
Thursday, November 30, 2023 | 6:00 pm | Cecil Community Centre

Present: Ryan Patrick Northfield, Sebastián Martínez, Carson Tong, Heather Auden, Bryn Rieger, Vik Makker

Regrets: Ken Postill, Deanne Fisher, Corals Zheng, Serena Purdy, Laura Mandelbaum

Staff: Daniel Anckle, Musammat Badrunnesha, Alexander Joseph

Guests: Committee members Uche Amaechi, Uma Jama – Cecil Finance and HR Assistant Intern

Meeting Called to order at 6:15 pm

1. Call to Order/Opening Remarks

1.1. Conflict of Interest declarations

The meeting was opened by Ryan Patrick. No conflict of interest was declared.

1.2. Aboriginal Land Acknowledgment

Ryan Patrick read the Aboriginal Land Acknowledgement.

"Cecil Community Centre acknowledges that the sacred land on which this building stands has been a site of human activity for 15,000 years. This land 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 Nation, Inuit, and Métis Peoples. We also acknowledge that Toronto is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississaugas and Chippewa Bands.

Today, the meeting place of Toronto is still home to many Indigenous people from across Turtle Island, and we are grateful to have the opportunity to work in the community, on this territory. We are also mindful of broken covenants and the need to strive to make right with all our relations. The original nations continue to cry out for justice. As treaty people, we commit to listen, learn and work toward justice and reconciliation."

1. Truth and Reconciliation Reflection

No reflection at this time.

2. Standing Items

2.1. Review/Approval of the Agenda

MOVED BY: Sebastián Martínez

SECONDED BY: Bryn Rieger

That the Agenda of the Meeting of the Board of Management, dated November 30, 2023, be approved [as presented].

MOTION CARRIED

2.2. Adoption of Minutes of October 26, 2023

MOVED BY: Heather Auden

SECONDED BY: Sebastián Martínez

That the Minutes of the Board of the Management meeting dated October 26, 2023, be adopted [as presented].

MOTION CARRIED

3. Appointment of New Board Member

Ryan Patrick shared his appreciation to Vik, Uche and Sebastian for their unprecedented participation and commitment to Cecil as a community committee member.

MOVED BY: Carson Tong

SECONDED BY: Heather Auden

*The Nomination Committee recommends that **Vik Makker** be appointed to the Board of Management of Cecil Community Centre for a 2-year term ending on June 30, 2025. **Cecil***

Constitution: Article V, 5 (b)

MOTION CARRIED

4. Finance Committee Update

4.1. October 2023 Financial Statement

The Finance Committee Chair, Carson Tong, briefed the board on the core and program financials. The largest changes are due to the warming centre. Alexander identified a \$2000 deficit due to building maintenance. No other drastic changes are to be noted.

The program budget has a surplus. Daniel explained program budget and core budget mean a deficit in one and a surplus in the other.

MOVED BY: Vik Makker

SECONDED BY: Bryn Rieger

That the Board of Management receive the Financial Statements of October 2023 [as presented].

MOTION CARRIED

4.2. Cash Flow Update

Carson summarized the cash flow situation to the board, stating at the end of last fiscal year, the audited key cash balance for December 31, 2022, was just over \$34,000.

Daniel noted, that it is unusual to have this cash flow issue. Uma has taken (including speaking with the CRA) steps to bring in outstanding monies.

Alexander explained the progression to the CRA GST/HST rebate issue is close to resolution and Cecil is expected to receive it in December 2023 or January 2024. Carson presented Cash balance is positive though will be balanced in the first 3 months of 2024.

4.3. Presentation of the 2024 Program Budget

Carson presented the program budget of a 40% increase from 2023, highlighting a large notable amount from a few large grants for program revenue and the bulk of the expenses are from salaries.

Daniel explained the program budget is still conservative despite Ontario Trillium and MetCalf grant applications. In the event of denied grants, no existing programs are compromised. Mid-year budget review to follow with the board for a possible amendment to the program budget.

MOVED BY: Bryn Rieger

SECONDED BY: Heather Auden

That the 2024 Program Budget of total revenue of \$637,394, total expenditure of \$549,515 be approved [as presented].

MOTION CARRIED

5. Record Management

5.1. Cecil Record Management Presentation

Alexander presented material prepared by Rares Porime, Senior Information Analyst with the City of Toronto. The City of Toronto records must be managed per the government legislation, the new municipal Freedom of Information Protection Act, the privacy act and the municipal code. This framework establishes that a record must be appropriately safeguarded by management disclosed where applicable and kept as far as required. Chapter 217 of the municipal code says that city agencies must establish their retention schedules. The service level agreement assists with drafting the agency's records retention sharing, inactive physical records, and storage and certification services. Records are currently being boxed to be sent to the City of Toronto.

Previously a motion was passed to appoint Daniel as liaison to record-keeping services.

5.2. Approval of Cecil Record Management Project

MOVED BY: Sebastián Martínez

SECONDED BY: Vik Makker

That the Service Level Agreement for Record Keeping Services, ARTICLE VIII and Cecil Retention Schedule be approved [as presented].

MOTION CARRIED

6. Committee Report

The Governance and Fundraising committees both met in November 2023. Ryan Patrick brought a motion to defer the committee report due to the lack of present board members.

6.1. Governance Committee

6.2. Fundraising Committee

MOVED BY: Heather Auden

SECONDED BY: Sebastián Martínez

Motion to defer governance and fundraising committee report to January 25th board meeting.

MOTION CARRIED

7. Executive Director Report

Human Resources: An employee remains on leave. In communications with the City of Toronto. Waiting for their response. We've hired a few custodian relief staff to assist with coverage.

2024 Budget: Daniel hasn't heard anything back about changes to the submitted budget. Daniel is an optimist for an approved budget.

AOCC meeting: Daniel explained there were some discrepancies about what the city is asking the AOCCs to cut cyber security. However, Cecil did submit cyber security in the 2024 budget. The City of Toronto is requiring all AOCCs comply to with an enhance cyber security.

Warming Centre: The letter of understanding has been signed with more favorable terms. Changed to "surge capacity" site.

Strategic Plan: The board session is to be held in the next two weeks. Daniel confirmed the campaign questions with Evenings and Weekend. Priority next year will be pursuing the charitable number.

Bryn asked – a question about aftercare for staff experiencing trauma in the community. Daniel explained Cecil has an employee assistance program for staff and is aware the City of Toronto has a mechanism regarding these matters but requires further research. As it wasn't only staff involved but also interns and students, further policy work should be developed. To raise at the next governance committee meeting.

Ryan Patrick mentioned staff training. Daniel answered staff will conduct De-escalation training and crisis prevention intervention, to redo our first aid, CPR, Naloxone and AED training. Daniel will look into adding mental health training.

Ryan Patrick raised that Sebastian created a fundraising communication piece for future fundraising campaigns. The winter warmup campaign via charity village is connected to PayPal and people will not receive a charitable donation. To continue at the fundraising committee in January. Daniel wants to focus on acquiring a charitable village in 2024.

Renovations: The renovation project will be prioritized in 2024. Once the record retention boxes are removed, we will begin the renovation planning process. Daniel recommends an ad hoc committee.

8. Ending Items

8.1. Date/Time of next meeting

Our next meeting is scheduled for Thursday, January 25, 2023, at 6:00 PM **IN-PERSON**

8.2. Adjournment

MOVED BY: Heather Auden

SECONDED BY:

That the Board of Management meeting be adjourned.

MOTION CARRIED

The meeting adjourned at: 7:25 pm

Minutes Approved Date:

Board Chair

Board Secretary

Resolution Grid

Agenda Item	Motion	Moved/ Seconded	Vote Result
2.1	<i>That the Agenda of the Meeting of the Board of Management, dated November 30, 2023, be approved [as presented].</i>	M: Sebastián Martínez S: Bryn Rieger	Carried Defeated
2.2	<i>That the Minutes of the Board of the Management meeting dated October 26, 2023, be adopted [as presented].</i>	M: Heather Auden S: Sebastián Martínez	Carried Defeated
3	<i>The Nomination Committee recommends that Vik Makker be appointed to the Board of Management of Cecil Community Centre for a 2-year term ending on June 30, 2025</i> Cecil Constitution: Article V, 5 (b)	M: Carson Tong S: Heather Auden	Carried Defeated
4.1	<i>That the Board of Management receive the Financial Statements of October 2023 [as presented].</i>	M: Vik Makker S: Bryn Rieger	Carried Defeated
4.3	<i>That the 2024 Program Budget of total revenue of \$636,094, and total expenditure of \$549,515 be approved [as presented].</i>	M: Bryn Rieger S: Heather Auden	Carried Defeated
5.2	<i>That the Service Level Agreement for Record Keeping Services, ARTICLE VIII and Cecil Retention Schedule be approved [as presented].</i>	M: Sebastián Martínez S: Vik Makker	Carried Defeated
6	<i>Motion to defer governance and fundraising committee report to January 25th board meeting.</i>	M: Heather Auden S: Sebastián Martínez	Carried Defeated
8.2	<i>Motion to adjourn</i>	M: Heather Auden S:	Carried Defeated