

**The 519 Church St. Community Centre
Board of Directors
Monday, January 26, 2009
Meeting # 4 (2008-09)**

Board Members Present: Mathieu Chantelois, Jake Schonfeld, Natasha Garda, Marv Lucey, Jessica Carfagnini, Joan Anderson, Enrico Mandarino, Lyle Kersey, Derrick Navarro, Kabir Ravindra (by phone)

Regrets: None

Staff Present: Janet Rowe, Maura Lawless, Eric Berndt, Rinku Modi, Helen Rykens

Visitors:

1. Welcome

2. Agenda approval

MOTION: To approve the Agenda. Moved by Jake Schonfeld and seconded by Marv Lucey— APPROVED

3. Visitors: None

4. Minutes of the last meeting

MOTION: To approve the Minutes of the meeting on December 15th as amended. Moved by Marv Lucey and seconded by Joan Anderson —APPROVED

5. Declaration of conflicts of interest: None

6. Agency business--Funding proposals approval

City of Toronto AIDS Community Investment Program applying for \$36,000

MOTION: To approve submitting an application to the City of Toronto AIDS Community Investment program for \$36,000. Moved by Donald Middleton and seconded Marv Lucey—APPROVED.

7. Executive Director report

See Finance Committee Report and Human Resource Committee Report

8. Board Retreat: Post-Mortem

Derrick handed out report of the Debrief Board Survey Results. A discussion followed regarding the overall impact of the Board Retreat. Follow-Up items were briefly discussed and it was determined that these would be addressed in more detail at the next Strategic Planning and/or the Executive Committee meetings and reports to the broader group would occur at a subsequent board meeting.

9. Human Resources

Considering the relationship between the 2009 Self-Sustaining Budget and its implications for Human Resources, the Human Resources report is discussed in the Finance Report below

10. Building Committee

No Meeting was held since the last meeting. Donald Middleton will be the chair of Committee going forward.

11. Finance

Maura reported on Joint Finance and Human Resources Committee which addressed The Interim Organizational Review and the 2009 Self-Sustaining Budget.

Relating to Human Resources, the Interim Organizational Review identified recommendations for:

- A. Two new Program Supervisor positions to provide direct/on-shift supervision of all programs, especially during evenings and weekends. The Program Supervisors would relieve the reporting burden on the Program Manager, and will need to be hired as soon as possible as the Program Manager will be going on Parental Leave at the end of February 2009.
- B. A new position in the Resource Development and Communications department (exact title still to be confirmed position description is with City Compensation) that will coordinate all donor stewardship responsibilities, invoicing, research, tax receipting, reports, and design/web content management.

Maura then presented the 2009 Self-Sustaining Budget, which included the three positions identified in the Interim Organizational Review. Additional cost pressures in 2009 will also mean that the Centre will run a deficit in 2009.

Finance and Human Resources Committees recommend that the Board approve the 2009 Self-Sustaining Budget as well as the Interim Organizational Review report

MOTION: To approve the 2009 Self-Sustaining Budget whereas the deficit will be charged to the operating reserve. Moved by Natasha Garda and seconded by Marv Lucey –APPROVED

MOTION: To approve the Interim Organizational Review report. Moved by Lyle Kersey and seconded by Donald Middleton –APPROVED

12. Strategic and Program Planning

Next meeting is on February 17th—6:30pm

13. Advocacy

Next meeting is on February 17th –6:30pm

14. Resource Development and Communications (10 minutes)

Resource Development and Communications Committee approved their Terms of Reference and will bring them to the next Board Meeting for Board approval

Report outlining the process for selecting website consultants was presented by Natasha Garda, Chair of the Resource Development and Communications committee

MOTION: To approve the recommendation made by the Resource Development and Communications Committee to hire Mouth Media as the consultants for the redesign of The 519's website and logo. Moved by Natasha Garda and seconded by Enrico Mandarino—APPROVED

15. Capital Campaign

Grand Opening Gala featuring the Legendary Diahann Carroll will be on March 21st 2009 at the Four Seasons Hotel

An additional \$1 million has been secured from the City of Toronto for the project.

Helen reported on the Construction, A schedule is being worked out for floor leveling that would ensure a mid May 2009 Re-Opening.

16. Correspondence

Official Correspondence from the City arrived and indicated the official appointment to The 519's Board of Management of: Mathieu Chantelois, Marv Lucey, Lyle Kersey, Jake Schonfeld, Enrico Mandarino

17. Emerging issues

Brief discussion about expanding the emerging issues section of Board meetings to discuss issues affecting the Centre and communities we serve. Need to discuss this further at next Board Meeting

18. Other Business

None

Mathieu Chantelois Declared the meeting adjourned

**NEXT MEETING:
February 23rd 2009 @ 630pm**

Signature, Board Secretary

Date

Print name