December 3, and the National Day of Remembrance and Action on Violence Against Women on December 6.</p>
BD-2.2	<p>Approve Agenda Tom Spence requested the Board to review the agenda for the Board Meeting of November 25, 2024.</p> <p>MOTION 2.2: To approve the agenda for the Board Meeting of November 25, 2024.</p> <p>Moved by: Jaris Swidrovich Seconded by: Natalie Miller</p> <p>That the Board of Management approve the agenda for the Board Meeting of November 25, 2024.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Victor Huynh Natalie Miller Juan Camilo Rendon Ocampo</p>



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	<p>Zoe Robinson Tom Spence Jaris Swidrovich Erika Voaklander Dennis Yu</p> <p>Decision carried</p>
BD-2.3	<p>Approve Meeting Minutes Tom Spence requested the Board to review the minutes for the Board Meeting of October 28, 2024.</p> <p>MOTION 2.3: To approve the minutes for the Board Meeting of October 28, 2024.</p> <p>Moved by: Dennis Yu Seconded by: Vanshika Dhawan</p> <p>That the Board of Management approve the minutes for the Board Meeting of October 28, 2024.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Victor Huynh Natalie Miller Juan Camilo Rendon Ocampo Zoe Robinson Tom Spence Jaris Swidrovich Erika Voaklander Dennis Yu</p> <p>Decision carried</p>
BD-2.4	<p>Declaration of Conflict of Interest(s) Tom Spence confirmed no conflicts of interest were declared.</p>
BD-2.5	<p>Chair Report/Executive Committee – Tom Spence (Chair of the Board)</p> <p>2.5 Chair’s Report</p> <ul style="list-style-type: none"> • Tom Spence congratulated staff and CANFAR for their successful attempt to break the world record for the most awareness ribbons made in one hour to commemorate World AIDS Day. Tom also acknowledged and thanked staff for a very successful Trans Day of Remembrance (TDOR) event. • Tom Spence mentioned that information about the year-end appeal would be shared soon and encouraged all Board members to participate and support the organization’s fundraising efforts in any way they can.



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	<ul style="list-style-type: none"> • The next Board policy working group meeting is scheduled for December 17. All Board members are welcome to attend, and/or can submit written feedback on the current draft procedures in advance of the meeting. • Brett House has resigned effective November 15, 2024. The Executive Committee will manage the process to fill that vacancy, which must be filled by a catchment member. The Board has discretion to appoint a candidate for an amount of time up to the full length of the vacant term, which in this case is until September 2027. Any Board members who would like to recommend candidates can send details to the Executive Committee. <p>MOTION 2.5: To accept the resignation of Brett House from the Board of Management, effective November 15, 2024.</p> <p>Moved by: Aaron Hewitt Seconded by: Victor Huynh</p> <p>That the Board of Management accept the resignation of Brett House from the Board of Management, effective November 15, 2024.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Victor Huynh Natalie Miller Juan Camilo Rendon Ocampo Zoe Robinson Tom Spence Jaris Swidrovich Erika Voaklander Dennis Yu</p> <p>Decision carried</p>
<p>BD-2.6</p>	<p>Executive Director Report – Maura Lawless (Executive Director)</p> <p>2.6 November Update</p> <ul style="list-style-type: none"> • Maura Lawless thanked staff for their work throughout the month of November, and congratulated staff on a successful TDOR. • Staff are busy working on the budget and 2025 workplan.
<p>BD-2.7</p>	<p>Strategy and Community Development (SCD) Update – Juan Camilo Rendon Ocampo (Chair-elect, SCD) & Maura Lawless (Executive Director)</p> <p>2.7.1 SCD Meeting Update</p>



- Juan Camilo gave an overview of what was covered at the November 5, 2024, SCD meeting.

2.7.2 Appointment of SCD Chair/Vice-Chair

MOTION 2.7.2: To appoint Juan Camilo Rendon Ocampo as Chair and Jaris Swidrovich as Vice-Chair of the Strategy and Community Development Committee for the 2024-2025 term.

Moved by: Aaron Hewitt

Seconded by: Victor Huynh

That the Board of Management appoint Juan Camilo Rendon Ocampo as Chair and Jaris Swidrovich as Vice-Chair of the Strategy and Community Development Committee for the 2024-2025 term.

Recorded vote: Unanimous

Vanshika Dhawan

Aaron Hewitt

Victor Huynh

Natalie Miller

Juan Camilo Rendon Ocampo

Zoe Robinson

Tom Spence

Jaris Swidrovich

Erika Voaklander

Dennis Yu

Decision carried

2.7.3 Space Use Policy

- The purpose of the Space Use Policy is to promote The 519's core strategic priorities of providing accessible space for communities to lead, mobilize, celebrate and connect, and to outline the priorities of for and conditions of use for individuals and organizations seeking to book space at The 519.
- While the new policy is similar to the previous version in many ways, the revised policy was updated to align with current strategic priorities and current practice, to clearly outline reasons The 519 may decline a space use request, to solidify The 519's commitment to prioritizing internal programs and community-led groups, to modernize language, to integrate relevant City policies including anti-hate policies, to include an annualized review process for space users, and to more explicitly consider potential safety issues. As in the previous version, the



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new policy clearly outlines the process for lodging complaints about a decision related to space use.

- Staff are currently working on protocols for implementation and an updated fee matrix which they will bring to the Board for approval in Q1 2025. While The 519 remains committed to providing free space for community-led groups as much as possible, the Board encouraged staff to recover costs where possible.
- The Board discussed whether The 519 should require space users to use The 519's preferred vendor for any alcohol sales or whether, with proof of insurance, a space user should be able to contract with a vendor of their choice. The Board expressed liability concerns and discussed the role of The 519 staff and contracted vendors to abide by Alcohol and Gaming Commission of Ontario and Smart Serve protocols.
- The Board also discussed the requirement for reassessment of eligibility for space users, the intent and language used to describe this process, and encouraged staff to give themselves more discretion related to how and why those reassessments may occur.
- In the 2010 addendum related to public protests and police presence, the Board asked staff to review the addendum to establish if there are parameters of the addendum that should be included in the updated version.
- Staff agreed to review the following areas: (1) alcohol service requirements; (2) greater flexibility regarding reassessment; and (3) review the 2010 Space Use Addendum to determine if any/all aspects apply. The report related to these three items will be included in the next SCD committee meeting in February 2025.

MOTION 2.7.3: To a) approve the updated Space Use Policy (November 2024), as amended, to be implemented no later than January 31st, 2025, with the direction that space use requests made prior to full implementation will be managed in accordance with current policy and practice; and
b) be provided, via the SCD Committee, with an updated rental fee matrix for approval in Q1 2025.

Moved by: Victor Huynh

Seconded by: Erika Voaklander

That the Board of Management a) approve the updated Space Use Policy (November 2024), as amended, to be implemented no later than January 31st, 2025, with the direction that space use requests made prior to full implementation will be managed in accordance with current policy and practice; and
b) be provided, via the SCD Committee, with an updated rental fee matrix for approval in Q1 2025.



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<p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Victor Huynh Natalie Miller Juan Camilo Rendon Ocampo Zoe Robinson Tom Spence Jaris Swidrovich Erika Voaklander Dennis Yu</p> <p>Decision carried</p> <p>The Board then decided to rescind Motion 2.7.3 and to draft a new motion, requesting staff make edits based on the discussion.</p> <p>MOTION 2.7.4: To rescind MOTION 2.7.3 and replace it with new MOTION 2.7.5: a) To approve the updated Space Use Policy (November 2024) in principle, as amended, to be implemented no later than January 31st, 2025; b) with the direction that space use requests made prior to full implementation will be managed in accordance with current policy and practice; c) with the understanding that staff will review the sections on alcohol service requirements, reassessments and 2010 Space Use addendum review and prepare a report for SCD to consider at its next meeting; and d) report on an updated rental fee matrix in Q1 2025 via the SCD Committee.</p> <p>Moved by: Zoe Robinson Seconded by: Dennis Yu</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Victor Huynh Natalie Miller Juan Camilo Rendon Ocampo Zoe Robinson Tom Spence Jaris Swidrovich Erika Voaklander Dennis Yu</p> <p>Decision carried</p> <p>2.7.6 Membership Renewal Strategy Report</p>



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- The 519 is required to have membership as per the Relationship Framework with the City. The 519's by-laws outline the role of membership at The 519 in the context of its governance role, however, beyond that, the role and function of membership at The 519 is currently ill-defined, and membership has not been fully leveraged to further The 519's strategic priorities for many years.
- Based on past direction from the Board, staff are proposing to implement and evaluate elements of a "membership" plan in an effort to reach and connect with individuals who are interested in The 519, may be connected to the community in some way, but do not necessarily use our programs and services or have a current relationship to the organization. This could have the added benefits of broadening the membership base, increasing affinity and connection towards The 519, and possibly generating additional unrestricted revenue. The intent is to grow the membership base and then engage membership via surveys and other touchpoints to understand what they'd like a future membership plan to be, how they want to connect to The 519, including whether they'd be willing to pay an incremental fee, etc.
- The Board requested more clarity on the proposed role of members, including potential benefits for members, and the benefits to community in growing The 519's membership.
- The Board discussed the use of the word 'member' and explored alternatives such as 'friends' or 'neighbours' or something else that does not imply 'membership' in the traditional sense.
- The Board requested that staff contemplate the implications of a paid membership plan and what the community perception might be, even if only a nominal fee with a sliding scale and/or option to waive the fee altogether, including expectations that come with being a paying member. While the Board was satisfied to approve the document as a broad strategy, the plan and any policies should read to ensure that community benefit is clearly defined. The Board also requested further clarity on any problems that will be addressed with the implementation of a new membership plan, including risks.
- SCD Committee has been tasked with the oversight of the Membership Renewal Strategy and any associated plans. Staff will bring updates to SCD (and then to the Board), including background and analysis related to any potential fees, no later than Q4 2025.

MOTION 2.7.6: To a) approve the Draft Membership Renewal Strategy; including the activities and timelines in alignment with The 519's strategic priorities; and



	<p>b) be provided, via The SCD Committee, an update on the Draft Membership Renewal Strategy, including a feasibility assessment on the potential for paid memberships by Q4 of 2025.</p> <p>Moved by: Aaron Hewitt Seconded by: Erika Voaklander</p> <p>That the Board of Management a) approve the Draft Membership Renewal Strategy; including the activities and timelines in alignment with The 519’s strategic priorities; and b) be provided, via the SCD Committee, an update on the Draft Membership Renewal Strategy, including a feasibility assessment on the potential for paid memberships by Q4 of 2025.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Victor Huynh Natalie Miller Juan Camilo Rendon Ocampo Zoe Robinson Tom Spence Jaris Swidrovich Erika Voaklander Dennis Yu</p> <p>Decision carried</p>
<p>BD-2.8</p>	<p>Finance Update – Vanshika Dhawan (Treasurer) & Maria Martinez (Director, Finance)</p> <p>2.8.1 Finance Meeting Update</p> <ul style="list-style-type: none"> • Vanshika Dhawan gave an overview of what was covered at the November 18, 2024, Finance meeting. <p>2.8.2 Appointment of Vice-Chair</p> <p>MOTION 2.8.2: To appoint Zoe Robinson as Vice-Chair of the Finance Committee for the 2024-2025 term.</p> <p>Moved by: Vanshika Dhawan Seconded by: Erika Voaklander</p> <p>That the Board of Management appoint Zoe Robinson as Vice-Chair of the Finance Committee for the 2024-2025 term.</p>



<p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Victor Huynh Natalie Miller Juan Camilo Rendon Ocampo Zoe Robinson Tom Spence Jaris Swidrovich Erika Voaklander Dennis Yu</p> <p>Decision carried</p> <p>2.8.3 2024 Q3 Variance Report</p> <ul style="list-style-type: none">• The 519 ended Q3 2024 with a positive variance (\$252k surplus) due to new funding agreements and conservative expense management.• Revenue highlights included one year Newcomer Settlement and Language Training (NSLT) funding, a successful Green Space Festival, and a strong rentals performance. There was no significant variance on salaries and benefits, and 24/7 security remains one of the biggest expenses. <p>MOTION 2.8.3: To receive and approve the 2024 Q3 Variance Report.</p> <p>Moved by: Vanshika Dhawan Seconded by: Aaron Hewitt</p> <p>That the Board of Management receive and approve the 2024 Q3 Variance Report.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Victor Huynh Natalie Miller Juan Camilo Rendon Ocampo Zoe Robinson Tom Spence Jaris Swidrovich Erika Voaklander Dennis Yu</p> <p>Decision carried</p>
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	<p>2.8.4 2024 Year-End Forecast</p> <ul style="list-style-type: none"> • The 519 is projecting ending 2024 with a small \$96k surplus, which represents a \$275k positive variance from the budget. This is attributed to new funding agreements, a successful Green Space Festival, and funding for new projects such as the garbage relocation and a security infrastructure improvement. • A Year-End cash flow analysis has not been completed at this time. • Staff confirmed that Education and Training forecast includes the new Fall Speaker Series and that an analysis of the department’s model is currently underway and will be shared with the Board when completed. • Staff also confirmed the intention to continue 24/7 security in 2025, and that a request to increase the core budget to reflect this expense has been made to the City. <p>MOTION 2.8.4: To receive the 2024 Year-End Forecast Report.</p> <p>Moved by: Vanshika Dhawan Seconded by: Jaris Swidrovich</p> <p>That the Board of Management receive the 2024 Year-End Forecast Report.</p> <p>Recorded vote: Unanimous Vanshika Dhawan Aaron Hewitt Victor Huynh Natalie Miller Juan Camilo Rendon Ocampo Zoe Robinson Tom Spence Jaris Swidrovich Erika Voaklander Dennis Yu</p> <p>Decision carried</p>
<p>BD-2.9</p>	<p>Other Business / Emerging Issues</p> <ul style="list-style-type: none"> • Aniska Ali shared details about the upcoming year-end fundraising campaign which launches on Giving Tuesday, December 3, and encouraged Board members to participate, share, and amplify messages and posts from The 519 throughout the month of December. • Staff will share a calendar of year-end events with Board members.



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BD-2.10	Adjournment The meeting was adjourned at 8:21 PM.
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Item	Attached Documents *yellow highlight indicates in camera session where document will be available printed at the meeting
BD-2.2	Agenda for Board Meeting of November 25, 2024 – FOR APPROVAL
BD-2.3	Minutes for Board Meeting of October 28, 2024 – FOR APPROVAL
BD-2.7.1	SCD Meeting Summary Report – FOR INFORMATION
BD-2.7.3	Space Use Policy Summary Report – FOR ACTION
BD-2.7.3	Draft Space Use Policy – FOR INFORMATION
BD-2.7.3	Current Space Use Fee Structure – FOR INFORMATION
BD-2.7.3	2006 Space Use Policy – FOR INFORMATION
BD-2.7.3	2010 Space Use Policy Addendum – FOR INFORMATION
BD-2.7.4	Membership Plan Summary Report – FOR ACTION
BD-2.7.4	Draft Membership Renewal Strategy – FOR INFORMATION
BD-2.8.1	Finance Meeting Summary Report – FOR INFORMATION
BD-2.8.3	2024 Q3 Variance Report – FOR ACTION
BD-2.8.4	2024 Year-End Forecast – FOR ACTION