

**St. James Town Family Literacy Services
Minutes of the Board Meeting
Held Dec 18, 2014 (6:00- 8:00)
Held at Community Matters Toronto**

In Attendance: Margaret Coshan, Chris Hallett, Sandy Macpherson, Dianna Jiang, Shabana, Dough Fisher.

Regrets: Beth

Minutes: Recorded by Shabana Sohail

1. Call the meeting to order

The chair opened the meeting and welcomed the participants, the agenda was reviewed.

2. Review and approval of the last meeting minutes

The minutes of the previous meeting were reviewed.

MOTION: On a motion by Sandy and seconded by Shabana the minutes were approved.

Motion approved unanimously.

3. Review and Approval of Agenda

Agenda of the meeting were reviewed and approved by the board members

MOTION: On the motion by Dianna and seconded by Dough the agenda was approved.

Motion approved unanimously.

4. CMT UPDATE:

Margaret gave update to board about Community Matters.

Highlights of the update included

- A discussion of our community based organization versus service based approach. Margaret presented graphics to demonstrate and discuss these differences
- Our PHAC grant specifically identifies Diabetes, Chronic Heart conditions and cancer. We are also working on mental health approaching the whole person to improve health.
- 240 space will be available from January 21.
- We have registered domain name Doctors 2 Doctors as part of an employment project in support of Foreign Trained Health Professionals employment support.
- Community Matters Toronto is working with a number of community partners to develop the existing green space in eastern St James Town as a centre for community gatherings in a welcoming and safe environment. The design would provide for the multipurpose use of space, for example, a garden area used for meditation and Tai chi classes or exercise space that can be converted to festival and exhibition space. It could include: beautification with art and plant materials, a performing and seating area, kiosks for outdoor lessons, vendors and exhibitions, natural environments for outdoor exercise, pathways and a meditation/sculpture garden. The first phase of the development project will see a Landscape Ontario Otium Outdoor Exercise Garden at Canada Blooms developed by Shawn Gallagher Design re-purposed and installed at the St James Town eastern green space. The

Landscape Ontario Otium Outdoor Exercise Garden is designed to include exercises to strengthen residents' health, well-being, and connection to nature. The concept is unique in that the landscape features of the garden themselves are used as exercise equipment.

University of Toronto Engineering students and Landscape of Ontario will work on this project and will do fundraising

- We received new funding from the George Weston Foundation who donated \$ 14,000 towards or swim program

Discussion by the board included

- Ideas for the PHAC press release.
- Write a report on the Community Matters approach which could be presented to social work students
- St Michael hospital also working on new immigrant health articles.

5. Compensation Policy Executive Director

Chris presented the guidelines for compensation for the Executive Director. Factors effecting this policy include:

- Expectation by funders for reasonable compensation for an ED. We only started paying the ED when this expectation became apparent
- We need to recognize the need for long term sustainability
- Many of the duties of the ED are being performed by seniors staff and seniors staff is being encouraged to learn more of these duties

In the discussion that followed the directors made the following points

- **The organization can allocate \$30,000 to \$60,000 for the Executive Director and it's up to directors how much of this to use and any amounts left over can be saved for the future executive director or for programs.**
- We must keep in mind the Community Matters is a growing organization
- **The leads can eventually rotate the executive director post and be paid accordingly.**
- In the future we should have policies that shows that director should not be in the room when during discussions of compensation.

MOTION: On a motion by Dianna and seconded by Dough compensation for Executive director of \$ 20,000 was made.

Motion approved unanimously.

6. Compensation ED 2015

Board decided not to vote until all board members input present in the meeting.

7. Membership:

- Margaret led a preliminary discussion on membership. It was agreed to bring this item forward to the next meeting
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8. Other items

There was no other business raised at the meeting.

HAPPY HOLIDAYS

9. Adjournment

Motion: on the motion by Dianna and seconded by Sandy that the meeting be adjourned was approved unanimously.