



## AGENDA: The 519 Board of Management, Meeting #3 (2024-2025)

Monday, December 16, 2024 @ 6:30 PM – 8:30 PM

Hybrid @ The 519, room 304 & Zoom

Item	Information / Discussion	Lead	Information/Motion
BD-3.1	<b>Welcome / Introduction of Guests / Land Acknowledgement</b>	Tom Spence (Board Chair)	Verbal
BD-3.2	<b>Approve Agenda</b> (2 mins)  3.2 Agenda for Board Meeting of December 16, 2024	Tom Spence (Board Chair)	<b>INFORMATION:</b> <ul style="list-style-type: none"> <li>Agenda for Board Meeting of December 16, 2024 – <b>FOR APPROVAL</b></li> </ul> <b>MOTION 3.2:</b> To approve the agenda for the Board Meeting December 16, 2024.
BD-3.3	<b>Approve Meeting Minutes</b> (5 mins)  3.3 Minutes for the Board Meeting of November 25, 2024	Tom Spence (Board Chair)	<b>INFORMATION:</b> <ul style="list-style-type: none"> <li>Minutes for Board Meeting of November 25, 2024 – <b>FOR APPROVAL</b></li> </ul> <b>MOTION 3.3:</b> To approve the minutes for the Board Meeting of November 25, 2024.
BD-3.4	<b>Declaration(s) of Conflicts of Interest</b> (1 min)	Tom Spence (Board Chair)	<b>INFORMATION:</b> Verbal
BD-3.5	<b>Chair Report / Executive Committee</b> (5 mins)  3.5 Chair's Report	Tom Spence (Board Chair)	<b>INFORMATION:</b> Verbal
<b>STAFF/COMMITTEE REPORTS</b>			
BD-3.6	<b>Governance Update</b> (5 mins)  3.7.1 Governance Meeting Update – <b>FOR INFORMATION</b>  3.7.2 Appointment of Chair/Vice-Chair – <b>FOR ACTION</b>	Natalie Miller (Chair-elect, Governance) & Maura Lawless (Executive Director)	<b>INFORMATION:</b> <ul style="list-style-type: none"> <li>GOV Meeting Summary for November 26, 2024 – <b>FOR INFORMATION</b></li> </ul>
BD 3.7	<b>Executive Director Report</b> (30 mins)	Maura Lawless (Executive Director)	<b>INFORMATION:</b> <ul style="list-style-type: none"> <li>2025 Organizational Workplan</li> </ul>



**AGENDA: The 519 Board of Management, Meeting #3 (2024-2025)**

Monday, December 16, 2024 @ 6:30 PM – 8:30 PM

Hybrid @ The 519, room 304 & Zoom

	3.7 2025 Organizational Workplan Presentation		<p><b>FOR ACTION DRAFT MOTION 3.7</b></p> <p>That the Board of Management approve the 2025 Annual Organizational Workplan</p>
BD-3.8	<p><b>Finance Update</b> (45 mins)</p> <p>3.8.1 Finance Meeting Update – <b>FOR INFORMATION</b></p> <p>3.8.2 2025 Recommended Operating and Capital Budget Report and Presentation – <b>FOR ACTION</b></p>	<p>Vanshika Dhawan (Treasurer) &amp; Maura Lawless and Maria Martinez (Director, Finance)</p>	<p><b>INFORMATION:</b></p> <ul style="list-style-type: none"> <li>• Finance Meeting Summary for December 9, 2024 – <b>FOR INFORMATION</b></li> <li>• 2025 Recommended Operating and Capital Budget – <b>FOR ACTION</b></li> <li>• APPENDIX A – 2025 Cost Containment, Revenue and Deficit Reduction Report – In-Camera</li> <li>• APPENDIX B – 2025 Philanthropy Strategy Report – In-Camera</li> <li>• APPENDIX C – Detailed Staffing by Department Status and FTE – In-Camera</li> <li>• APPENDIX D – Delegated Authorities Report and Contract Approvals – In-Camera</li> <li>• APPENDIX E – 2024-2025 Capital Budget Report – Portion In-Camera</li> </ul> <p><b>DRAFT MOTION 3.8.2:</b></p> <p>To recommend that the Board of Management: review the staff recommended 2025 Operating Budget including the Appendix A – Cost Containment, Revenue and Deficit Reduction Report – which considers a budget reduction strategy to achieve a year end</p>



**AGENDA: The 519 Board of Management, Meeting #3 (2024-2025)**

Monday, December 16, 2024 @ 6:30 PM – 8:30 PM

Hybrid @ The 519, room 304 & Zoom

			<p>operating deficit of not greater than \$95K;</p> <p>Subject to the Board’s review and discussion related to the 2025 Operating budget, pass a motion to approve the 2025 Operating Budget;</p> <p>To recommend that the Board of Management approve the Delegated Authorities and the Capital Projects Reports; and</p> <p>To recommend to the Board of Management that staff report back to the Finance Committee on a 4-year revenue and expense forecast as part of the Q2 Variance and YE forecast report in 2025.</p>
BD-3.9	<b>Adjournment</b>	Tom Spence (Board Chair)	<b>INFORMATION:</b> Verbal

Item	Attached Documents *yellow highlight indicates in camera session where document will be available printed at the meeting
BD-3.2	Agenda for Board Meeting of December 16, 2024 – <b>FOR APPROVAL</b>
BD-3.3	Minutes for Board Meeting of November 25, 2024 – <b>FOR APPROVAL</b>
BD-3.6	2025 Organizational Workplan
BD-3.7.1	GOV Meeting Summary Report – <b>FOR INFORMATION</b>
BD-3.8.1	Finance Meeting Summary Report – <b>FOR INFORMATION</b>
BD-3.8.2	2025 Recommended Operating Budget– <b>FOR ACTION</b>
BD-3.8.2	<p>APPENDIX A – 2025 Cost Containment Report – In-Camera</p> <p>APPENDIX B – 2025 Philanthropy Strategy Report – In-Camera</p> <p>APPENDIX C – Detailed Staffing by Department Status and FTE – In-Camera</p> <p>APPENDIX D – Delegated Authorities Report and Contract Approvals – In-Camera</p> <p>APPENDIX E – 2024-2025 Capital Budget Report – Portion In-Camera</p>