

**Minutes**  
**EASTVIEW NEIGHBOURHOOD COMMUNITY CENTRE**  
**Board of Directors Meeting**  
**March 23<sup>rd</sup> 2020**

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

Present	Joan Howard, Razia Dawood, Anita Roy, David Sobel, Jennifer King, Meg Mathur, Monica Delain, Steve Dewar, Susan McMurray, Winston Yu, Kerry Bowser
Regrets	Akemi De Castro, Keon Johnson(no youth report), Paula Fletcher

The meeting began at 6:30 via teleconference. The meeting was chaired by Susan McMurray.

1.	Agenda	Agenda approved
2.	Conflicts of Interest	None declared
3.	Minutes	Motion to approve minutes from January 20, 2020 meeting: <ul style="list-style-type: none"> <li>• Moneca moved, David seconded</li> <li>• Carried</li> </ul>
4.	Executive Report	Main points of today’s meeting will be how Eastview is handling Covid 19 & Financial report and audit. Discussed challenging times we are in.
5.	Executive Director’s Report	Closed Eastview facility following direction of city and approval by Board until April 6 <sup>th</sup> but as we now know this date will most likely change. <ul style="list-style-type: none"> <li>• Our main switchboard is monitored daily and departmental Coordinators have maintained contact with all vulnerable community members for whom we have contact information. Social media is also being utilized to keep community members updated</li> <li>• Staff have notebooks to stay connected</li> <li>• Food bank: serving prepackaged food through North doors after tomorrow (Tuesday March 24<sup>th</sup> 2020); unsure if they will be able to continue due to new ruling today</li> <li>• No layoffs to date</li> <li>• Renovations: Contractors have been working hard since the closure but this will now change with the new ruling. Kerry will ask for a “future schedule” once more is known.</li> <li>• The Board expressed thanks to Kerry and staff</li> </ul>
6.	Financial Report	2019 year end is still being finalized. <ul style="list-style-type: none"> <li>• Each year, the Auditor requires the Board to confirm that management representations regarding fraud are correct. The Board confirms that to the best of our knowledge, the management representations below are correct for the 2019 year:  <u>Management representation</u> <ol style="list-style-type: none"> <li>1. Management reports all instances of fraud, unless the matter is trivial in nature, to the board along with their</li> </ol> </li> </ul>

		<p>recommendation for dealing with the matter. The board will then review the matter and advise management on how to proceed.</p> <p>2. We have been advised by management that they are not aware of any instances of fraud affecting the organization at the present time and as a result have not had to report any such matters to the board.</p> <ul style="list-style-type: none"> <li>• For 2020, we have recorded a relatively small loss related to our closure to date. We are refunding program fees to parents related to program closures rather than offering credit realizing families need to have the cash in hand.</li> <li>• The City is asking all Boards and Agencies to provide a weekly spreadsheet of losses.</li> <li>• Steve presented a consolidated budget for 2020. Our revised budget takes current losses into consideration.</li> <li>• Most funders are looking to support us through this time, although future funding may be affected. Certain closures and losses may be offset by cost savings of not running other programs.</li> <li>• May be eligible for subsidies – will inquire.</li> <li>• Motion to approve the 2020 budget. Moved by Steve. Moneca seconded. Carried.</li> </ul>
7.	In Camera	<p>HR matter:</p> <ul style="list-style-type: none"> <li>• Moneca moved to go in camera, Anita seconded. Carried</li> <li>• Moneca moved to go out of camera, Steve seconded. Carried</li> </ul>
8.	Other Business	<p>Board members are invited to put their names forward to join the Finance committee: Susan to send email</p>
9.	Adjournment	8:00 pm

**EASTVIEW NEIGHBOURHOOD COMMUNITY  
CENTRE Motion by email:  
March 14, 2020**

1.	Closure of Eastview during COVID-19	<p>During the COVID-19 pandemic, everyone is being urged to implement social distancing. The City emailed, "recommending that all AOCCs and Arena Boards consider the closure of their facility. The decision to close your facility must be made by your Board."</p> <ul style="list-style-type: none"> <li>• Susan moved, and David seconded the motion. Based on the City of Toronto's advice to AOCCs, Eastview Neighbourhood Community Centre be closed immediately to help slow the rate of COVID-19 infection in Toronto and protect vulnerable populations with a tentative date to re-open of April 6, 2020.</li> <li>• The motion carried</li> </ul>
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**EASTVIEW NEIGHBOURHOOD COMMUNITY  
CENTRE Motion by email:  
March 30<sup>th</sup> 2020**

1.	Continued closure of Eastview during COVID-19	<p>To deal with ongoing physical distancing and closure requirements, the Board amended the March 14, 2020 motion so it appears as follows:</p> <ul style="list-style-type: none"> <li>• Anita moved, and Moneca seconded the motion. Based on the City of Toronto's advice to AOCCs, Eastview Neighbourhood Community Centre be closed immediately until further notice to help slow the rate of COVID-19 infection in Toronto and protect vulnerable populations, while retaining the flexibility to provide service to our vulnerable community members in the interim in a way that protects staff and those members</li> <li>• The motion carried</li> </ul>
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**EAST TORONTO FAMILY COMMUNITY CENTRE  
Board/Committee of Management Meeting  
March 23<sup>rd</sup> 2020**

1.	Agenda	Approved by consent
2.	Conflict of interest	None declared
3.	Minutes	Minutes January 20, 2020 approved
4.	Other Business	No other business
5.	Adjournment	<ul style="list-style-type: none"> <li>• 8:03 pm</li> </ul>

Approved By:  Date: May 4, 2020