



Society of Saint Vincent de Paul

Toronto Central Council
240 Church Street, Toronto, Ontario M5B 1Z2

Consists of:

DURHAM
Particular Council

ETOBICOKE
Particular Council

HUMBER VALLEY
Particular Council

PEEL
Particular Council

PEEL NORTH
Particular Council

SCARBOROUGH EAST
Particular Council

SCARBOROUGH WEST
Particular Council

TORONTO EAST
Particular Council

TORONTO NORTH
Particular Council

TORONTO WEST
Particular Council

YORK SOUTH
Particular Council

Operates:

AMELIE
HOUSE

COURT SERVICES

DEPAUL, VINCENT
& MARTINEAU
HOUSE

ELISA
HOUSE

MARYGROVE
CAMP

MARY'S
HOME

OZANAM
HOUSE

CAMP
OZANAM

PRISON
APOSTOLATE

ST. CLARE
RESIDENCE

ST. FRANCIS
RESIDENCE

SAINT VINCENT DE PAUL
COMMUNITY STORES

VINCENPAUL
COMMUNITY HOMES

Society of Saint Vincent de Paul

Toronto Central Council Board of Directors Meeting

Date: Wednesday, May 25, 2016
Time: 6:00 pm – supper 6:30 pm – meeting
Place: 240 Church Street Office

AGENDA

1. Opening Prayers
2. Spiritual Reading: Sr. Pamela Cobham
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Approval of the Minutes of the April 2016 Board Meeting and Business Arising
6. Executive Director's Report
 - a) AGM draft minutes 2015 for review - *enclosed*
7. Treasurer's Report
 - a) Approval of the 2016/2017 operating budgets, capital budget and operating plans - *enclosed*
 - b) National/Regional Council appeal for relief funds
8. Committee Reports:
 - a) Governance Committee
 - i) Status of Initiatives
 - b) Camp Ozanam Event
9. Secret Collection
10. Next Meeting – Wednesday, June 22, 2016
11. Closing Prayers and Adjournment

Robert Ossowski
President

Meeting of the Board of Directors

Minutes of a meeting held on
Wednesday, April 27, 2016
at 240 Church Street.

PRESENT:

President	Robert Ossowski
Vice Presidents	Bey Grieve
Treasurer	John Sidle - regrets
Secretary	Michael Burns
Durham	Maurice Cusack
Etobicoke	Mike McGinnis
Humber Valley	Bill Greenwood - regrets
Peel	Phil Day – regrets
Peel North	Omar Ellis - regrets
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Ted Rathe – regrets
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont
Also in Attendance	Ann Massel, observing for Peel Particular Council

OPENING PRAYERS: The opening prayers were led by Sr. Pamela Cobham

SPIRITUAL READING: Bro. Bey Grieve read an excerpt from the Rule on the words of Frederic Ozanam on the burden of poverty and how faith is what lightens that burden.

CHAIR'S OPENING REMARKS: Bro. Bob Ossowski welcomed all and thanked everyone for attending. Bro. Bob reported on the Ontario Regional meeting:

- Project “North of 60” is under the direction of Sr. Peggy LeRoux. There are many challenges for those living in the far especially with the cost of living. Ensuring that the dignity of those receiving assistance is upheld and respecting cultural differences has all been part of working through the partnerships.
- There is a need for general recruitment as well as a need for assistance and guidance with the Chatham Camp
- The incoming International Secretary General will mostly likely be from Brazil; age limitations on the position are currently being debated

APPROVAL OF THE AGENDA:

Bro. Bob Ossowski requested the addition of the item: “Discussion of the 5 M plan for Camp Ozanam”. A motion to approve this addition at item C after Spirituality Committee, was put forth by Bro. Mike McGinnis; seconded by Bro. Michael Burns. Approved. The amended agenda was approved on a motion by Bro. Mike McGinnis; seconded by Bro. Maurice Cusack.

DECLARATION OF CONFLICT OF INTEREST: This heading will be deleted from future meeting agendas and declarations of conflicts of interest will be made as the items arise.

APPROVAL OF THE MINUTES OF THE MARCH 2016 MEETING AND BUSINESS ARISING:

The minutes were approved on a motion by Bro. Mike McGinnis; seconded by Bro. Mike Burns. Carried.

Business Arising:

Six month financial report from conferences: Preparations are underway to meet this directive. MAS: A gratuity for the professional services rendered was paid last year, and will be paid this year. The payment was allocated under the Toronto Central Council budget line “professional services”.

EXECUTIVE DIRECTORS REPORT:

Louise Coutu circulated a report in advance of the meeting; it is appended to the minutes.

Additional Items raised:

- a) AGM location: After discussion, it was agreed that TCC attempt to secure St. Michaels Cathedral and the Choir School auditorium for the AGM; due to the renovations, the meeting will have to occur the first week of October.
- b) Conference Name Change: Conferences are responding to the request to minute the name change for their conference to meet the directive put forth by TCC. The first batch of motions received will be forwarded to National immediately after the May 30th deadline.
- c) Insurance Coverage: An updated synopsis of insurance coverage affecting conferences was circulated and will be issued by email to conferences for their information.
- d) National Book Project: Louise Lariviere who is writing a book on behalf of National Council on the history of the Society, visited Toronto and met with a number of staff as well as Frank Boscaroli and Michael Burns. The most significant revelation from the exchange is that Toronto is really the last strong hold of Home Visitation in Canada, most areas have moved their focus to stores and office based assistance.
- e) Mortgage Resolution – Camp Ozanam: The documents in support of the finances received through Catholic Charities and the Archdiocese for the purchase of the camp arrived just prior to the Board meeting. They were circulated for review and will be voted on after item C, Committee Reports, as agreed to by the members present.
- f) Staff Concern: Louise informed the Board on a staffing issue in one of the programs which hopefully will be resolved within the next few weeks.

COMMITTEES:

a) Governance Committee:

Chair, Bro. Bey Grieve led a review of the following governance matters:

Priorities from Governance Review Session: The compilation, previously circulated to the Board for their review, was discussed. As evidenced from the feedback, the priority appears to be the necessity to address the structural tension within Toronto Central Council. After further discussion, the following motion was put forth by Bro. Bey Grieve:

Prior to the review of the Mission and Vision Statements, and prior to striking a Strategic Planning Task Force; a task force be established to review the structure of the Board of TCC and recommend structural solutions. Seconded by Bro. Mike McGinnis. Carried.

VPFHC Relationship: The relationship between the two corporations was discussed at the committee level and at a recent VPFHC meeting. It appears that an amicable resolution to the challenges should be achievable. Updates will be brought back to the Board.

Election Sub Committee: A report on the membership and a plan of action for this committee supporting the election process for the position of President of Toronto Central Council will be presented at a future meeting of the Board.

b) Proposed Spirituality Committee:

Terms of Reference: The mandate as reflected in the terms of reference of the former committee was amended. The updated version will be circulated to the members of the Society, along with an invitation to consider joining the committee.

c) Camp Ozanam Fund Raising:

Bro. Bob Ossowski circulated a fund raising proposal he prepared in support of Camp Ozanam. The summarized version as presented is appended to the minutes. The goal of the proposal is to host a “Sleep Out” at Blessed Trinity Parish with participants raising funds to camp out for an evening. Initial support has been given by the Pastor. Toronto Central Council would provide the insurance certificate. After discussion, it was agreed that the target goal of all funds raised would be to support the capital development of the camp by establishing a fund similar to the Marygrove Camp Building Fund for upkeep, repair and development of buildings and property at Camp Ozanam. Staff were instructed to obtain insurance clearance, and the Board agreed that event as organized by Bro. Bob, proceed as a pilot project conditional on the insurance.

d) Mortgage Resolution – Camp Ozanam:

Louise led a review of the circulated documents that were provided from our legal counsel in support of receiving funds from the Archdiocese [REDACTED] 3665 Eagle Lake Road, District of Parry Sound. The essence of the agreements are that the funds are provided with the understanding that should the Society not continue with the camp operations and/or sell the property, the loans are to be paid back to the lenders. The Resolution of the Directors was amended to remove the term Director, after Officer in section 4 as recommended by Bro. Mike McGinnis, limiting the powers to authorize for and in the name of the Corporation to Officers.

A motion was put forward by Bro. Mike McGinnis to accept the resolution confirming the mortgage agreement between Toronto Central Council and Catholic Charities as presented, and as appended to the minutes. Seconded by Bro. Rob Greenaway. Carried.

A motion was put forward by Bro. Mike McGinnis to accept the resolution confirming the mortgage agreement between Toronto Central Council and the Archdiocese as presented, and as appended to the minutes. Seconded by Bro. Bey Grieve. Carried.

AGGREGATION:

Bro. John DeSchutter presented an application for aggregation from St. David’s Conference in Maple, Ontario within the jurisdiction of York South Particular Council. After review, Bro. John DeSchutter put forth a motion that the application be forwarded to Regional for approval and submission to National Council; seconded by Bro. Mike McGinnis. Carried. Congratulations and welcome to St. David’s conference.

SECRET COLLECTION: \$54.00

NEXT MEETING: The next meeting of the Board of Directors is Wednesday, May 25, 2016 at 240 Church Street.

CLOSING PRAYERS: The closing prayers were led by Bro. Maurice Cusack.

ADJOURNMENT: A motion to adjourn was put forth by Bro. Mike McGinnis; seconded by Sr. Pam Cobham. Carried.

Bob Ossowski
President

Mike Burns
Secretary



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Society of Saint Vincent de Paul Toronto Central Council Board of Directors Meeting

Date: Wednesday, June 22, 2016

Time: 6:00 pm – supper 6:30 pm – meeting

Place: 240 Church Street Office

AGENDA

1. Opening Prayers
2. Spiritual Reading: Bro. Rob Greenaway
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Approval of the Minutes of the May Board of Directors Meeting and Business Arising
 - a) Camp Ozanam Camp Out
6. Executive Director's Report - *enclosed*
 - a) Ministry of Health – Declaration of Compliance
 - b) Ministry of Community and Social Services
 - i) FLS (French Language Services) – compliance
 - ii) Transfer Payment Risk Assessment – (TPRA)
 - c) Shelter Policies
7. Treasurer's Report:
 - a) Approval of Draft Audited Statements 2015/16
8. Report on AGA – Bro. Bob Ossowski
9. Committees:
 - a) Governance Committee
Election Sub-committee presentation
10. Secret Collection
11. Next Meeting*
12. Closing Prayers and Adjournment

Robert Ossowski
President

* Please come prepared to select a date for the first Board meeting following the summer recess. Possible meeting dates for consideration:
late August, September 14th or 28th

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**Society of Saint Vincent de Paul
Board of Directors**

Minutes of a meeting held on
May 25, 2016 at 240 Church Street.

PRESENT:

President	Robert Ossowski
Vice Presidents	Bey Grieve
Treasurer	John Sidle
Secretary	Michael Burns

Durham	Maurice Cusack
Etobicoke	Mike McGinnis
Humber Valley	Bill Greenwood
Peel	Phil Day
Peel North	Omar Ellis
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Ted Rathe – regrets Pascal LaRouche
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont

OPENING PRAYER: Were said

SPIRITUAL READING: Sr. Pamela Cobham read a selection of from the National website on the Society's outreach and our efforts as Vincentians performing our outreach through the Corporal Works of Mercy and the Spiritual Works of Mercy. Jesus asks us to be His heart, His hands and His voice. Some days we may not be as in tune to the needs of the poor, and we may have to make an extra effort to connect in a gracious, giving way.

CHAIRMAN'S OPENING REMARKS: Welcome to all and thank you for attending.

APPROVAL OF THE AGENDA: The agenda was approved on a motion by Bro. John DeSchutter; seconded by Bro. Mike McGinnis. Carried

APPROVAL OF THE MINUTES OF THE APRIL 2016 MEETING: The minutes were approved by Bro. Rob Greenaway; seconded by Bro. Bey Grieve. Carried

BUSINESS ARISING: No business arising

EXECUTIVE DIRECTORS REPORT:

Business Plans detailing the operations of the Special Works of Toronto Central Council were distributed with the operating budgets prior to the meeting.

Louise Coutu reported on the following:

Annual General Meeting:

Draft minutes: The minutes of the September 2015 AGM meeting were distributed for review by the Board prior to being mailed out to the membership. The Board agreed to the content and the minutes will be mailed to the members in August.

Consensus was that the meeting be held the first week of October on the date available for both mass at the Cathedral with the meeting following after in the Choir School facilities.

Camp Registrations: Camp Ozanam is full with a sizable waiting list. Marygrove Camp has openings left in sessions one and seven. Regrettably, the applications have not been completed very well this year, with over 80% requiring a call home for incomplete information or expired health cards.

Staff Issue: The matter brought before the Board at the April meeting appears to have been satisfactorily settled.

TREASURER'S REPORT:

Approval of the 2016/17 operating and capital budgets:

Bro. John Sidle formally moved the adoption of the 2016/17 operating and capital budgets; seconded by Bro. Rob Greenaway. Discussion:

Donations and Bequests:

Bequests are budgeted based on a historical level, a discussion followed on the viability of budgeting bequests based on forecasting.

Staff salaries: The salaries remain at a 0 per cent increase. A query was made as to how viable it is for staff to operate with a zero increase. A very difficult situation as the funders have not provided any assistance in this area with the exception of an increase to a select group of front line staff in a MCSS funded program. Camp Ozanam: The Capital and start-up budget was approved as part of the purchase of the boy's camp with \$100,000 set aside for immediate needs which encompass safety, security and program elements. Personal

Needs: The personal needs line includes Camp Transportation and the interest portion of the mortgage for the camp.

Other Income: In the Stores budget, gifts in kind which are listed as revenue and expense are grouped under other income.

A vote was taken to accept the motion as presented: All in favour. Carried

Camp Ozanam Fund Raising Initiative:

Bro. John Sidle put forth this recommended motion from the Finance Committee:

That the Board establish a special committee to prepare a budget and operating plan to support the fund raising initiative to enhance the fund raising Camp Out campaign for Camp Ozanam.

Discussion:

A budget and a plan will address the questions of seed money, expenses, forecasts etc. The motion was seconded Bro. Mike McGinnis. All in favour, motion carried.

National and Regional Council Appeal:

After discussion, the Board agreed to wait on its response to the appeal for financial support from Regional for the victims of the Fort McMurray fire as the call for support from relief agencies has been tremendously generous. Local conferences may need assistance in the long term which would be more in keeping with our twinning principles.

Camp Ozanam Adjoining Properties:

Louise Coutu spoke to the proposal that was circulated to the members by email prior to the meeting. The proposal (appended to the minutes) encompasses the details surrounding the recommended purchase of the two properties adjoining the new Camp Ozanam, providing the opportunity for future expansion as well privacy for the program. The Finance Committee also reviewed the proposal at a telephone meeting held to discuss the proposal and the following motion was recommended to the Board, as put forth by Bro. John Sidle:

That Louise Coutu be authorized to put an offer [REDACTED], external to the Society's funds. Seconded by Sr. Pamela Cobham. All in favour, motion carried.

Committee Reports:

Governance Committee:

Status of Initiatives:

Reviewing the Structure of Toronto Central Council:

Bros. Maurice Cusack, Rob Greenway and John DeSchutter have agreed to participate on a task force to address the structural tensions between the corporate responsibility and the Vincentian outreach entrusted to members and to make recommendations to the Board.

VincenPaul Family Homes Corporation:

Two delegates from the Governance Committee will meet with Gower Park Place representatives to clarify how their Board is constituted and to review the relationship of our Vincentian members and their membership, ensuring the practice adequately reflects the intentions of the by-laws. A report will be made to the Board.

Election Subcommittee:

Sr. Carol Roberts, Bro. John Menary and Bro. Ed Koen will constitute the membership of the election subcommittee for the position of President of Toronto Central Council. A report to the Board on their intentions and progress will be made at a future Board meeting.

Camp Ozanam Event:

Bro. Bob Ossowski provided an update on the planning for the Camp Ozanam Camp Out event. Insurance has been granted for the event providing that volunteers are screened and trained in abuse protocol, security is present and that there is a minimum age limit of 13 years of age for participants. Bro. Bob estimates requiring a budget of \$5,000 to launch the event.

Secret Collection: \$78.00

Next Meeting: Wednesday, September 28, 2016 at 240 Church Street
National Annual General Assembly: June 15th to June 19th

Closing Prayers: Were said **Adjournment:** 8:50 p.m.

Robert Ossowski
President

Michael Burns
Secretary



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Society of Saint Vincent de Paul Toronto Central Council Board of Directors Meeting

Date: Wednesday, September 28, 2016

Time: 6:00 pm – supper 6:30 pm – meeting

Place: 240 Church Street Office

AGENDA

1. Opening Prayers
2. Spiritual Reading: Bro. John DeSchutter
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Approval of the Minutes of the June Board of Directors Meeting and Business Arising
6. Executive Director's Report – *enclosed*
 - a. Approval of the Mortgage Renewal for 14 Haileybury – *enclosed*
 - b. MCSS – Risk Assessment Compliance – *from June meeting*
 - c. AGM
 - d. Approval of Shelter Policies – *enclosed*
 - e. VPFHC and TCC relationship – *Memorandum clarifying existing relationship - enclosed*
7. Treasurer's Report – *Statements for 5 months – to be emailed prior to the meeting*
8. Committees:
 - a. Governance Committee – *update on initiatives*
9. Secret Collection
10. Next Meeting

Board of Directors: Wednesday, October 26, 2016
Annual General Meeting: Tuesday, October 4, 2016
11. Closing Prayers and Adjournment

Robert Ossowski,
President

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**Society of Saint Vincent de Paul
Board of Directors**

Minutes of a meeting held on June 22, 2016
at 240 Church Street.

PRESENT:

President	Robert Ossowski
Vice Presidents	Bey Grieve
Treasurer	John Sidle
Secretary	Michael Burns
Durham	Maurice Cusack
Etobicoke	Mike McGinnis
Humber Valley	Bill Greenwood
Peel	Phil Day - regrets
Peel North	Omar Ellis - regrets
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Ted Rathe – regrets
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont

OPENING PRAYER: The opening prayers were led by Bro. Bill Greenwood.

SPIRITUAL READING: Bro. Mike McGinnis read a selection prepared by Bro. Rob Greenaway from the Australian Council on Vincentian outreach and service. A timely and inspiring piece reminding of us the privilege and responsibility we have in serving those who turn to us in their time of need.

CHAIRMAN'S OPENING REMARKS: Bro. Bob Ossowski thanked all for attending. His comments on the recent attendance at the AGA in Vancouver reflected on the visible poverty within this vibrant city.

APPROVAL OF THE AGENDA: The agenda was approved on a motion by Bro. Mike McGinnis; seconded by Sr. Pam Cobham. Carried

APPROVAL OF THE MINUTES OF THE MAY 2016 MEETING: The minutes were approved by Bro. Mike McGinnis; seconded by Bro. Bey Grieve. Carried

BUSINESS ARISING:

Camp Ozanam Camp Out Event:

Sr. Pamela Cobham volunteered to work with Bro. Bob Ossowski on this event and a draft budget was circulated by Bro. Bob. Regretfully, due to time constraints, Bro. Bob announced that launching this event would not be feasible for this summer. He was thanked by the members for his efforts to date.

EXECUTIVE DIRECTORS REPORT:

Louise Coutu circulated a report to the Board in advance of the meeting and brought these additional matters before the Board:

- a) Ministry of Health, Declaration of Compliance: A motion was put forward by Bro. John Sidle to approve the bi-annual Ministry Declaration of Compliance for the Ministry of Health funded Ozanam House program; seconded by Bro. Michael Burns.
- b) Ministry of Community and Social Services:
FLS – French Language Services: The Society must comply with the FLS directives to ensure that persons in need of developmental services who speak French have full access to services in their language. A compliance report has to been sent to the Ministry. To date, the Society has yet to encounter a resident or family seeking services in French.

Transfer Payment Risk Assessment – TPRA:

The MCSS has an enhanced TPRA that was circulated in advance to the Board. It is a comprehensive document that is general enough to measure the Board's overall competence in managing the affairs of the organization. This new process requires an on-line response to the Ministry, with Board approval on the stated competencies and is to be completed in September 2016.

- c) Shelter Standards and Policies:
Louise reviewed the new shelter standards that have been issued by the City of Toronto and provided training on how the standards are implemented in the shelters. The new shelter standards require that some of our policies be updated. The summary of policy requirements for the City of Toronto Hostel Services that requires Board knowledge was circulated. Many of the policies and requirements are already in place in the shelters, and Louise reported that there were only three matters where the Society may not be able to fully implement the requested policy changes under the access to service policy, the medication policy and admitting pets. Regarding services to the LGBTQ2S community, shelter housing will only be offered to individuals who not only express that they are female, but who also present as female. This is out of concern for the residents who must share common space inclusive of washroom and shower facilities and who do not want to share this enclosed space with a male. Additionally, our experienced managers stand by our current medication policy where residents turn in their medication, unless exceptions are granted on a case by case basis. As there is very little opportunity for residents to secure their belongings, this is necessary to protect all parties, including the Society and its staff members.

There is also a statement in the standards that requires our shelters to admit individuals with their pets. Again, due to the physical layout of the shelters, we are unable to accommodate pets with the exception of service animals. We are concerned about how the pets will be contained, how to ensure that the animals are healthy and able to manage with people and other pets, how we protect residents and staff who have allergies or fear of animals and how do we protect the animals from residents who do not care for them. Additionally, staff are concerned about the public health implications of having animals in the shelters. We will continue to refer potential residents and their pets to appropriate facilities.

Updated policies will be circulated to the Board for their review prior to the September Board of Directors meeting.

- d) Camps:
Registration for both camps is nearing completion. Unfortunately, the cards have been poorly filled out with incomplete information, expired health cards and illegible writing. The staff will make a concerted effort next year to enlist support from the Vincentians as these issues have almost doubled the registration work over last year.

Camp Ozanam – adjacent property:

The adjacent properties did not sell at auction as the reserve bid was not received. The sellers also turned down the Society's offer. Our real estate agent is recommending that we hold off further action to see how things develop as the properties have been on the market three times in the past few years. The camp committee will be holding their summer meeting at the new property and will review the status of the sites and report to the Board.

TREASURER'S REPORT:

Approval of the 2016/17 draft audited statements:

Bro. John Sidle formally moved the adoption of the 2016/17 draft audited statements which were circulated to the Board in advance of the meeting. Seconded by Bro. Mike McGinnis. Carried.

Members of the Board were impressed with the presentation of the statements and felt the change to the new auditing firm proved to be beneficial.

REPORT ON THE NATIONAL COUNCIL AGA:

Bro. Bob Ossowski provided an overview of information presented at the AGA, including a status report of the North of 60 project, news on international elections and the call to Vincentian service and spirituality in this the Year of Mercy. Further information and developments can be found on the National Council of Canada website. The Executive of the Regional Council of Ontario was also announced, under the Presidency of Sr. Linda Dollard.

COMMITTEE REPORTS:

Governance Committee:

Status of Initiatives:

Election Sub-committee:

The election sub-committee will report to the Board at a Board meeting in the fall.

Relationship with Gower Park Place:

Amicable discussions are underway and a report should be forthcoming in the fall.

Reviewing the Structure of Toronto Central Council:

The task force has met in person and continued their deliberations via email and conference call. A report will be provided to the Board for consideration in the fall.

OTHER BUSINESS:

Bro. Mike McGinnis raised the question of how parishes and conferences are assigned to Particular Councils with regard to boundaries. His concern is that Our Lady of Victory has no connection geographically with Etobicoke Particular Council. To be reviewed.

Secret Collection: \$75.00

Next Meeting: Board of Directors: Wednesday, September 28, 2016 at 240 Church Street
Annual General Meeting: Tuesday, October 4, 2016 at St. Michael's Cathedral

Closing Prayers: Were said

Adjournment: 8:20 pm

Robert Ossowski
President

Michael Burns
Secretary



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Society of Saint Vincent de Paul Toronto Central Council Board of Directors Meeting

Date: Wednesday, October 26, 2016

Time: 6:00 pm – supper 6:30 pm – meeting

Place: 240 Church Street Office

AGENDA

1. Opening Prayers
2. Spiritual Reading: Bro. Maurice Cusack
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Approval of the Minutes of the September Board of Directors Meeting and Business Arising
6. Approval of the AGM minutes in Draft
7. Executive Director's Report
- *Annual approval of MCSS funded programs policies attached**
8. Committees:
 - a) Governance Committee – *update on initiatives*
 - b) Membership Development Committee – *approval of previously circulated confidentiality guidelines*
9. Particular Council Presidents Forum
 - a) Hurricane Matthew
10. Secret Collection
11. Next Meeting
Board of Directors: Wednesday, November 23, 2016
12. Closing Prayers and Adjournment

Robert Ossowski
President

*These policies (CLIC – Policy 1, 2, 4, 5, 9 and 13) require an annual review and approval by the Board. They were last approved November 2015; no changes have been made. Please feel free to email Louise with any questions or concerns.

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**Society of Saint Vincent de Paul
Board of Directors**

Minutes of a meeting held on September 28, 2016
at 240 Church Street.

PRESENT:

President	Robert Ossowski
Vice Presidents	Bey Grieve - Regrets
Treasurer	John Sidle
Secretary	Michael Burns
Durham	Maurice Cusack
Etobicoke	Mike McGinnis
Humber Valley	Bill Greenwood
Peel	Phil Day
Peel North	Omar Ellis
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Pascal Larouche - regrets
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont

OPENING PRAYER: The opening prayers were led by Bro. Phil Day.

SPIRITUAL READING: Bro. John De Schutter read a selection from the National Council website by Monsignor Schomenbach highlighting the gift of the Eucharist and reminding us all to give thanks for this precious gift. Every time we receive communion, it is the closest that we get to God while on this earth.

CHAIR'S OPENING REMARKS:

Bro. Bob Ossowski welcomed everyone present as this the first meeting after the summer recess. This time of year feels like the start of the Vincentian year as we look forward to renewing our outreach. In conjunction with this activity, this month begins the process of moving through the election process for the position of President of Toronto Central Council.

APPROVAL OF THE AGENDA: The agenda was approved on a motion by Bro. Mike McGinnis; seconded by Bro. Rob Greenaway. Carried

APPROVAL OF THE MINUTES OF THE JUNE 2016 MEETING and BUSINESS ARISING:
The minutes were approved by Sr. Pam Cobham; seconded by Bro. Phil Day. Carried

EXECUTIVE DIRECTORS REPORT:

Louise Coutu circulated a report to the Board in advance of the meeting.

Following the successful operation of Camp Ozanam for the 2016 season, made possible especially due to the efforts of Tim, our maintenance person and contractor who accomplished so much in such a period of time, and the support of many, particularly warehouse manager Jeremy who assisted with equipment deliveries on top of his regular demanding duties. Bro. John Sidle put forth a motion that both Tim and Jeremy receive a letter from the Board recognizing their efforts in ensuring Camp Ozanam was ready for campers and staff. Seconded by Sr. Pamela Cobham. Approved.

a) Mortgage Renewal for 14 Haileybury (DePaul House) - *previously circulated*

Motion to approve the Resolution of the Board of Directors of the Society to authorize the mortgage Renewal for 14 Haileybury was put forth by Bro. John Sidle, seconded by Bro. Michael McGinnis. Approved. The Certificate of Incumbency was circulated to the Board for signature.

b) MCSS – Risk Assessment – *reviewed at the June Board of Directors meeting*

Louise circulated the review, highlighting items where the Society was not rated at the highest level. The only item where the Society did not agree with the rating was whether the Society was an accredited agency which was difficult to discern. This will be brought to the attention of the funders. The results of the Risk Assessment will be provided to the Ministry for their response.

c) AGM:

The meeting is set for October 4th, and all arrangements are in place with mass being celebrated beforehand in the newly renovated St. Michael's Cathedral.

d) Approval of the Shelter Policies – *previously circulated*

The updated policies for the shelters: Amelie House, Elisa House, Mary's Home and St. Clare's Residence were approved on a motion by Bro. Michael McGinnis, seconded by Bro. Bill Greenwood. Carried

e) Memorandum of Understanding: VPFHC and TCC relationship – *previously circulated*

The Memorandum of Understanding which clarifies the relationship between the two corporations was approved on a motion by Bro. Mike McGinnis, seconded by Bro. Bill Greenwood. Carried.

Further to the Memorandum, a motion to approve the current Vincentian Members of the VPFHC Board and the former Vincentian members of the VPFHC Board, as detailed in the attached letter of September 27th addressed to the President of TCC from VPFHC President Vince Tedesco was put forth by Bro. John Sidle, seconded by Bro. Mike McGinnis. Carried.

Additional Items:

Louise reported on the loss of Jeannie Day who passed away after a brief battle with cancer. Jeannie was chair of the Shelter Committee and an active member on the housing committees for over 25 years. She will be sorely missed by the shelter management whom she worked with and supported for so long.

Rodney from St. Francis Residence passed away after a brief illness. He was a beloved member of this home for over 25 years. Monsignor Bianco will be holding a memorial service on the 3rd at the home in celebration of his life.

TREASURER'S REPORT:

The previously circulated operating statements for 5 months ending August 2016 were approved for recommendation to the Board by the Finance Committee. A motion to approve the statements was put forth by Bro. John Sidle, seconded by Bro. Mike McGinnis. Carried.

COMMITTEE REPORTS:

Governance Committee:

Status of Initiatives:

Bro. Mike McGinnis reported on behalf of the committee on the following items:

- a) **Mission Vision Values:** The committee recommends the establishment of a task force to review and update as necessary the Mission Vision Values statement for Toronto Central Council and to submit recommendations to the Board. Bros. John DeSchutter and Rob Greenaway volunteered for this task.
- b) **Strategic Planning:** Recommendation for the membership of an ad hoc committee to undertake the review and update of the strategic plan will be brought forward at the October Board of Directors meeting.
- c) **Corporate Structure:** The task force has completed a recommendation on the structure of Toronto Central Council. The governance committee is in the process of reviewing the report.
- d) **Election of TCC President:** The election sub-committee has created a timeline for the election of the office of President of Toronto Central Council. *The timeline is appended to these minutes*

OTHER BUSINESS:

- a) Parish assignment: Bro. Mike McGinnis requested a motion to re-assign the parish of Our Lady of Victory to the Humber Valley Particular Council, for geographic reasons, for such time as when a conference is established, seconded by Bro. Bill Greenwood. Carried.
- b) Conference Rejuvenation:
Louise spoke of the desire by a well-known member to assist in rejuvenating a local conference of the Society and will provide updates as progress is made.
- c) Membership Development Committee:
With the conclusion of her term as PC President, Carol Roberts stepped down as chair of the Membership Development Committee and will stay on as a member. Bro. Bob Ossowski called for a motion to have Bro. Rob Greenaway take on the position of chair of this committee. Seconded by Sr. Pam Cobham. Carried.
Bro. Rob circulated the guidelines on confidentiality that were updated by the committee for approval by the Board at the October meeting.

Secret Collection: \$80.00

Next Meeting: Board of Directors: Wednesday, October 26, 2016 at 240 Church Street

Closing Prayers: Were said

Adjournment: 7:45 pm

Robert Ossowski
President

Michael Burns
Secretary



Society of Saint Vincent de Paul

Toronto Central Council
240 Church Street, Toronto, Ontario M5B 1Z2

Consists of:

DURHAM
Particular Council

ETOBICOKE
Particular Council

HUMBER VALLEY
Particular Council

PEEL
Particular Council

PEEL NORTH
Particular Council

SCARBOROUGH EAST
Particular Council

SCARBOROUGH WEST
Particular Council

TORONTO EAST
Particular Council

TORONTO NORTH
Particular Council

TORONTO WEST
Particular Council

YORK SOUTH
Particular Council

Operates:

AMELIE
HOUSE

COURT SERVICES

DEPAUL, VINCENT
& MARTINEAU
HOUSE

ELISA
HOUSE

MARYGROVE
CAMP

MARY'S
HOME

OZANAM
HOUSE

CAMP
OZANAM

PRISON
APOSTOLATE

ST. CLARE
RESIDENCE

ST. FRANCIS
RESIDENCE

SAINT VINCENT DE PAUL
COMMUNITY STORES

VINCENPAUL
COMMUNITY HOMES

Toronto Central Council Board of Directors Meeting

Date: Wednesday, November 23, 2016
Time: 6:00 pm – supper 6:30 pm – meeting
Mass at St. Michael's Cathedral – 5:30 pm
Place: 240 Church Street Office

AGENDA

1. Opening Prayers
2. Spiritual Reading: Bro. Bey Grieve
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Approval of the Minutes of the October Board Meeting and Business Arising
6. Executive Director's Report
Report – to be circulated via email
Camp Ozanam - update
- a) Performance review and goal setting - *enclosed*
7. Treasurer's Report – 7 months ending October 31, 2016
- statements to be sent via email
- a) City of Toronto budget allocation – Shelters
8. Board Committees:
 - a) Governance
 - b) Membership Development
9. Secret Collection
10. Next Meeting – Wednesday, January 25, 2017
11. Closing Prayers and Adjournment

Robert Ossowski

President

Celebrations and Events 2016:

December 8th Feast of the Immaculate Conception
December 13th St Francis Residence Open House at 229 Manning Ave 4:00 pm – 8:00 pm Dundas/Bathurst
December 15th DePaul, Vincent and Martineau Homes Christmas Open House at 12 Adam's Drive, Scarborough – 4:00 pm – 8:00 pm
TBA Ozanam Christmas Open House at 88 Mulock Dr, 4:00 pm – 8:00 pm Keele/St. Clair

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**Society of Saint Vincent de Paul
Board of Directors**

Minutes of a meeting held on October 26, 2016 at
240 Church Street.

President	Robert Ossowski
Vice Presidents	Bey Grieve
Treasurer	John Sidle - regrets
Secretary	Michael Burns
Durham	Maurice Cusack
Etobicoke	Mike McGinnis - regrets
Humber Valley	Bill Greenwood
Peel	Phil Day - regrets
Peel North	Omar Ellis
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Pascal LaRouche
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont

OPENING PRAYER: The opening prayers were led by Bro. Bey Grieve.

SPIRITUAL READING: Bro. Maurice Cusack read a selection made available by Vincentian Sr. Maureen McIssac; a four line song sung as a prayer by Michael Crawford, "Spirit of the Living God":

Spirit of the Living God,
Fall fresh on me
Melt me mold me
fill me use me

All of us are called to be the face of Jesus in our day to day interactions and more especially in our Vincentian outreach.

CHAIR'S OPENING REMARKS:

Bro. Bob Ossowski welcomed everyone present and thanked them for attending.

APPROVAL OF THE AGENDA: The agenda was approved on a motion by Bro. Rob Greenaway; seconded by Bro. Pam Cobham. Carried

APPROVAL OF THE MINUTES OF THE SEPTEMBER MEETING and BUSINESS ARISING:

Amendment to the minutes: The minutes did not reflect that Bro. Mike McGinnis made the motion to appoint Bro. Rob Greenaway as chair of the Membership Development Committee. A motion to approve the minutes was made by Bro. John Rochford; seconded by Bro. Michael Burns. Carried

APPROVAL OF THE AGM MINUTES IN DRAFT:

The minutes of the October 4, 2016 AGM in draft, were approved with grammatical corrections by Bo. John De Schutter; Seconded by Bro. Maurice Cusack. Carried.

EXECUTIVE DIRECTORS REPORT:

Louise Coutu reported on the following items:

Annual Approval of the MCSS funded programs policies: The previously circulated policies with grammatical corrections, were approved on a motion by Sr. Pam Cobham; seconded by Bro. John De Schutter. Carried.

Staff Day: A training day will be held for all staff who work in the Society's four shelters on November 18, 2016 at St. Michael's Cathedral parish hall. The purpose of the day is to offer several of the mandatory trainings that are now required, and to offer the teams a chance to interact and address common issues.

Personnel Change: Barbara Saunders has returned to school and is available to assist in limited ways for the time being. Kim Caragianakos, Director of VPHomes and Ozanam House is resigning as of December 1st. She has been a valuable and faithful employee leaving to pursue a personal opportunity. This will be the time to undertake a reorganization of these programs.

Regional Council: The concern was raised on the perceived lack of clarity of the role of Regional Council in relation to Toronto Central Council. A discussion followed. There is confusion and at times misinformation specifically on the reporting and financial obligations. Additionally, there are significant issues in various councils and conferences outside TCC and the representation or involvement by Regional does not appear to be equitable. Central Councils have a defined structure, yet individual Particular Councils have a vote at Regional which adds to the confusion. After discussion, it was recommended that Bro. Bob Ossowski arrange an amicable discussion with the Regional President to address these matters.

Further to the minutes:

There are five Central Councils in Ontario:

Toronto Central Council, Huronia Central Council, Windsor Essex Central Council, Ottawa Central Council, St. Catharine's Central Council

COMMITTEE REPORTS:

Governance Committee:

- a) **Relationship with VPFHC:** The VPFHC Board also approved the Memorandum and Membership agreement, approved by the TCC Board at the September 28, 2016 meeting. Members reported on the successful AGM held on October 24th at Gower Park Place.
- b) **Mission Vision Values:** The task force members have begun their work on this review.
- c) **Strategic Planning:** The governance committee is recommending that the membership of the strategic planning committee consists of the following:
A representative from the Board of Directors, Finance Committee, Membership Development Committee and geographic representative from Peel region, Durham region, York region and Toronto region, inclusive of newer and longer term Vincentians (7 plus the Executive Director).
After discussion, it was agreed that the Board strike a Strategic Planning committee with administrative support from the governance committee, to continue the work of former Strategic Planning committees and reporting back to the Board of Directors. Motion put forward by Bro. Bey Grieve; seconded by Bro. John Rochford. Carried.

c) **Corporate Structure:** The task force has completed a report on the challenges faced by the current structure of Toronto Central Council. They will be meeting with the governance committee to discuss the report and the recommendations prior to presentation to the Board. A brief discussion followed on the challenges that members of the Board face both in knowledge and preparedness for the position, particularly related to the special works.

d) **Election of TCC President:** The committee is continuing to communicate with the membership following the previously circulated timeline. The Nomination form and position description will be distributed shortly.

Membership Development Committee:

Bro. Rob Greenaway requested a motion for Board approval of the previously circulated updated privacy and confidentiality guidelines. The motion was put forth by Bro. Pascal LaRouche; seconded by Bro. Mike Burns. Carried. This document will be available on the website and Presidents are encouraged to review the contents with their members.

Particular Council Presidents Forum:

- a) Hurricane Matthew: Information on the Society's response is on the National Councils website.
- b) Twinning - Clarification of Twinning relationships: Twinning must occur through a Nationally approved relationship. Sharing resources between conferences must be coordinated at the Particular Council level, otherwise there could be serious CRA implications as well as out of respect of the Rule and structure of the Society.
- c) St. Michael's Cathedral Conference: Plans for the rejuvenation of this conference are underway now that the Cathedral has re-opened.

Secret Collection: **\$75.00**

Next Meeting: Board of Directors: Wednesday, November 23, 2016 at 240 Church Street

Closing Prayers: Were led by Bro. Pascal LaRouche

Motion to Adjourn: Put forth by Bro. John Rochford; seconded by Bro. Pascal LaRouche. Carried.

Adjournment: 8:30 pm

Robert Ossowski
President

Michael Burns
Secretary



Society of Saint Vincent de Paul

Toronto Central Council
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DEPAUL, VINCENT
& MARTINEAU
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ELISA
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HOME

OZANAM
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CAMP
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PRISON
APOSTOLATE

ST. CLARE
RESIDENCE

ST. FRANCIS
RESIDENCE

SAINT VINCENT DE PAUL
COMMUNITY STORES

VINCENPAUL
COMMUNITY HOMES

Board of Directors Meeting

Date: Wednesday, January 25, 2017

Time: 6:00 pm – supper 6:30 pm – meeting

Place: 240 Church Street Office

AGENDA

1. Opening Prayers
2. Spiritual Reading
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Approval of the Minutes of the November Board Meeting and
Business Arising
6. Executive Director's Report
 - a) Board Resolution confirming 2016 Operating Agreement for Shelters
- enclosed
 - b) MCSS Quality Assurance Update
7. Treasurer's Report – 9 months ending December 30, 2016
8. Committees:
 - a) Governance Committee - Election Committee Report
- Structure Task Force Report
9. Secret Collection
10. Next Meeting – Wednesday, February 22, 2017
11. Closing Prayers and Adjournment

Robert Ossowski
President

**Society of Saint Vincent de Paul
Board of Directors**

Minutes of a meeting held on November 23, 2016
at 240 Church Street.

President	Robert Ossowski
Vice Presidents	Bey Grieve
Treasurer	John Sidle
Secretary	Michael Burns
Durham	Maurice Cusack
Etobicoke	Mike McGinnis
Humber Valley	Bill Greenwood
Peel	Phil Day
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Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Pascal LaRouche
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont

Bro. Bey Grieve chaired the meeting until 7:10 pm at which time Bro. Bob Ossowski assumed the position of chair.

OPENING PRAYER: The opening prayers were led by Bro. Rob Greenaway.

SPIRITUAL READING: Bro. Bey Grieve read a selection from the book, *Praying with Frederic Ozanam* from an article written in 1848 by Frederic Ozanam on Home Visitation, emphasizing the importance of our attitude and the gift of reciprocity. The book was authored by Father Ransom.

CHAIR'S OPENING REMARKS: *(remarks took place at the conclusion of the meeting)*

Bro. Bob Ossowski thanked everyone for attending and offered recognition to benefactor, Mrs. Dorothy Murphy who in celebration of her 90th birthday had monetary gifts directed to Camp Ozanam, totalling over \$5,240.00 to date. Mrs. Murphy will be given photos of the camp, together with a heartfelt acknowledgement for her generosity and kindness.

APPROVAL OF THE AGENDA:

Bro. John DeSchutter requested that a conference matter from York South be placed on the agenda after item 8. The agenda was approved with the noted addition on a motion by Bro. Bill Greenwood; seconded by Bro. Mike McGinnis. Carried

APPROVAL OF THE MINUTES OF THE OCTOBER MEETING and BUSINESS ARISING:

A motion to approve the minutes was made by Sr. Pamela Cobham; seconded by Bro. John DeSchutter. Carried.

EXECUTIVE DIRECTORS REPORT:

Louise Coutu circulated her report in advance of the meeting. A correction was made in the first paragraph where the word “parody” should read “parity”.

The following items were raised:

Camp Ozanam Building Fund: Camp Ozanam has received a very generous donation from an anonymous benefactor for the replacement of one cabin at Camp Ozanam.

December events:

Please note the list of open houses and events noted on the Board meeting agenda. Your presence at these events is meaningful to the staff and residents. The Ozanam House open house has been set for December 15th, 4 – 8 pm.

a) Performance Review and Goal Setting:

Material from the Executive Directors performance review including information on the initial meeting, position description and identified goals for the next six months was circulated in advance of the meeting. The process includes a meeting to be held in April, after 6 months, to review progress on the goals. The agreed upon process by the Board was to have representatives from both the Board and committees participate in the review. An interim report with progress will be provided to the Board at the 3 month mark which would be the February Board meeting.

TREASURER’S REPORT *(moved to after the Committee Reports):*

COMMITTEE REPORTS:

Governance Committee:

a) Task Force for Structure Review:

A joint meeting will be held on Monday, December 5th between the task force and the governance committee and material will be forwarded to the Board for review early in the New Year.

b) Election Sub Committee:

Any member considering running for the position of President will be encouraged to speak to the current President or members of the Election Sub Committee to receive more information or clarification on the roles and responsibilities. A reminder was made to the members of the Board that they are responsible for encouraging and seeking out potential candidates for the office of President.

c) Mission Vision Values Subcommittee:

Additional members are required for this subcommittee. A short summary of expectations will be circulated to the Presidents in an effort to recruit interested members.

Membership Development Committee:

Bro. Rob Greenaway reported that the committee has been working on a number of initiatives and have identified that the four priorities are:

- Conference rejuvenation through the Particular Councils
- Recruitment for conferences
- Training modules for Vincentians that support learning opportunities
- Easy access to all materials available to members

New members are required for the committee and we hope to welcome Vincentians from the eastern and northern regions of TCC. Please contact Bro. Rob Greenaway with the names of potential candidates.

TREASURER'S REPORT:

Bro. John Sidle reported on the financial statements for 7 months ending October 31, 2016. The Society is ahead financially due to received bequests and increased salvage sales. Subsequent events to the statements include two stock donations this past week of \$50,000 and \$40,000. The statements were approved on a motion by Bro. Mike McGinnis; seconded by Bro. Bill Greenwood.

Discussion:

Depreciation which shows on our operating statements is not recognized by the funders. The vacancies at the VP Homes will be addressed during the course of the planned reorganization and realignment of some of the housing services. A cost savings should be realized early in the next quarter. Motion Carried

Salary Increase:

Bro. John Sidle made a motion as recommended by the Finance Committee that the shelter staff receive a 2% increase at a cost of approximately \$40,000 which is provided for in the newly released block funding. Additionally, \$10,000 is requested to raise the salaries at St. Francis Residence and the office administrative staff. Seconded by Bro. Michael Burns.

Discussion: In response to a query, the salaries were reviewed and compared to outside sources 4 years ago and an adjustment was made then as we tended to be on the lower end of the wage scale for comparable positions. Motion Carried.

NEW BUSINESS:

Conference Communications:

A conference in the York South area wishes to promote the outreach of the Society through a small ad in a local paper in an effort to ensure neighbours in need understand what services are available. The conference has followed the Board approved Communications policy by asking for the President of the next higher council to approve the material. While some members felt that the conference may become quickly overwhelmed, no one was opposed to the insert. For all conferences and councils in the jurisdiction of Toronto Central Council, the central office phone number should be the point of contact as the staff who answer the calls are aware of the boundaries and status of each of our conferences.

Secret Collection: \$101.00

Next Meeting: Board of Directors: Wednesday, January 25, 2017 at 240 Church Street

Closing Prayers: Led by Bro. Maurice Cusack

Motion to Adjourn: Put forth by Bro. Rob Greenaway; seconded by Bro. Mike McGinnis. Carried.

Adjournment: 8:00 pm

Robert Ossowski
President

Michael Burns
Secretary



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APOSTOLATE

ST. CLARE
RESIDENCE

ST. FRANCIS
RESIDENCE

SAINT VINCENT DE PAUL
COMMUNITY STORES

VINCENPAUL
COMMUNITY HOMES

Board of Directors Meeting

Date: Wednesday, February 22, 2017

Time: 6:00 pm – supper 6:30 pm – meeting

Place: 240 Church Street Office
Mass: 5:30 pm – St. Michael's Cathedral

AGENDA

1. Opening Prayers
2. Spiritual Reading: Bro. Michael Burns
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Approval of the Minutes of the January Board Meeting and Business Arising
6. Executive Director's Report
 - a) Health and Safety Policy – *approval (circulated by email)*
7. Committee Reports:
 - a) Governance Committee
 - i. Election Sub-Committee
 - ii. Restructuring of TCC – *distribution of material at the meeting*
 - b) Membership Committee
 - i. Particular Council Development
8. National Council President: Bro. Jean Cormier
9. Secret Collection
10. Next Meeting – Wednesday, March 22, 2017
11. Closing Prayers and Adjournment

Robert Ossowski
President

Reminder:

Please bring with you the completed Board of Directors form that was sent with these minutes.

The sign off for the Policy and Mission Statement Acknowledgement and Confidentiality Agreement satisfies the requirements put forth by a number of funders including MCSS, City of Toronto, Min. of Health.

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**Society of Saint Vincent de Paul
Board of Directors**

Minutes of a meeting held on Wednesday,
January 25, 2017 at 240 Church Street.

PRESENT:

President	Robert Ossowski
Vice Presidents	Bey Grieve
Treasurer	John Sidle
Secretary	Michael Burns
Durham	Maurice Cusack – regrets Gord Nash
Etobicoke	Mike McGinnis
Humber Valley	Bill Greenwood
Peel	Phil Day - regrets
Peel North	Omar Ellis
Scarborough East	John Rochford - regrets
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham - regrets
Toronto North	Rob Greenaway
Toronto West	Pascal LaRouche
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont

OPENING PRAYERS: The opening prayers were led by Bro. Mike McGinnis.

SPIRITUAL READING: Bro. John DeSchutter read a selection from the Rule on the life of Blessed Rosalie Rendu. Sr. Rendu was instrumental in establishing the foundation and promoted the growth of the Society, encouraging the young Vincentian conference she assisted which included Frederic Ozanam. She was an important and inspiring force in the origin of the Society and the growth of conferences.

CHAIR’S OPENING REMARKS: Bro. Bob Ossowski thanked all for attending. He announced the regrets for the evening and commented on the fact that technology over the next few years will change the participation by members, some who travel a great distance to be present at meetings. The continually developing technology will impact us all, inclusive of those whom we serve.

APPROVAL OF THE AGENDA:

Bro. John Sidle requested the inclusion of a recommendation from the Finance Committee under the Treasurer’s Report. The Financial Statements are for 8 months ending November 2016, not December as indicated on the agenda.

The amended agenda was approved on a motion by Bro. Mike McGinnis; seconded by Bro. Bey Grieve.

APPROVAL OF THE MINUTES OF THE NOVEMBER 2016 MEETING AND BUSINESS ARISING:

The minutes were approved on a motion by Bro. John Sidle; seconded by Bro. Omar Ellis. Carried.

EXECUTIVE DIRECTORS REPORT:

Louise Coutu reported on the following matters and responded to queries on her previously circulated report:

- a) City of Toronto Shelter Agreement: The agreement for the operating year ending December 30, 2016, dated December 16, 2016 was received and processed by management. The total dollar value of the contract is \$2,778,183 for the Society's four women's shelters.
Bro. Mike McGinnis put forth a resolution to approve the signing of the 2016 Operating Agreement between the City of Toronto and the Society of Saint Vincent de Paul for Amelie House, Elisa House, Mary's Home and St. Clare Residence Shelters. Seconded by: Bro. Bey Grieve. Carried.
- b) QAM: The Quality Assurance Measures program for the Society's Ministry of Community and Social Services community living funded programs is complete and the Society appears to have met all compliance matters within the ten day window. Bro. Rocco DiSerio complimented the staff for their efforts in this regard as he is aware from personal experience how these types of audit can be quite difficult.

Report Queries:

Financial Review: The financial records for the residents of DePaul, Vincent and Martineau Homes where the Society has PNA in trust were audited as per the QAM directive. The records showed no irregularities and all was in good order as reported to management on January 16, 2017.

Conference Renewal: The conference indicated in the report will close for a few months while it is being restructured. All current members have been asked if they wish to continue in their service, and communication with the pastor is ongoing.

St. Francis Residence: It is a rare occurrence for a resident to be discharged from this program. In the event that they are discharged, their options would be Gerstein's if they are in crisis, or another program, housing or hospitalization through CAMH.

TREASURER'S REPORT:

Bro. John Sidle reviewed the previously circulated statements for 8 months ending November 2016. While the bottom line looks quite good in part due to timing, we are not projecting that we will end the year with quite so high a surplus.

Bro. Mike McGinnis requested an explanation as to the purpose of the funds held in reserve entitled Systemic Change. Louise responded that this account was established to provide Special Assistance beyond the conference reserve in instances where a neighbour in need's circumstances would be significantly improved with financial assistance. A brief discussion followed on the lack of awareness of this fund. The decision to allocate any assistance from this fund is a Board decision. It was recommended that in preparations for the budgets of 2017/18, the money be moved to the conference assistance fund.

The financial statements for 8 months ending November 30, 2016 be approved as recommended by the Finance Committee. The motion was made by Bro. John Sidle; seconded by Bro. Mike McGinnis. Carried.

Training Session Recommendation:

Bro. John Sidle put forth a motion from the Finance Committee recommending that a training sessions be held for all Particular Council Treasurer's. Seconded by Bro. Pascal LaRouche. It was recommended that the Particular Council Presidents also attend to better understand the roles and responsibilities. Carried.

GOVERNANCE COMMITTEE:

Bro. Bey Grieve reported on the committee initiatives: a)

Election Committee

Three complete nominations have been received to date with the nomination period closing January 31, 2017. A last notice reminding Vincentians of the closure will be sent and the committee will send periodic updates on the election process once the nominations close. A candidates meeting will be established and on-line voting is being reviewed with Regional.

b) **Task force report on TCC Structure:**

The Governance Committee has reviewed the report and will provide the report in its entirety to the Board, together with their recommendations. The task force and governance committee do agree unanimously that there needs to be change in the structure, there are disagreements however in the methodology. The Board will have to make a decision on what should be the next steps. The material will be sent prior to the February Board meeting. In the event that the National President attends this meeting as planned, the discussion on the material will be deferred to the March Board of Directors meeting.

SECRET COLLECTION: \$92.25

NEXT MEETING: The next meeting of the Board of Directors is Wednesday, February 22, 2017 at 240 Church Street. **National President Jean Cormier will be in attendance.**

CLOSING PRAYERS: The closing prayers were led by Bro. Rob Greenaway.

ADJOURNMENT: A motion to adjourn was put forth by Bro. John Sidle; seconded by Bro. Bill Greenwood. Carried. The meeting adjourned at: 7:50 pm.

Robert Ossowski
President

Michael Burns
Secretary



Society of Saint Vincent de Paul

Toronto Central Council
240 Church Street, Toronto, Ontario M5B 1Z2

Consists of:

DURHAM
Particular Council

ETOBICOKE
Particular Council

HUMBER VALLEY
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MARYGROVE
CAMP

MARY'S
HOME

OZANAM
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CAMP
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PRISON
APOSTOLATE

ST. CLARE
RESIDENCE

ST. FRANCIS
RESIDENCE

SAINT VINCENT DE PAUL
COMMUNITY STORES

VINCENPAUL
COMMUNITY HOMES

Board of Directors Meeting

Date: Wednesday, March 22, 2017

Time: 6:00 pm – supper 6:30 pm – meeting

Place: 240 Church Street Office
Mass: 5:30 pm – St. Michael's Cathedral

AGENDA

1. Opening Prayers
2. Spiritual Reading: Bro. Michael Burns
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Approval of the Minutes of the February Board Meeting and Business Arising
7. Executive Director's Report
8. Treasurer's Report
Approval of the February 28th statements – (circulated by email prior to the 20th)
9. National President: Bro. Jean Noel Cormier
10. Committees:
a) Task Force and Governance Committee Reports - *see below*
11. Secret Collection
12. Next Meeting – Wednesday, April 26, 2017
13. Closing Prayers and Adjournment

Robert Ossowski
President

Task Force and Governance Committee Reports Review Process:

This initial step in the review process will provide the opportunity to ask questions of the author(s) of each proposal. The intent is to seek clarity on content, not enter into debate. The second step of the review process will be determined by the Board and could possibly include a forum to engage in a debate on the merits of each proposal.

Please read the material that was previously distributed (red duo tang) and come prepared with any questions you may have. It would be most helpful to submit your questions in advance to be directed to the correct party, in the event that some preparation is necessary.

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Society of Saint Vincent de Paul

Board of Directors

Minutes of a meeting held on Wednesday,
February 22, 2017 at 240 Church Street

PRESENT:

President	Robert Ossowski
Vice Presidents	Bey Grieve
Treasurer	John Sidle - regrets
Secretary	Michael Burns - regrets
Durham	Vincent Tremblay
Etobicoke	Mike McGinnis
Humber Valley	- - - -
Peel	Phil Day
Peel North	Omar Ellis - regrets
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio - regrets
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Pascal LaRouche - regrets
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont

OPENING PRAYERS: The opening prayers were led by Bro. Phil Day.

SPIRITUAL READING: Sr. Pamela Cobham read a selection from the Mind and Heart of the Vincentian on kindness. "Blessed are the merciful, they shall have mercy shown to them".

Vincentians are called on to give practical and compassionate help, not imposing our own ideals on those whom we assist.

CHAIR'S OPENING REMARKS: Bro. Bob Ossowski thanked all for attending and announced that due to the inclement weather, Bro. Jean Noel Cormier is unable to attend this evenings meeting and is hoping to reschedule to the March meeting. Bro. Vince Tremblay was welcomed as representative for Durham Particular Council.

APPROVAL OF THE AGENDA:

Bro. Bey Grieve requested that a motion to formally approve a change in chair of the Election Subcommittee, be added under the Governance Committee report.

The amended agenda was approved on a motion by Sr. Pamela Cobham; seconded by Bro. Rob Greenaway.
Carried

APPROVAL OF THE MINUTES OF THE JANUARY 2017 MEETING AND BUSINESS ARISING:

In response to a query made, Bro. Bob Ossowski confirmed that the conference redevelopment that was reported on at the last meeting was specific to St. Michael's Cathedral Conference.

The minutes were approved on a motion by Bro. Mike McGinnis; seconded by Bro. Bey Grieve. Carried.

EXECUTIVE DIRECTORS REPORT:

Louise Coutu reported on the following matters and responded to queries on her previously circulated report. Health and Safety Policy annual approval: The policy was circulated to all members of the Board in advance of the meeting and approved on a motion by Bro. Mike McGinnis; seconded by Bro. Phil Day. Carried.

Board of Directors Annual Confidentiality Sign Off: This sign off includes a statement of responsibility for specific Board approved policies, the Society's Mission Statement, as well as Confidentiality.

North of 60: Clarity on whether conferences may support the North of 60 initiative directly is needed from Regional or National as some TCC conferences have expressed an interest in supporting this initiative. Bro. Bob Ossowski will seek clarification from Sr. Linda Dollard at Regional Council.

GOVERNANCE COMMITTEE:

Bro. Bey Grieve reported on the committee initiatives:

a) Election Sub-Committee

The Election Sub-Committee requires a new chair. Bro. Ed Koen can remain on the committee but requests a transfer of duties as chair to committee member Sr. Carol Roberts for personal reasons. Bro. Bey Grieve requested a motion to have Sr. Carol Roberts be appointed as chair of the Election Sub-committee. Seconded by Sr. Pamela Cobham. Carried.

Profiles and photos of the candidates are posted on the website under the Members section. A taped version of the candidate's platform will also be posted on the site. Visiting each Particular Council is not practical. An all candidates meeting where a member can attend in person or call in, will be held in later March. Voting will take place the last two weeks of April through an on-line process. Paper ballots will be made available to the voting members who do not have access to internet.

b) Task Force report - Restructuring

Bro. Bey Grieve distributed the task force report, together with the governance committee's commentary, as well as the proposal of three alternate models of governance. Members are asked to read the material carefully in anticipation of upcoming opportunities for discussion.

MEMBERSHIP DEVELOPMENT COMMITTEE:

Bro. Rob Greenaway reported that the committee is focusing on a number of initiatives including:

- a) Committee Membership: The committee is in need of three additional members; we are especially interested in having someone join from east of Yonge Street. Please forward any potential candidate names to Bro. Rob for consideration.
- b) Particular Council Surveys: A reminder to submit the surveys soon, a few are outstanding.
- c) Particular Council Forum: Following from the surveys, workshops and informal discussions, the members of the committee have identified the need to have a forum for Particular Council presidents to exchange best practices, discuss common issues and to strategize on managing challenges that affect their own Council as well as those that affect all of Toronto Central Council. Further information to come.
- d) Humber Valley Particular Council: The Council is in the process of renewal and the appointee to the Board is pending the election of the Executive to the Council.

SECRET COLLECTION: \$65.00

NEXT MEETING: The next meeting of the Board of Directors is Wednesday, March 22, 2017 at 240 Church Street.

CLOSING PRAYERS: The closing prayers were led by Bro. John DeSchutter

ADJOURNMENT: A motion to adjourn was put forth by Bro. John Rochford; seconded by Bro. John DeSchutter. Carried. The meeting adjourned at: 7:50 pm.

Robert Ossowski
President

Louise Coutu
Acting Secretary



Society of Saint Vincent de Paul

Toronto Central Council
240 Church Street, Toronto, Ontario M5B 1Z2

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RESIDENCE

SAINT VINCENT DE PAUL
COMMUNITY STORES

VINCENPAUL
COMMUNITY HOMES

Board of Directors Meeting

Date: Wednesday, April 26, 2017

Time: 6:00 pm – supper 6:30 pm – meeting

Place: 240 Church Street Office
Mass: 5:30 pm – St. Michael's Cathedral

AGENDA

1. Opening Prayers
2. Spiritual Reading: Bro. Mike McGinnis
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Declaration of Conflict of Interest
6. Approval of the Minutes of the March Board Meeting and Business Arising
7. Executive Director's Report
 - a) Toronto Central Council Policies – Approval
Circulated in advance by email
8. Committees:
 - a) Membership Committee – Presidents Forum update
 - b) Restructuring proposals
- next steps
9. Regional Council
- April 2017 meeting information
10. Secret Collection
11. Next Meeting – Wednesday, May 24, 2017
12. Closing Prayers and Adjournment

Robert Ossowski
President

**Society of Saint Vincent de Paul
Board of Directors**

Minutes of a meeting held on Wednesday,
March 22, 2017 at 240 Church Street

PRESENT:

President	Robert Ossowski
Vice Presidents	Bey Grieve
Treasurer	John Sidle
Secretary	Michael Burns
Durham	Vincent Tremblay
Etobicoke	Mike McGinnis
Humber Valley	- - - -
Peel	Phil Day
Peel North	Omar Ellis
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Pascal LaRouche
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont
National Council	Jean Noel Cormier
Guest	Phil Taylor

OPENING PRAYERS: The opening prayers were led by Bro. John Sidle

SPIRITUAL READING: Bro. Michael Burns read a selection from the Lenten Companion Magnificat, based on Matthew 5. Lord, show me the way home.

CHAIR'S OPENING REMARKS: Bro. Bob Ossowski welcomed Bro. Jean Noel, National President of Canada to the meeting. He also introduced Bro. Vince Tremblay, representing Durham Particular Council and former Board member, Bro. Phil Taylor from the governance committee. Reflecting on his last five years as President, Bro. Bob spoke of the highlights of his role, meeting new members, working with competent Board members; the sad times when we have lost beloved residents and happy times such as the purchase and opening of the boy's camp. Additionally, he noted the efforts of the talented, competent staff and their exceptional response to the persons we serve making the programs so very special. Bro. Bob also acknowledged the efforts of this Board, and previous Boards in securing the Special Works. He will be sending a letter to staff thanking them for their efforts.

APPROVAL OF THE AGENDA:

The agenda was approved on a motion by Bro. Mike McGinnis; seconded by Bro. John Rochford. Carried

APPROVAL OF THE MINUTES OF THE FEBRUARY 2017 MEETING AND BUSINESS ARISING:

The minutes were approved on a motion by Sr. Pam Cobham; seconded by Bro. Rob Greenaway. Carried.

EXECUTIVE DIRECTORS REPORT:

Louise Coutu reported on the following matters and responded to queries on her previously circulated report.

MCSS Funding: A new program supervisor toured the three homes for adults with developmental disabilities. Her genuine interest and impression of the programs resulted in a positive response to our query for program support, with the approval of funding for two new wheelchair accessible passenger vans. Additionally, the Society has finally received approval for the construction of bedrooms and an in house day program space for the residents at Martineau House. The Society will have to put some funds into this expansion; a proposal will be included in the new fiscal year capital budget.

This was a good week for the Society with the promise of a variety of funding resources, and another large donation for the construction of camper cabins at Camp Ozanam.

TREASURERS REPORT:

Bro. John Sidle reported on the previously circulated financial statements for 11 months ending February 28th. The statements are in an overall position due to the receipt of bequests and the increased salvage rates for the stores division. With the change in the management structure and the improved relationship with Toronto Community Housing, the recovery programs achieved a break even for the month of February, a trend that is expected to continue. The four shelters are funded under one contract, with two producing profits, and two experiencing deficits.

The statements were approved on a motion by Bro. John Sidle; seconded by Bro. Mike McGinnis. Carried.

Particular Council Treasurers Session:

The Finance Committee will be providing a training session for the Particular Council Treasurers in the fall, focusing on their duties and responsibilities.

Governance: Restructuring Proposal:

A preliminary review of the restructuring model by the Finance Committee took place and they respectfully put forth the following motion:

That the Board seek outside expert advice in an effort to move the discussion of governance forward.

NATIONAL PRESIDENT JEAN NOEL CORMIER:

Bro. Jean expressed his gratitude at being invited to address the Board and spoke on the following matters:

- National Communications Strategy:
In an effort to ensure that the Society is known for its service to those in need, a consulting firm is being considered to help develop and deliver a representative message.
- Screening:
Work continues on ensuring that all members are screened and that they receive training on non-discrimination and abuse matters.
- VincenPaul Magazine:
The magazine is moving to a digital format which will realize a significant cost saving.
- AGA: June 21 – 25th:
All members are invited to participate in the Annual General Assembly which will take place in Quebec City this year. The registration information is available on the National web site.
- The Rule:
Revisions to the Rule continue with a forum for input from Councils, conferences and members.

Bro. Jean thanked the members for their efforts in carrying out the work of the Society and for their willingness to share their knowledge and experience with others in the Society. Bro. Jean was thanked for attending the meeting and for supporting the work of Toronto Central Council.

GOVERNANCE COMMITTEE:

The task force proposal, governance committee response and three additional proposals on restructured models of governance for the Toronto Central Council Board were circulated in advance of the meeting.

Queries were accepted on the various models and debate and discussion followed.

It was decided that a summary of the principles of the various models be prepared by Louise. The summaries will be reviewed by the authors and once approved, circulated to the Board for easier comparisons. Once this is done, determination by the Board of the next steps will take place.

Bro. Jean Cormier suggested that members of the Board attend the AGA and network with other Council Presidents from across Canada, some of whom are struggling with the same types of governance issues.

MEMBERSHIP DEVELOPMENT COMMITTEE:

Bro. Rob Greenaway reported that the committee work is focusing on the Particular Council Presidents forum and a sheet was circulated asking the members to register based on availability.

Further to the minutes: The date chosen for the session was April 29th.

SECRET COLLECTION: \$101.00

NEXT MEETING: The next meeting of the Board of Directors is Wednesday, April 26, 2017 at 240 Church Street.

CLOSING PRAYERS: The closing prayers were led by Bro. Jean Noel Cormier

ADJOURNMENT: A motion to adjourn was put forth by Bro. John Rochford; seconded by Bro. Omar Ellis. Carried. The meeting adjourned at: 7:50 pm.

Robert Ossowski
President

Michael Burns
Secretary



Society of Saint Vincent de Paul

Toronto Central Council
240 Church Street, Toronto, Ontario M5B 1Z2

Consists of:

No agenda for May 2017

DURHAM
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ETOBICOKE
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HUMBER VALLEY
Particular Council

PEEL
Particular Council

PEEL NORTH
Particular Council

SCARBOROUGH EAST
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**Society of Saint Vincent de Paul
Board of Directors**

Minutes of a meeting held on Wednesday, April
26, 2017 at 240 Church Street.

PRESENT:

President	Robert Ossowski
Vice Presidents	Bey Grieve
Treasurer	John Sidle - regrets
Secretary	Michael Burns
Durham	Maurice Cusack
Etobicoke	Mike McGinnis
Humber Valley	- - - - -
Peel	Phil Day - Regrets
Peel North	Omar Ellis - Regrets
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Pascal LaRouche
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont
National Council	Jean Noel Cormier
Guest	Phil Taylor

OPENING PRAYERS: The opening prayers were led by Bro. Maurice Cusack

SPIRITUAL READING: Bro. Mike McGinnis read selection from section 7 from the Rule; relating to civil society and Social Justice, promoting the culture of a full life and a civilization of love. All are invited to the May 6th workshop hosted by Toronto North Particular on social justice and advocacy.

CHAIR'S OPENING REMARKS: Bro. Bob Ossowski welcomed and thanked all for attending.

APPROVAL OF THE AGENDA:

The agenda was approved on a motion by Bro. Mike McGinnis; seconded by Sr. Pamela Cobham. Carried

APPROVAL OF THE MINUTES OF THE MARCH 2017 MEETING AND BUSINESS ARISING: The minutes were amended to correct the month of the meeting listed as February to March. The minutes with this correction were approved on a motion by Bro. Rob Greenaway; seconded by Bro. John Rochford. Carried.

Bro. Mike McGinnis queried as to whether anyone will be following up on Bro. Jean Noel's suggestion on participating in a round table discussion at the National AGA on governance models and structural challenges across the Society in Canada.

EXECUTIVE DIRECTORS REPORT:

Louise Coutu reported on the following matters and responded to questions on her previously circulated report.

Toronto Central Council Policies:

The Policies that affect all operations posted on TCC's web site have been updated with a particular focus on formatting. Thank you to Bro. John DeSchutter who reviewed the policies in great detail and provided feedback. Two policies will be returned to the Board for approval as after discussion at the Board, major changes are required. The Ethical Fund Raising Policy #13 and the Hiring and Assistance Policy #16 will be brought to the Board for approval at the May meeting.

The remaining policies, # 1 through 20, with the exception of policies #13 and #16 were approved by the Board of Directors on a motion by Bro. Michael Burns; seconded by Bro. Bey Grieve. Carried.

Marygrove Camp Collection:

The Society relies on the annual camp collection for the majority of the operating funding for Marygrove, please encourage conference members to get in touch with their pastors to promote and support this Archdiocesan mandated collection.

Canada Helps:

Canada Helps is a not for profit organization that assists smaller charities in receiving and receipting donations. Toronto Central Council has been involved with Canada Helps for a number of years. There is interest in having a few conferences participate in a pilot project to encourage online donations as a compliment to poor box support. It was agreed to have Louise send the request to the Particular Council Presidents so they could recommend a conference or two to test the project.

MEMBERSHIP DEVELOPMENT COMMITTEE:

Bro. Rob Greenaway reported that the committee work is focusing on the Particular Council Presidents forum which is scheduled for Saturday, April 29th at the Chancellery Office at 1155 Summerhill. Additional material for the meeting was circulated to the members.

RESTRUCTURING PROPOSAL:

Louise reported that her task of summarizing the various structural change proposals became very difficult without the consensus of the entire Board on the foundational issues. The various submissions for the most part, focused on solutions. She felt that it was necessary at this point in time to have the Board participate in each step of working towards a solution. There was general agreement from the Board that in order to reach a solution, it would be appropriate to start the process of review with the entire Board addressing and reaching a consensus on each issue.

It was agreed that while it would be important to have our management advisory consultant available to speak on the corporate implications, an impartial facilitator to move the group forward would be most helpful.

REGIONAL COUNCIL:

Bro. Bob Ossowski reported on his participation at the recent Ontario Regional Council meeting held in St. Catharines. Many good works of the Society were showcased, with excellent speakers from the Ozanam Centre and Chez Marie. Strategic Planning for conferences and councils is a priority as set by National Council; details are on the website. There was a vibrant youth presence with good work being done by these younger members.

North of 60: There continues to be a lack of clarity on the process for supporting this work undertaken by both National, Regional and other Councils. Louise will request further information from Regional and will report back to the Board.

St. David's Conference, York South: Bro. Bob Ossowski presented the letters of aggregation to Bro. John DeSchutter for St. David's conference. Congratulations were offered.

SECRET COLLECTION: \$77.00

NEXT MEETING: The next meeting of the Board of Directors is Wednesday, May 24, 2017 at 240 Church Street.

CLOSING PRAYERS: The closing prayers were led by Bro. Rob Greenaway.

ADJOURNMENT: A motion to adjourn was put forth by Bro. John Rochford; seconded by Bro. Maurice Cusack. Carried. The meeting adjourned at 8:00 pm.

Robert Ossowski
President

Michael Burns
Secretary



Society of Saint Vincent de Paul

Toronto Central Council
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RESIDENCE

SAINT VINCENT DE PAUL
COMMUNITY STORES

VINCENPAUL
COMMUNITY HOMES

Board of Directors Meeting

Date: Wednesday, June 28, 2017

Time: 6:00 pm – supper 6:30 pm – meeting

Place: 240 Church Street Office

AGENDA

1. Opening Prayers
2. Chair's Opening Remarks
3. Installation Ceremony
4. Incoming Presidents Opening Remarks
5. Approval of the Agenda
6. Approval of the Minutes of the May Board of Directors Meeting and Business Arising
7. Executive Director's Report
 - a) Whistleblower Policy - *enclosed*
 - b) Hiring and Assistance Policy - *enclosed*
 - c) Ministry of Health Declaration of Compliance - *enclosed*
8. Treasurer's Report
 - a) Approval of Draft Audited Statements – 2016/17 - *enclosed*
 - b) Audit Letter – *enclosed*
 - c) Motion to amend Signing Authorities
 - d) Motion to amend Investment Policy – *enclosed*
9. Committee Reports:
 - a) Membership Development Committee: PC Best Practices
10. New Business
11. Secret Collection
12. Next Meeting
Board of Directors: Wednesday, September 27, 2017
Annual General Meeting: Tuesday, September 19, 2017
13. Closing Prayers and Adjournment

Robert Ossowski
President

Rob Greenaway
President Elect

Meeting of the Board of Directors

Minutes of a meeting held on Wednesday, May
24, 2017 at 240 Church Street.

PRESENT:

President	Robert Ossowski
Vice Presidents	Bey Grieve
Treasurer	John Sidle
Secretary	Michael Burns
Durham	Maurice Cusack
Etobicoke	Mike McGinnis
Humber Valley	- - - -
Peel	Phil Day
Peel North	Omar Ellis
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Pascal LaRouche - regrets
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont
Observers	Jeremy Cruise, Laura Kiss, Tayo Dada, Bola Oluwole-Rotimi, Carolyn Young, Lincoln Kerr, Joe Paonessa, Andrew Wells

OPENING PRAYERS: The opening prayers were led by Sr. Pam Cobham

SPIRITUAL READING: Bro. Bey Grieve read a selection from “Praying with Ozanam” on help which humiliates, and help which honours. A discussion followed on the gift of reciprocity and the positive impact on our Vincentian spirit and service.

CHAIR’S OPENING REMARKS: Bro. Bob Ossowski welcomed and thanked all for attending. Bro. Ed Koen, a long serving Vincentian, member of the Board and governance committee passed away this week. Bro. Ed will be remembered for his gracious and diligent service to the Society. Bro. Bob congratulated Bro. Rob Greenaway on his election to office of President of Toronto Central Council, and thanked Bro. Mike McGinnis and Bro. Don Walmsley for running in the election. Bro Bob spoke of the privilege of knowing both sides of our outreach, the Special Works and Home Visitation.

INTRODUCTION OF THE PROGRAM DIRECTORS:

The program directors of the Society’s Special Works introduced themselves and the program(s) they oversee. Bro. Bob Ossowski thanked the directors for their dedicated efforts, skill and expertise. The Special Works are warm and welcoming and provide a much needed sense of community and of belonging to those whom they serve.

A presentation was made to Bro. Bob Ossowski recognizing his five years of service in the position of President of Toronto Central Council, on behalf of the Board and senior staff.

The program directors left the meeting at this time.

APPROVAL OF THE AGENDA:

The agenda was approved on a motion by Bro. Mike McGinnis; seconded by Bro. Omar Ellis. Carried

APPROVAL OF THE MINUTES OF THE APRIL 2017 MEETING AND BUSINESS ARISING:

The minutes were approved on a motion by Bro. Rob Greenaway; seconded by Bro. Mike McGinnis. Carried.

EXECUTIVE DIRECTORS REPORT: Louise Coutu reported on the following matters and responded to questions on her previously circulated report.

Toronto Central Council Policies:

The Ethical Fund Raising Policy #13 and the Hiring and Assistance Policy #16 will be brought to the Board for approval at the June meeting as further work is required on the Ethical Fund Raising. These two policies, together with a new policy, a Whistleblower policy as reviewed by the governance committee, will be brought to the Board at the June meeting for approval.

North of 60:

A discussion followed on the outreach of North of 60 and the information provided by Regional. There are conferences and councils who wish to support this initiative, yet there remains unanswered questions on how it fits into the Vincentian outreach visa via the Rule and CRA regulations. After discussion, it was agreed that putting our concerns into writing to National seeking clarification on this outreach would be the most efficient way of obtaining the necessary information.

TREASURER'S REPORT:

Bro. John Sidle requested a motion to accept the operating and capital budgets for the 2017/18 fiscal year; seconded by Bro. Mike McGinnis.

Questions were responded to by the Director of Finance and the Treasurer. A concern was raised that the income from the stores which helps offset the deficits in some of the Special Works is tentative and could leave the Society financially vulnerable. Many of the Special Works budgets contain a depreciation line (dependent on funders) under expenses which is offset by allocated grants on the revenue side. There is a 12% increase in budgeting for PC contributions to TCC. The Board was in agreement to the motion proposed by Bro. John Sidle of a 2% cost of living increase for a senior manager who missed the payout previously granted to staff members.

The motion to approve the budgets was voted on with all in favour.

Bro. Rocco DiSerio requested that a summary of the business plans circulated to the Board be prepared for use by members to provide education on the Special Works.

MEMBERSHIP DEVELOPMENT COMMITTEE:

Bro. Rob Greenaway reported that the committee will be acting on the decisions made at the Presidents Forum through the creation of a guideline for PC activities and best practices to be presented to the Board in June. The next meeting in this series of development opportunities will take place during the scheduled October Board meeting.

SECRET COLLECTION: \$71.00

NEXT MEETING: The next meeting of the Board of Directors is Wednesday, June 28, 2017 at 240 Church Street.

CLOSING PRAYERS: The closing prayers were led by Bro. John Sidle.

ADJOURNMENT: A motion to adjourn was put forth by Bro. John Rochford; seconded by Bro. Maurice Cusack. Carried. The meeting adjourned at 8:00 pm.

Robert Ossowski
President

Michael Burns
Secretary



Society of Saint Vincent de Paul

Toronto Central Council
240 Church Street, Toronto, Ontario M5B 1Z2

Consists of:

DURHAM
Particular Council

ETOBICOKE
Particular Council

HUMBER VALLEY
Particular Council

PEEL
Particular Council

PEEL NORTH
Particular Council

SCARBOROUGH EAST
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SCARBOROUGH WEST
Particular Council

TORONTO EAST
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Particular Council

TORONTO WEST
Particular Council

YORK SOUTH
Particular Council

Operates:

AMELIE
HOUSE

COURT SERVICES

DEPAUL, VINCENT
& MARTINEAU
HOUSE

ELISA
HOUSE

MARYGROVE
CAMP

MARY'S
HOME

OZANAM
HOUSE

CAMP
OZANAM

PRISON
APOSTOLATE

ST. CLARE
RESIDENCE

ST. FRANCIS
RESIDENCE

SAINT VINCENT DE PAUL
COMMUNITY STORES

VINCENPAUL
COMMUNITY HOMES

Society of Saint Vincent de Paul Toronto Central Council Board of Directors Meeting

Notice of Meeting

Date: Wednesday, September 27, 2017

Time: 6:00 pm – supper 6:30 pm – meeting

Place: 240 Church Street Office

AGENDA

1. Opening Prayers
2. Spiritual Reading: Bro. Maurice Cusack
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Approval of the Minutes of the June Board Meeting and Business Arising
6. Executive Director's Report – *circulated by email*
7. Treasurers Report – *statements circulated by email*
Operating statements for 5 months ending August 31, 2017
8. Toronto Central Council President update and strategic vision
9. Approval of recommendations from the TCC President for Executive Officers and Committee Chairpersons
10. Secret Collection
11. Next Meeting – Wednesday, October 25, 2017
12. Closing Prayers and Adjournment

Rob Greenaway
President

Meeting of the Board of Directors

Minutes of a meeting held on Wednesday, June
28, 2017 at 240 Church Street.

PRESENT:

President	Robert Ossowski
Vice Presidents	Bey Grieve
Treasurer	John Sidle - regrets
Secretary	Michael Burns
Durham	Maurice Cusack
Etobicoke	Mike McGinnis
Humber Valley	-----
Peel	Anita Fernandes
Peel North	Omar Ellis
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Pascal LaRouche
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont

OPENING PRAYERS: The opening prayers were led by Bro. Rob Greenaway

CHAIR'S OPENING REMARKS: Bro. Robert Ossowski thanked all for attending the meeting this evening and welcomed Sr. Anita Fernandes, president elect for Peel Particular Council. At the end of his term, he thanked everyone for their commitment over the past five years. Accepting the role of President is a great task to take on, especially when filling the shoes of dedicated Vincentians who have led the Board over the years. He stated it was a great privilege to meet so many Vincentians; to continue to serve our neighbours in need and to interact with those whom we care for and our staff in our Special Works. Things are not easy for our Neighbours in Need and their lives are becoming increasingly difficult. Bro. Bob thanked everyone for their assistance and support over the past five years.

INSTALLATION CEREMONY: Bro. Michael Burns led the Installation Ceremony for the incoming President, Bro. Robert Greenaway.

INCOMING PRESIDENT'S OPENING REMARKS: Bro. Rob Greenaway thanked Bro. Bob Ossowski and Bro. Michael Burns for leading the Installation Ceremony. Bro. Rob Greenaway then thanked all for their support; he confirmed his commitment and dedication to ensuring the Society remains vibrant into the next century. During his Presidency, he emphasized he needs the support of the Board to achieve three important goals:

First Goal: Establishing a governance model that supports and sustains the work of TCC into the 21st century.

Second Goal: Establishing a Toronto Central President's Council whose primary responsibility is to strengthen, collaborate with and support the Particular Councils to rejuvenate struggling

conferences; open new conferences where needed; recruit and train new members: mentor and educate all Vincentians.

Third Goal: The reactivation of two dormant committees: Spirituality and Vision, Goals and Strategic Planning. The creation of a new Communications and Development committee to tell our story and ensure continued support of our good work.

Bro. Rob Greenaway reported on the recently attended National Annual General Assembly held in Quebec. Bros. Mike McGinnis, Omar Ellis and Maurice Cusack also attended. Initiatives from National include the development of a Communication Plan which must rely first on a review of the governance models within the Society to ensure the proper roles and responsibilities for communicating are identified and are in place; as well as a review of the Rule in conjunction with the governance review. There was sharing amongst Vincentians on a number of programs and services. We will pursue clarification with Regional Council on the passing up of funds for North of 60. Regional offered a workshop on succession planning which could be valuable to our Councils and Conferences. Sr. Anita Fernandes raised the question on youth involvement in the conferences; this topic will be explored during Particular Council discussions.

NEW BUSINESS:

The following committees and positions were brought to the Board for confirmation:

Motion to appoint Bro. John Sidle as **Treasurer** to Toronto Central Council. Moved by Bro. Mike McGinnis; seconded by Bro. John Rochford. Carried.

Motion to re-appoint the members of the **Finance Committee**. Moved by Bro. Pascal LaRouche; seconded by Sr. Pam Cobham. Carried.

Motion to appoint **Bro. Harry Mosuk** as chair of the Camps Committee and to reappoint the members of the **Camps Committee**. Moved by Bro. Mike McGinnis; seconded by Bro. Omar Ellis. Carried

Motion to appoint **Bro. John Menary** as chair of the Membership Development Committee and to reappoint the members of the **Membership Development Committee**. Moved By Bro. Mike McGinnis; seconded by Bro. Bey Grieve. Carried.

Additional Executive members and Committee Chairs and members will be confirmed by the Board in the fall.

APPROVAL OF THE AGENDA:

The agenda was approved on a motion by Bro. Maurice Cusack; seconded by Bro. Pascal LaRouche. Carried

APPROVAL OF THE MINUTES OF THE MAY 2017 MEETING AND BUSINESS ARISING:

The minutes were approved on a motion by Bro. Rocco Diserio; seconded by Sr. Pam Cobham. Carried.

The matter of passing up funds for North of 60 will be clarified with Ontario Regional.

EXECUTIVE DIRECTORS REPORT:

Louise Coutu reported on the following matters and responded to questions on her previously circulated report.

Approval of the previously circulated proposed Whistleblower Policy:

The policy was approved on a motion by Bro. Mike McGinnis; seconded by Bro. Maurice Cusack. Clarification was sought on some of the phrasing. Motion Carried.

Approval of the previously circulated Hiring Assistance Policy:

The policy was approved on a motion by Sr. Pam Cobham; seconded by Bro. John De Schutter. Bro. John De Schutter recommended that the policy be amended to reflect a time limitation of two years for persons requiring assistance, and that the approval comes from the Toronto Central Council President. With the recommended changes, the policy was approved. Motion Carried.

Approval of the previously circulated Ministry of Health Declaration of Compliance:

The Declaration was approved on a motion by Bro. Mike McGinnis; seconded by Bro. Maurice Cusack. Carried.

TREASURER'S REPORT:

Investment Policy:

Approval of the amendments to the previously circulated Investment Policy:

The motion to accept the amendments which reflects the limitation on investment to a dollar figure rather than a percentage was put forth by Bro. John Rochford; seconded by Bro. Mike McGinnis. Carried.

Approval of the Draft Audited Statements 2016/17:

Joe McCalmont led a review of the draft audited statements and provided responses to queries raised and made note of two corrections. The consensus is that the statements are clearer and easier to read as is the Auditors Letter.

A motion to approve the Draft Audited Statements 2016/17 and the Auditors Letter were approved on a motion by Bro. Pascal LaRouche; seconded by Bro. Mike McGinnis. Carried.

Motion to amend signing authorities:

A motion to add President Rob Greenaway and Treasurer John Sidle as signing authorities was put forth by Bro. Pascal LaRouche; seconded by Bro. Omar Ellis. There will be a transition over the summer with the former officers with signing authority continuing until the September Board meeting. Carried.

MEMBERSHIP DEVELOPMENT COMMITTEE:

Bro. Rob Greenaway circulated the material compiled from the Particular Councils April forum Conducting Effective Particular Council Meetings, a suggested Speakers List and a Best Practice Tip Sheet. Members were asked to review the material for formal adoption by the Board in September.

SECRET COLLECTION: \$70.00

NEXT MEETING:

Board of Directors: Wednesday, September 27, 2017 at 240 Church Street.

Annual General Meeting: Tuesday, September 19, 2017 at Our Lady of Sorrows, Etobicoke.
Celebrant: Archbishop Thomas Cardinal Collins.

CLOSING PRAYERS: Were led by Bro. Maurice Cusack

ADJOURNMENT: A motion to adjourn was put forth by Bro. John Rochford; seconded by Bro. John De Schutter. Carried. The meeting adjourned at 8:25 pm.

Bro. Rob Greenaway
President

Bro. Michael Burns
Secretary



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ST. CLARE
RESIDENCE

ST. FRANCIS
RESIDENCE

SAINT VINCENT DE PAUL
COMMUNITY STORES

VINCENPAUL
COMMUNITY HOMES

Board of Directors Meeting

Date: Wednesday, November 22, 2017

Time: 6:00 pm – supper 6:30 pm – meeting

Place: 240 Church Street Office

AGENDA

1. Opening Prayers
2. Spiritual Reading: Sr. Margaret Moday
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Approval of the Minutes of the September Board of Directors Meeting
6. Executive Director's Report – *circulated in advance by email*
7. Treasurer's Report – *circulated in advance by email*
8. Committees:

Board approval of mandates for new committees – *enclosed*

- a. Communications
- b. Spirituality
- c. Strategic Planning and Vision Mission Values

Regional Council President: Sr. Linda Dollard

9. Secret Collection

10. Next Meeting:

Board of Directors: Wednesday, January 24, 2018

11. Closing Prayers and Adjournment

Rob Greenaway

President

Save the Date:

Saturday, November 25, 2017 - Governance Session – 240 Church Street

Thursday, December 14, 2017 - St. Francis Residence Open House

Thursday, December 14, 2017 - DePaul, Vincent and Martineau Homes at DePaul House –
14 Haileybury Drive

Wednesday, December 20, 2017 - Ozanam House – 88 Mulock Drive

Telephone: (416) 364-5577 * Fax: (416) 364-2055 * Email: info@ssvptoronto.ca

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Proposed Committee Mandates:

Communications Committee:

A Communications and Development Committee with the mandate to review all existing communications tools, revise and update those that are useful and develop new communications tools needed to help Conference recruit and train new members, inform and educate parishioners and our benefactors about the work of the Society in the community, and encourage all to give financially to the Society in support (of) our mission to serve the poor and marginalized in our community.

Spirituality Committee:

Spirituality Committee with the mandate to assist conferences and councils to engage and train spiritual directors; to provide guidance and mentorship to all spiritual directors; and to provide spiritual growth and development opportunities for all Vincentians.

Strategic Planning and Vision Mission Values Committee:

A Vision, Mission and Strategic Planning Task Force with the mandate to establish the vision, mission, direction and strategic plan for Toronto Central Council. The terms of reference would include review and revision of the existing TCC , drafting a purpose statement and a 5 year strategic plan, and putting in place a process to monitor the execution of and measure the performance deliverables of the strategic plan.

November 2017

Meeting of the Board of Directors

Minutes of a meeting held on Wednesday,
September 27, 2017 at 240 Church Street.

PRESENT:

President	Robert Greenaway
Treasurer	John Sidle
Secretary	Elisa Wever
Durham	Maurice Cusack
Etobicoke	Mike McGinnis
Humber Valley	Margaret Moday
Peel	Anita Fernandes
Peel North	Omar Ellis
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Pascal LaRouche
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont

OPENING PRAYERS: The opening prayers were led by Bro. Mike McGinnis

SPIRITUAL READING: Bro. Maurice Cusack read a selection from the writings of St. Vincent de Paul: Serving the poor is to be our first preference... they have been given to us as our Masters. A discussion followed on the gifts we receive as a result of our vocation.

CHAIR'S OPENING REMARKS:

Welcome to all, and especially to the women who are serving on the Board: Sr. Pamela Cobham and Sr. Anita Fernandes and those who have recently joined the Board; Sr. Margaret Moday, President of Humber Valley Particular Council and Sr. Elisa Wever, proposed Secretary.

APPROVAL OF THE AGENDA:

Bro. Rob Greenaway requested a motion to amend the agenda as follows:

Addition to Item 9) Confirmation of Sr. Margaret Moday as elected President of Humber Valley Particular Council.

Addition of Item 4a) Review of AGM minutes for recommendation to the membership.

The agenda with the above noted amendments was approved on a motion by Bro. Mike McGinnis; seconded by Bro. John Rochford. Carried.

REVIEW OF THE MINUTES OF THE AGM:

The minutes of the AGM were circulated in draft form for the Board to review and recommend to the membership. With the rephrasing of the item under Camps in the Members Forum, the Board was in agreement to recommend the minutes to the membership for approval at the next AGM.

APPROVAL OF THE MINUTES OF THE JUNE 2017 MEETING AND BUSINESS ARISING:

The minutes were approved on a motion by Bro. Omar Ellis; seconded by Sr. Pam Cobham. Carried.

EXECUTIVE DIRECTORS REPORT:

Louise Coutu reported on the following matters and responded to questions on her previously circulated report.

Presidents were asked to discuss with their members the request by Jeremy Cruise of the Stores Division to seek out schools and business willing to hold Bundle Up collections during the week to increase the amount of goods coming in and to maximize usage of the collection bins. Please contact Jeremy directly to make arrangements.

Humber Valley has been reactivated and has had a growing attendance at the last five meetings.

St. Michael's Conference is still in the process of renewal, slowly building up members and refocusing the efforts on working with families and students in the area.

TREASURER'S REPORT:

Bro. John Sidle presented the operating statements previously circulated to the Board, for five months ending August 31, 2017.

Bro. John Sidle requested a motion to approve the statements as presented; seconded by Bro. Pascal Larouche.

Questions on the statements:

St. Francis Residence is in a surplus position due to a large donation. The staffing line at the Shelters is over budget due to coverage for staff who were off on medical leave. Camp Ozanam has experienced a shortfall in funding from Catholic Charities, Louise will be discussing options with the Executive Director of Catholic Charities at a meeting scheduled for late October. The statements were approved as presented.

PRESIDENTS VISION:

Bro. Rob Greenaway gave a precis of his speech recently given at the AGM reiterating his goals which included a focus on Governance and Committees as follows:

Governance: The establishment of a Board to manage the corporate side of Toronto Central Council and the establishment of a Toronto Central Presidents Council made up of the Presidents of the Particular Councils to refocus and support the efforts of our members and to bring consistency in application of our five guiding principles.

New and reorganized committees reporting to the Board:

1. Vision/Mission/Strategic Plan for Toronto Central Council
2. Spirituality Committee to support members, conferences and councils.
3. Social Justice and Advocacy to broaden our Vincentian mission with a focus on systemic change and advocacy
4. Communications and Development to review, revise, update issue new tools

CONFIRMATION OF NEW MEMBER:

Bro. Mike McGinnis put forth a motion confirming Sr. Margaret Moday, elected President of Humber Valley Particular Council and member of the Board; seconded by Bro. Pascal Larouche. Carried.

APPROVAL OF EXECUTIVE OFFICERS AND COMMITTEE CHAIRS:

Bro. Rob Greenaway introduced the following slate of names as officers of the Board:

Officers:

First Vice President: Bro. Danny Bourne as First Vice President - Portfolio of Special Works, Social Justice and Advocacy, and Interim Chair of the Governance Committee.

Motion to approve Bro. Danny Bourne as First Vice President put forth by Bro. John Rochford; seconded by Sr. Pam Cobham. Carried.

Second Vice President: Bro. Omar Ellis as Second Vice President - Portfolio: Chair of Toronto Central Council Presidents Council.

Motion to approve Bro. Omar Ellis as Second Vice President put forth by Bro. Mike McGinnis; seconded by Sr. Margaret Moday. Carried.

Secretary: Sr. Elisa Weaver as Secretary and chair of the Mission/Vision/Strategic Planning Task Force.

Motion to approve Sr. Elisa Weaver as Secretary to the Board and Chair of the Mission/ Vision/Strategic Planning Task Force put forth by Bro. Maurice Cusack; seconded by Bro. Omar Ellis. Carried.

Treasurer: Bro. John Sidle appointment as Treasurer was approved at the June 2017 Board of Directors meeting.

Committee Chairpersons:

Spirituality: Bro. Rob Greenaway requested a motion to appoint Bro. Mike McGinnis chair of the Spirituality Committee; seconded by Sr. Pam Cobham. Carried.

Communications and Development: Bro. Rob Greenaway requested a motion to appoint Bro. Pascal Larouche chair of the Communications and Development Committee; seconded by Bro. Rocco DiSerio. Carried.

Prison Apostolate and Court Services: Bro. Rob Greenaway requested a motion to appoint Bro. Frank Boscarior chair of the Prison Apostolate and Court Services Committee; seconded by Sr. Pam Cobham. Carried.

Health and Safety: Bro. Rob Greenaway requested a motion to re-appoint Bro. Danny Bourne co-chair of the Health and Safety Committee; seconded by Bro. Rocco Diserio. Carried.

NEW BUSINESS:

AGM reports: The President's address, Executive Directors report and Financial Statements will be on the web site the first week of October.

Presidents Council Forum – Part Two: Scheduled for October 25, 2017. Bro. Rob Greenaway will host the meeting in Bro. Omar Ellis' absence. In advance of the meeting, Bro. Omar will send out a document for Council Presidents to complete prior to the meeting. Through the application of the TCC Mission, Vision and Values and through open discussion, the focus of the meetings will assist the Councils to support the conferences and membership.

North of 60: Conference funds intended for North of 60 must be passed up to Toronto Central Council to be sent to Regional. A discussion followed on the fact that several conferences who are quite able, have not passed on any funds to the PC or TCC. It was agreed that a letter be prepared to send to conferences detailing what expenses are incurred on behalf of each conference and member, as well as outlining the current financial needs of Toronto Central Council.

SECRET COLLECTION: \$ 65.00

CLOSING PRAYERS: Were led by Bro. Maurice Cusack

ADJOURNMENT: A motion to adjourn was put forth by Bro. John Rochford; seconded by Bro. John De Schutter. Carried. The meeting adjourned at 8:25 pm.

Bro. Rob Greenaway
President

Sr. Elisa Wever
Secretary



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SAINT VINCENT DE PAUL
COMMUNITY STORES

VINCENPAUL
COMMUNITY HOMES

Society of Saint Vincent de Paul

Toronto Central Council

Particular Council Presidents Meeting

Date: Wednesday, February 28, 2018

Time: 6:00 pm – supper 6:30 pm – meeting

Place: 240 Church Street Office

AGENDA

1. Opening Prayers
2. Spiritual Reading: Sr. Anita Fernandes
3. Chair's Opening Remarks
4. Approval of the Agenda
5. Approval of the Minutes of the October 2017 meeting
6. TCC Presidents Council – *Chair, Bro. Omar Ellis*
 - PC Forum
 - Conducting Effective PC Meetings
7. Secret Collection
8. Next Meeting: Board of Directors: Wednesday, March 28, 2018
9. Closing Prayers and Adjournment

Rob Greenaway
President

Omar Ellis
Chair Presidents Council

Society of Saint Vincent de Paul
Toronto Central Council – Particular Council Presidents

Minutes of a Particular Council Presidents meeting
held on Wednesday, October 25, 2017 at 240 Church Street.

Present:

President	Robert Greenaway
Vice President	Omar Ellis
Vice President	Danny Bourne
Durham	Maurice Cusack
Etobicoke	Mike McGinnis
Humber Valley	Margaret Moday - regrets
Peel	Anita Fernandes - regrets
Peel North	Omar Ellis
Scarborough East	John Rochford
Scarborough West	Carol Anne Lemoine – regrets Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Pascal LaRouche
York South	John De Schutter
Executive Director	Louise Coutu

Opening Prayer: The opening prayers were said.

Spiritual Reading: Bro. Mike McGinnis read an excerpt from the Rule; section 2.5, Page 119, the Spirituality of St. Vincent de Paul. A discussion followed on this inspirational selection inviting all to connect to their vocation through the personal and spiritual development of members both personally and at the conference level.

Chair's Opening Remarks: Bro. Omar Ellis welcomed everyone present and stated that the primary goal of this evening's meeting is to share.

Approval of the Agenda: The agenda was approved on a motion by Bro. Rob Greenaway; seconded by Bro. Maurice Cusack. Carried.

Assessing a Healthy Council:

Bro. Omar Ellis led an interactive session with the PC Presidents assessing the health of the Particular Councils based on the assessment tool circulated prior to the meeting.

Summary of Discussion:

What is it that each Particular Council needs?

As discussion follows, we will see that each Council has different needs; a one on one discussion with Bro. Omar Ellis will take place to address each specific Council needs. This self-assessment tool is designed to bring out commonalities amongst the Particular Councils and to develop plans to best support the Councils.

What is the basic function of a conference?

Home Visitation: compassion, respect, providing a listening ear, camp registration, Christmas outreach, special projects, sharing, Bingo at Providence Centre, growing in holiness, supporting higher level Councils, renewal, equity of service. The foundation of the Society is the Conference.

The purpose of the Conference: To serve our families using our 5 Guiding Principles.

Equity of Service: What is it we do as a Society? What is the message our Vincentians are giving our neighbours in need, especially on the first visit for a call for assistance. There can be difficulties in harmonizing the varying perceptions of what defines need. As PC Presidents we need to understand that equity of service does not translate to merely establishing financial equity – that is the easy part; but must include how often we provide service, what we are providing and the methods of provision.

Active and Dormant Conferences: Most parishes in the Archdiocese of Toronto have had conferences at one time. This information would be helpful when asking pastors permission to re-engage a conference. The office staff will provide the history to each PC President.

St. Theresa's (Etobicoke), St. Francis of Assisi (Toronto West) have been re-activated.

If conferences are out on their own, there is a real possibility that the conference will die off, they need to be included and fostered.

Recruitment: Every Council has made efforts in this regard. There is a very effective tool on the website to assist. However, every conference requires a self-assessment to ensure that the conference is ready to receive new members. Succession planning must begin at the start of each Executive member's term. Offering a limit on the length of service (ie: a three year commitment) has proven successful for enlisting new members.

Pass-up of funds: Has the conference passed up funds and has the Council passed up funds? Yes

Role of the Particular Council President and PC meetings:

- Training
- Forum for learning
- Sharing wealth of knowledge and experience
- Overseeing conferences
- Providing financial support, following the policies and procedures
- Serving the conferences
- Facilitating PC activities
- Knowledge sharing
- Facilitating the work of the conferences
- Engaging the conferences in their commitment to the 5 guiding principles

Number one purpose of the Particular Council:

To promote the sense of belonging to a Society which encircles the world
– *The Rule, page 123*

Skills of a PC President:

Motivate and inspire, approachable and responsive, communication and organization, attention to detail, dependable, finding consensus, showing your commitment, motivation, being open, sharing, living with the pain of not installing an effective executive, self-aware of shortcomings, delegation and motivation, inspirational, self-aware.

Training for new PC Presidents is essential as is mentorship and on-going support.

Visits to Conferences: Ranges from between 3 and 7 per year.

- Encourages conversations and sharing
- Advocates for change, ensure conferences can be kept in the loop, provides volunteers, participation, seeks out effective communicators, strategizing,

Reporting authority of Conferences/Councils/Regional: Conferences and Councils should respect the established lines of communication and reporting.

Orientation: Members are not considered Vincentian members with full privileges including insurance until they have attended an orientation session. The steps of becoming a member, including orientation meet the standards established by Volunteer Canada.

Homework: 5 Guiding Principles Conference Assessment:

It was agreed that the assessment form be circulated to the PC Presidents to distribute to the conferences. The PC President will manage the timelines for submission providing that the collated form be completed by February 28, 2018. Louise will circulate the form electronically, paper copies are available upon request.

Issues from the discussions that were noted or deferred:

- Serving long term clients
- Recruitment and Renewal: Input from Membership Development Committee (MDC) needed •
PC Presidents Training: Input needed from the MDC

Conducting Effective Particular Council Meetings:

This document will be re-circulated for approval at the Board of Directors meeting on November 22, 2018 meeting.

Secret Collection: \$60.00

Closing Prayers: Were said

Next Meeting: Wednesday, February 28, 2018

Omar Ellis
Chair, Presidents Council

Rob Greenaway
President, Toronto Central Council

Louise Coutu
Acting Secretary



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ELISA
HOUSE

MARYGROVE
CAMP

MARY'S
HOME

OZANAM
HOUSE

CAMP
OZANAM

PRISON
APOSTOLATE

ST. CLARE
RESIDENCE

ST. FRANCIS
RESIDENCE

SAINT VINCENT DE PAUL
COMMUNITY STORES

VINCENPAUL
COMMUNITY HOMES

Society of Saint Vincent de Paul Toronto Central Council Board of Directors Meeting

Date: Wednesday, January 24, 2018
Time: 6:00 pm – supper 6:30 pm – meeting
Place: 240 Church Street Office

AGENDA

1. Opening Prayers
2. Spiritual Reading: Sr. Anita Fernandes
3. Chair's Opening Remarks
4. Confirmation of new members of the Board
5. Approval of the Agenda
6. Approval of the Minutes of the November Board of Directors Meeting
7. Executive Director's Report – *circulated in advance by email*
 - a) Amendment to General Personnel Policy (Bill 148) - *enclosed*
 - b) CLIC – Annual Review and Approval of Operating Policies - *enclosed*
 - c) TCHC and VincenPaul Community Homes – Background Information - *enclosed*
 - d) National Council of Canada – mortgage information - *enclosed*
 - e) Regional Council – request for increase in pass ups - *enclosed*
 - f) Martineau House – motion to restrict donation
8. Treasurer's Report – *enclosed*
9. Committees:
 - a) Governance:

Motion: That the Board of Directors of Toronto Central Council formally adopt the recommendations contained in the Task Force Restructuring report (June 2016) as presented to the Board at the special meeting of November 25, 2017 - *enclosed*
10. Regional Council President: Sr. Linda Dollard
11. Secret Collection
12. Next Meeting: Board of Directors: Wednesday, February 28, 2018
13. Closing Prayers and Adjournment

Rob Greenaway
President

Telephone: (416) 364-5577 * Fax: (416) 364-2055 * Email: info@ssvptoronto.ca
Registered Charity # 11915 5133 RR0002
www.ssvptoronto.ca

Meeting of the Board of Directors

Minutes of a meeting held on Wednesday,
November 22, 2017 at 240 Church Street.

PRESENT:

President	Robert Greenaway
Vice President	Danny Bourne
Treasurer	John Sidle
Secretary	Elisa Wever
Durham	Maurice Cusack
Etobicoke	Mike McGinnis
Humber Valley	Margaret Moday
Peel	Anita Fernandes
Peel North	Omar Ellis
Scarborough East	John Rochford
Scarborough West	Rocco Di Serio
Toronto East	Pamela Cobham
Toronto North	Rob Greenaway
Toronto West	Pascal LaRouche
York South	John De Schutter
Executive Director	Louise Coutu
Director of Finance	Joe McCalmont

OPENING PRAYERS: The opening prayers were led by Bro. Maurice Cusack

SPIRITUAL READING: Sr. Margaret Moday read a selection entitled Pray Without Ceasing, reflecting on St. Paul's commitment to prayer and inspiring Vincentians to strengthen their relationship with God, and their relationship with those who we serve. We are encouraged to pray the Liturgy of the Hours which is primarily based on the Psalms. This reading was prepared by Deacon John Girolami, Spiritual Advisor to St. Francis Xavier Conference in Stoney Creek, Ontario. A discussion followed; Sr. Elisa shared information on a free computer app entitled Relevant Radio which contains reflections based on the Liturgy of the Hours.

CHAIR'S OPENING REMARKS:

Bro. Rob Greenaway welcomed everyone present and provided an update on the process of engaging a Spiritual Advisor for the Society. The request for a Spiritual Director and Spiritual Advisor is before the Cardinals office at this time.

APPROVAL OF THE AGENDA:

The agenda was approved on a motion by Bro. Mike McGinnis; seconded by Sr. Pam Cobham. Carried

APPROVAL OF THE MINUTES OF THE SEPTEMBER 27, 2017 BOARD OF DIRECTORS MEETING WERE REVIEWED:

The minutes were approved on a motion by Bro. Omar Ellis with the following corrections:

Correction to spelling of Sr. Elisa Wever's last name. Correction to the wording of the motions to approve mandates of the committees to be changed to "Bro. Rob Greenaway put forth a motion...", rather than the stated "Bro. Rob Greenaway requested a motion".

The minutes, with the above noted corrections, were approved on a motion by Bro. Omar Ellis; seconded by Sr. Pam Cobham. Carried.

EXECUTIVE DIRECTORS REPORT:

Louise reported on the following matters and answered queries from her previously circulated report.

Board Resolution to approve the annual funding contract from the City of Toronto Shelter Housing and Support division for Amelie House, Elisa House, Mary's Home and St. Clare's Residence for the calendar year of 2017 no change from the previous year. Motion put forth by Bro. John Sidle; seconded by Bro. Mike McGinnis. Carried.

Board Resolution requesting permission from the City of Toronto to add two funded beds to the Amelie House shelter program as soon as can be arranged. Motion put forth by Bro. John Sidle; seconded by Sr. Pam Cobham. Carried.

TREASURER'S REPORT:

Bro. John Sidle led a review of the financial statements previously distributed for 7 months ending October 31, 2017. The stores salvage division continues to do very well and provides funds for the special works. We are still very interested in having schools and businesses holding Bundle Up collections during the week, please contact Jeremy if you can assist.

The statements were approved on a motion by Bro. John Sidle; seconded by Sr. Margaret Moday. Carried.

Memo on Council and Conference Finances:

Bro. John Sidle circulated a memo prepared by the Finance Committee regarding Council and Conference Finances. After discussion, it was agreed that the following recommendations in the memo be adopted by the Board of Directors:

- The Board of Directors commit to a financial review, at both the Council and the Conference level to determine the exact state of financial affairs at the Conference and Council levels, and;
- Policy be developed which clearly instructs Conferences and Councils on management of funds, including ensuring adequate funds to meet local needs, establishing expectations for passing up surplus funds, ensuring conference incurred costs are met, developing procedures for embarking on special projects, and communicating need for financial assistance in Special Works.
- Training for Board members to ensure that members act on behalf of the whole Society, and take responsibility for the financial health of every Council and Conference throughout TCC.

The motion to approve the recommendation as set out in the memo were approved on a motion by Bro. John Sidle; seconded by Bro. Mike McGinnis. Carried

The following suggestions were made for consideration by the Committee to assist with meeting the recommendations: adjustment of the software for treasurers to capture data, implementation strategies for financial stewardship, in house audits.

Board Approval of Mandates for New Committees:

The committee mandates for the following proposed committees were circulated in advance of the meeting for review:

Communications and Development, Spirituality and Strategic Planning and Vision, Mission and Value.

- a) The Communications Committee mandate was amended to read:
A Communications and Development Committee with a mandate to review all existing communications tools, revise and update those that are useful and develop new communications tools needed to help Conferences assist in the expansion and development of the Society by informing and educating parishioners and our benefactors about the work of the Society in the community, and encourage all to give financially in support of our mission to serve the poor.
- b) The Spirituality Committee mandate remained unchanged.
- c) Strategic Planning and Vision Mission Values Committee mandate was amended to read: A Strategic Planning and Vision Mission Values Statement Task Force with the mandate to review and update both for Toronto Central Council. The terms of reference would include review and revise the existing TCC strategic plan and Mission Vision and Values Statements. The terms of reference would include drafting a purpose statement; a 5 year strategic plan and a process to monitor the execution, and measure the performance deliverables of the strategic plan.

Motion to approve the committee mandates as amended was put forth by Bro. Pascal LaRouche; seconded by Bro. Omar Ellis. A discussion followed on which committees were standing committees, and which were ad hoc or task forces. It was agreed that each committee once established, return to the Board with their terms of reference which will indicate amongst other responsibilities the type of committee and reporting responsibilities.

The motion was approved.

REGIONAL COUNCIL PRESIDENT:

Sr. Linda Dollard has rescheduled to join us at the January 24, 2018 meeting of the Board.

SECRET COLLECTION: \$ 55.00

NEXT MEETING: Wednesday, January 24, 2018 at 6:30 pm

CLOSING PRAYERS: Were led by Bro. Pascal LaRouche

ADJOURNMENT: A motion to adjourn was put forth by Bro. John Rochford; seconded by Bro. John De Schutter. Carried. The meeting adjourned at 8:25 pm.

Bro. Rob Greenaway
President

Sr. Elisa Wever
Secretary