

Minutes: Board of Management, Meeting 3 (2019-2020)

Monday December 16, 2019, 6:30 PM, The 519, Room 204

Board Members

Chair: David Morris	Biko Beuttah (on leave)	Paul Noble
Vice Chair: Pam Hrick	Tom Warner	Tom Spence
Secretary: Paul Jonathan Saguil	Michael Cherny (absent)	Shazia Vlahos (absent)
Treasurer: Marco Calabretta-Duval	Sarah Zerihun (absent)	
Ex-Officio: Councillor, Kristyn Wong-Tam (absent)		

The 519

Executive Director	Maura Lawless
Director, Strategic Communications and Executive Planning	Soofia Mahmood

Item	Minutes
1	Welcome and Introductions David Morris opened the meeting at 6:30pm, welcomed everyone, and delivered the land acknowledgement. <i>We acknowledge the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit, and Metis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.</i>
2	Approve Agenda David Morris requested the Board to review agenda for the Board Meeting of Monday, December 16, 2019 Amendment: Agency business – deferred to January Board meeting. MOTION 2.1: To approve the agenda as amended for the Board Meeting of December 16, 2019. Moved by: Paul Jonathan Saguil Seconded by: Tom Warner That the Board approve the agenda as amended for the Board Meeting of Monday December 16, 2019 Decision: Carried
3	Approve Meeting Minutes 3.1 David Morris requested the Board to review and approve the meeting Minutes of Monday, November 25, 2019. Amendment: Item 10.1, Page 5, FPC meeting update. MOTION 3.1: Review and approve the minutes as amended for the Board Meeting of Monday November 25, 2019.

Item	Minutes
	Moved by: Paul Noble Seconded by: Marco Calabretta-Duval That the Board approve the minutes as amended for the Board Meeting of Monday November 25, 2019 Decision: Carried 3.2: David Morris requested the Board to review and approve the in-camera meeting Minutes of Monday, November 25, 2019 MOTION 3.2: Approve the In-Camera minutes for the Board Meeting of November 25, 2019 Moved by: Pam Hrick Seconded by: Tom Spence That the Board approve the in-camera minutes for the Board Meeting of Monday November 25, 2019 Decision: Carried
4	Declaration of Conflict of Interest(s) None declared.
5	Chair Report /Executive Committee – David Morris 5.1 Chair’s Report – Verbal Update No update
Agency Business	
6	Executive Director Report – Maura Lawless 6.1 No report MOTION 6.1: NA
7	Agency Business – Becky McFarlane 7.1 Deferred to January, 2020 MOTION 7.1: NA
8	Staff Report NA

Item	Minutes
Committee Business	
9	Strategic and Program Planning (SPP) Committee Update - Shazia Vlahos (Chair), Becky McFarlane (Staff Liaison) 9.1: No report MOTION: NA
10	Fundraising, Philanthropy, Communications (FPC) Committee Update Paul Noble (Chair), Stacy Kelly (Staff Liaison) 10.1 No report MOTION 10.1: NA
11	Finance Committee Update Marco Calabretta-Duval (Chair), Maura Lawless (Staff Liaison) 11.1 Finance Committee Meeting update Marco Calabretta-Duval updated the Board regarding the Finance committee meeting discussions: • 2020 Operating budget submission • Committee TOR discussion • Allocation of resources review • Forecasting tools 11.2 a) 2020 Preliminary Consolidated Operating Budget In August / September of each year, the Board approves the Annual Budget Development principles which guide the development of the operating budget. The budget is also aligned with the 2020 strategic action plan priorities. 2020 Strategic Action Plan Priorities • Expansion of The 519's Anti-Violence (AVI) program • Expansion of our Access to Justice initiatives • Continue to meet the needs of LGBTQ2S refugees seeking services and supports, including increased access to trauma-informed counselling supports • Finalize 10-year organizational vision and develop relevant action plan • Expand our Education and Training fee for service work • Finalize and implement 5-year Strategic Fundraising and Philanthropy plan • Implement the Anti-Racism and Equity framework and Action Plan • Space Policy Review • Trans Engagement Strategy

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	- Finalize advocacy and government relations framework - Complete facility safety services report - Review current food service strategy - Draft first phase of risk management framework 2020-Preliminary Consolidated Operating Budget: In-camera report Motion to enter in-camera Moved by: Tom Warner Seconded by: Tom Spence Decision carried b) 2020 Organizational Chart in-camera c) 2020 Sole Source/Contract Extension Report – in-camera: Motion to exit in-camera Moved by: Paul Jonathan Saguil Seconded by: Pam Hrick Decision carried <table><tr><th></th><th>2019 Approved Consolidated Operating Budget</th><th>Preliminary 2020 Consolidated Operating Budget</th></tr><tr><td>Total Revenue by Program/Function</td><td>\$ 7,845,704</td><td>\$ 7,279,232</td></tr><tr><td></td><td></td><td></td></tr><tr><td>EXPENSES</td><td></td><td></td></tr><tr><td>Personnel:</td><td></td><td></td></tr><tr><td>Salaries</td><td>\$ 3,235,138</td><td>\$ 3,155,909</td></tr><tr><td>Salaries</td><td>\$ 334,189</td><td>\$ 303,580</td></tr><tr><td>Salaries</td><td>\$ 94,558</td><td>\$ 80,154</td></tr><tr><td>Fringe</td><td>\$ 1,030,231</td><td>\$ 1,051,917</td></tr><tr><td>Total Personnel</td><td>\$ 4,694,115</td><td>\$ 4,591,559</td></tr><tr><td></td><td></td><td></td></tr><tr><td>Other Than Personal Service (OTPS):</td><td></td><td></td></tr><tr><td>Total Direct OTPS</td><td>\$ 3,016,335</td><td>\$ 2,508,065</td></tr><tr><td>Total Shared OTPS</td><td>\$ 326,790</td><td>\$ 227,364</td></tr><tr><td></td><td></td><td></td></tr><tr><td>Total Expenses by Program/Function</td><td>\$ 8,037,240</td><td>\$ 7,326,988</td></tr></table>		2019 Approved Consolidated Operating Budget	Preliminary 2020 Consolidated Operating Budget	Total Revenue by Program/Function	\$ 7,845,704	\$ 7,279,232				EXPENSES			Personnel:			Salaries	\$ 3,235,138	\$ 3,155,909	Salaries	\$ 334,189	\$ 303,580	Salaries	\$ 94,558	\$ 80,154	Fringe	\$ 1,030,231	\$ 1,051,917	Total Personnel	\$ 4,694,115	\$ 4,591,559				Other Than Personal Service (OTPS):			Total Direct OTPS	\$ 3,016,335	\$ 2,508,065	Total Shared OTPS	\$ 326,790	\$ 227,364				Total Expenses by Program/Function	\$ 8,037,240	\$ 7,326,988
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	Revenues Less Expenses	\$ (191,536)	\$ (47,756)
	Salary Gapping	\$73,278	\$91,831
	Depreciation	\$55,000	included in budget in General
	Net Income/(Loss)	(\$63,258)	\$ 44,075
	MOTION 11.2A: That Board of Management of The 519 approve the 2020 Preliminary Consolidated Operating Budget and staff report back by end of Q1 on the revised/final 2020 Consolidated Operating Budget subject to confirmation of new confirmed funding. Moved by: Tom Spence Seconded by: Tom Warner That Board of Management of The 519 approve the 2020 Preliminary Consolidated Operating Budget and staff report back by end of Q1 on the revised/final 2020 Consolidated Operating Budget subject to confirmation of new confirmed funding. Decision carried MOTION11.2B: That Board of Management of The 519 approve all returning government grant applications through the approval of the 2020 Consolidated Operating Budget. Moved by: Paul Jonathan Saguil Seconded by: Pam Hrick That the Board of Management of The 519 approve all returning government grant applications through the approval of the 2020 Consolidated Operating Budget. Decision carried MOTION11.2C: MOTION DEFERRED		
12	Human Resources and Governance Committee Update Tom Spence (Chair) / Maura Lawless (Executive Director) 12.1 No report MOTION 12.1: NA		
13	Other Business/ Emerging Issues Visioning exercise update: project being re-evaluated and streamlined. More details to follow.		
14	Adjournment David Morris adjourned the meeting at 8:10pm.		

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	Motion presented to adjourn the meeting. MOTION 14.1 That the Board adjourn the meeting Moved by: Paul Jonathan Saguil Seconded by: Marco Calabretta-Duval Decision: Carried

Special Closed Session – 30 mins:

- High-level Board committee functional governance alignment discussion – David Morris facilitator

Item	Attached Documents *yellow highlight indicates in camera session where document will be available printed at the meeting
2.	2.1 Agenda: December 16, 2019
3.	3.1 Minutes: November 25, 2019 3.2 Minutes: November 25, 2019 – in-camera
11.	11.2 2020 Preliminary Consolidated Operating Budget 2020 Sole Source/Contract Extension Report 2020 Organizational Chart