

Minutes
EASTVIEW NEIGHBOURHOOD COMMUNITY CENTRE
Board/Committee of Management Meeting
September 21st 2020

All agenda items noted are open to the public, unless otherwise specified.

Present	David Sobel, Joan Howard, Razia Dawood, Steve Dewar, Meg Mathur, Anita Roy Lauritsen, Susan McMurray, Akemi de Castro, Jennifer King, Winston Yu, Kerry Bowser Staff: Fiona Devine
Regrets	Moneca Delain, Paula Fletcher, Keon Johnson

The meeting began at 6:35 pm. The meeting was chaired by Susan McMurray

1.	Remembering Wilma Chan	The Board and staff would like to acknowledge Wilma’s contributions to the City of Toronto and to Eastview. A moment of silence was held.
2.	Agenda	Agenda approved
3.	Conflict of interest	None declared
4.	Minutes	Motion to approve minutes from June meeting <ul style="list-style-type: none"> • Razia Moves • Anita Seconded Minutes passed
5.	Executive Director-Staff Report Eastview during C19 + Confirm gradual reopening	<ul style="list-style-type: none"> • Wilma Chan, our Finance Manager passed away in July. We have worked with the family to assist them with all necessary arrangements. • Councillor Fletcher arranged to have a Condolence Motion presented at Council commemorating Wilma’s life and contribution to public service. • A moment of silence was taken in memory of Wilma. • Construction on the Accessibility Renovations is nearly finished. • Staff have begun returning to work, doing some case conferencing with clients. Our plan is to re-open gradually minimizing the number of people in the beginning, especially in light of increasing Covid numbers and the possibility of a second wave. We are planning how to respond if there is a second wave this fall.
6.	Eastview update: Fiona	<p>Fiona presented information about how the organization pivoted and then adjusted to changing circumstances.</p> <p>First Actions were to stop program, got website up, and ensured to continue emergency food bank services. Councilor Fletcher’s office was very supportive. The community really stepped and offered a ton of support.</p>

		<p>Changing Strategies: Food Bank – moved full process to the gym, volunteers and board members helped out. Staff went from 14 to 7</p> <p>Service Delivery:</p> <ul style="list-style-type: none"> ▪ New programs: Blake Street Bakes ▪ Food Bank Deliveries ▪ Pre and post-natal care package ▪ Senior Meal Delivery ▪ Grocery store gift cards (45 local families) <p>What’s happening Now:</p> <ul style="list-style-type: none"> ▪ Project backpack: 25 families weekly ▪ Virtual Programming for 0-5 ▪ Newcomers Casework & Check in ▪ Youth program palns ▪ Seniors: New position created for more support <p>Successes: Grant writing and online fundraising were very successful this year.</p> <p>Challenges included Staff reintegration and ensuring health and safety in the workplace.</p> <p>Lesson Learned:</p> <ul style="list-style-type: none"> ▪ We can do this!! ▪ Be flexible ▪ Communicate regularly on social media
7.	Executive Report:	<p>Motion: In line with the City of Toronto’s facilities and programs, Eastview Neighbourhood Community Centre will continue to re-open to the public for gradual resumption of programming while following all public health guidelines.</p> <ul style="list-style-type: none"> • Moved: Razia • Seconded: Meg <p>Motion Passed</p> <p>Eastview’s Continuity Plan (if the Executive Director was suddenly unable to fulfill their duties) was outlined.</p>
8.	Financial Report	<ul style="list-style-type: none"> • There is still a delay in receiving full City admin funding. There is not yet a response as to whether we will receive the balance of that funding before year end. We’ve been told the decision will be made closer to the year end. • We have continued to receive Covid related funding. While our expenses have increased, particularly related to the increased foodbank numbers, we have been able to cover that with increased funding.

9.	HR & Policy Committee	<p>Board Succession Policy and Planning : The policy was reviewed by the HR & Policy Committee. Motion to approve proposed revisions.</p> <ul style="list-style-type: none"> • David Moved • Meg Seconded <p>Motion passed</p> <p>Health and Safety Policy and Procedure: The policy was reviewed by the HR & Policy Committee. Motion to approve proposed revisions. </p> <ul style="list-style-type: none"> • David Moved • Anita Seconded <p>Motion passed</p>
10.	<p>Other Business</p> <p>I. By-laws and AGM</p>	<p>By-Laws</p> <p>By Law No 2:2020 was proposed to allow the AGM and meetings to be held electronically for a year after a state of emergency is lifted. Motion to approve By Law No 2:2020.</p> <ul style="list-style-type: none"> • Anita Moved • David seconded <p>Motion passed</p> <p>Motion to amend the bylaws for both Eastview Neighbourhood Community Centre and East Toronto Family Community Centre to ensure that the Boards are able to meet electronically. This will give clarity that outside of a state of emergency and beyond one year after the one year of state of emergency both Boards can meet in person, electronically or through some combination.</p> <ul style="list-style-type: none"> • Joan Moved • Jennifer Seconded <p>Motion passed</p> <p>AGM:</p> <ul style="list-style-type: none"> • Will be held electronically on October 19th 2020 • Staff will be at the Centre if any members decided to attend in person • The agenda will include amendments to by laws <p>Board Elections</p> <p>The City has notified Eastview that due to the pandemic the Board may remain in place and elections may happen at the following AGM.</p> <p>Motion: Based on the advice of the City we will hold the next Board elections for Eastview and East Toronto at the AGM in June 2021</p> <ul style="list-style-type: none"> • Akemi Moved • Steve Seconded <p>Motion passed</p>
	II. In Camera	Motion to go into in camera meeting to discuss HR issues

		<ul style="list-style-type: none"> • Joan moved • Razia Seconded <p>Motion passed</p> <p>Board went in camera</p> <p>Motion to come out of camera</p> <ul style="list-style-type: none"> • Steve moved • Anita Seconded <p>Motion passed</p>
	III. Board self assessment	Overall board is extremely satisfied. Some areas for improvement from satisfied to very satisfied could be considered for action.
	IV. Other business	Howard Kempton Park revitalization: reopening date to be finalized, Park looks great.
11.	Adjournment	8:35 pm

**EAST TORONTO FAMILY COMMUNITY CENTRE
Board of Directors Meeting
September 21st 2020**

1.	Agenda	Approved by consent
2.	Conflict of interest	None declared
3.	Minutes	June 15 th Minutes approved
4.	Marketing and Engagement Committee	No Report
5.	Other Business	No other business
6.	Executive Director's Report: Operational Issues	No additional report
7.	Adjournment	8:40 pm

Approved By:  Date: October 19, 2020