

2ND ANNUAL GENERAL MEETING REPORT

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YORK UNIVERSITY - TD COMMUNITY ENGAGEMENT CENTRE
THURSDAY OCTOBER 28TH, 2010
SHOREHAM PUBLIC SCHOOL

York University – TD Community Engagement Centre Section 1: Executive Director Report 2009- 2010

Looking back on 2009-2010, our second year of operation, you'll see the Centre's commitment to educational access and social justice through transformative community/university partnerships illustrated by our growing activity and collaborations. Over this past year we've seen the volume of visitors and contact with the Centre increase. We've added new service learning opportunities, initiated or supported new projects and expanded our participation in partnerships across the campus, across the community and across the city.

This year we established an opportunity for all of the students who are aligned with the CEC to work collaboratively in inter-professional teams. The student teams are assigned to numerous initiatives, most recently, our Ontario Disabilities Students Program (ODSP) project wherein supervised students from law, social work, nursing and education support residents who are appealing Ontario Disabilities Students Program decisions. Students help residents put forward a strong appeal, work with agency partners to connect residents to other relevant services and advocate for them throughout the appeal process. Providing these supports allows our students to learn from the work, from each other, from the rich lived experience of the residents they are working with, from community organizers and agency experts while at the same time making a valuable contribution. We hope to expand this win-win model of teaching and service to future projects as our capacity allows. We look forward to feedback from our community partners.

Among the new projects we've been able to initiate or support is the Fresh Produce Market at Shoreham Public School. With the establishment of this market we've helped create a new local asset and improved access to healthy, affordable food. Moreover, we've helped create an environment where Shoreham Public School students, parents and teachers, local surrounding residents as well as York faculty, staff and students can come together to mingle, to talk and to get to know each other. We believe this new opportunity for dialogue will lead to shared understanding and action.

In September 2010 York saw our first class of students in the Transition Year Program (TYP), an access initiative that the Centre supports. In addition to our role in connecting students from the Centre as mentors for these new TYP students, our monthly information sessions and our growing network of allies across the city were leveraged to outreach and recruit for the TYP program. Several local residents who have been involved with the CEC are now among this first TYP class and we are so pleased to be seeing their success.

We have a great deal to celebrate; we also have a great many people to thank. Members of our Executive Committee and Working Groups, our staff and volunteers and our agency partners and allies displayed leadership, vision and dedication – thank you all very much for your work, for your patience and guidance, and for your faith that a true partnership between the University and the community is possible and valuable. I hope that all of you will continue to support the York University – TD Community Engagement Centre. I encourage all of our community and University partners to visit us, to get involved with us, and help shape our development in the exciting years ahead.

With many thanks,

Sue Levesque
Executive Director,
York University – TD Community Engagement Centre

York University – TD Community Engagement Centre Section 2: Working Group Reports

PROGRAM WORKING GROUP

2009 -2010 Chair(s): Lisa Brown, Norma Sue Fisher-Stitt
Mandate: Reviews CEC activity and space usage and suggests new programs and partnerships.

In 2009/2010 the large Program Working Group divided into three thematically focused subcommittees. With the main Program Working Group continuing to meet three times per year, the smaller subcommittees met every four to six weeks with a focus on a specific area of program development and implementation (i.e. Interprofessional Education Subcommittee, Access Subcommittee, Public Education Subcommittee).

2009-2010 Activities:

- Compiled, reviewed and approved an inventory of space users and program partners at the CEC in 2009/2010
- Drafted, reviewed and approved space booking procedures for the CEC
- Developed/sustained many partnerships with local and city wide partners

Future plans:

- Continue to host and develop programs and partnerships that address both community and university needs

Interprofessional Education Subcommittee (IPE)

2009-2010 Chair(s): Lesley Beagrie
Mandate: Develops opportunities for student learning that also serve the community.

2009-2010 Activities:

- Hosted Nursing placement students who worked with PEACH on a health related educational series (prevention of stress and hypertension)
- Hosted Chancellor Bennett scholarship winners, involving them in various CEC projects in order to mentor and showcase local excellent academic achievers
- Hosted Faculty of Education Urban Diversity (UD) Program and facilitated UD Community Placements in *Shoot With This* and other program partners
- LA&PS Accounting students provided tax services to individuals/families with low incomes
- CLASP students provided legal advice and referrals to community members
- Organized a Student Placement Fair to connect local agency partners with possible student placements
- Supported further experiential education activity for students in the departments of Design and Economics – worked with community partners including Black Creek Community Health Centre, Jane Finch Poets, TDSB, Hospital for Sick Children
- Supported the successful application for a Nurse Practitioner led clinic to be established in the Black Creek area.

Future plans:

- Develop and implement an Interprofessional Education project to support local residents appealing OSDP decisions
- Work in collaboration with the new Nurse Practitioner led clinic to identify and develop further Interprofessional, experiential and community service focused learning opportunities for students
- Support York's development of EE and IPE activities in Black Creek and beyond

Access Subcommittee

2009- 2010Chair(s): Antonius Clarke, Norma Sue Fisher Stitt

Mandate: Identifies ways to improve and facilitate access to post-secondary education

2009-2010 Activities:

- Organized monthly information sessions on accessing and financing post secondary education
- Established a designated York University Admissions Advisor to respond to referrals from the CEC
- Supported/Outreached for WMST Bridging Program
- Supported/Outreached for TYP Program

Future plans:

- Develop a conversation exchange
- Develop homework supports with a focus on math and science (in partnership with Seneca)
- Participate in the development of peer support/mentoring programs for TYP students and others

Public Education Subcommittee

2009-2010 Chair(s): No committee chairs in 2009-2010

Mandate: Provides an on-going menu of educational and professional development opportunities that addresses both York and community needs

2009-2010 Activities

- Organized Black History Month events including York Gospel Choir performances at Yorkgate (in collaboration with the Tubman Institute and York Faculty of Fine Arts)
- Supported innovative arts based outreach/partnerships e.g. Power Tool Drag Racing (in collaboration with the Art Gallery of York University, the Black Creek Community Collaborative and York Campus Services and Business Operations)
- Supported Program Evaluation capacity building (in collaboration with CEC Evaluation Working Group and York Institute for Health Research)

Future plans

- Establish a catalogue of public education requests/offerings moving through the CEC and use this to develop and prioritize plans going forward
- Develop offerings to meet both community and university needs and to utilize both community and university talents
- Establish a conversation series focused on rights education and awareness

EVALUATION WORKING GROUP

2009-2010 Chair: Joan Samuels Dennis

Mandate: Develops the tools/mechanisms for the CEC to evaluate the success of its activity

2009-2010 Activities

- Developed a program evaluation model for the CEC
- Identified resources to implement CEC evaluation
- Scheduled/conducted Program Evaluation Workshops

Future plans

- Conduct CEC Evaluation (in phases)
- Make recommendations to relevant working groups/committees
- Work to further develop evaluation capacity in Black Creek and at York in various ways (for example, developing/hosting evaluation training)

NOMINATIONS AND OUTREACH WORKING GROUP

2009-2010 Chair(s) Susan McGrath, Barry Rieder

Mandate: Nominates members of the Executive Committee
Acts as outreach ambassadors for the CEC

2009-2010 Activities:

- Grew CEC general membership and committee membership
- Developed new CEC volunteer form and (draft) CEC brochure
- Recommended 2010 -2011 Executive Committee slate
- Organized 2010 CEC AGM
- Began planning of new CEC website
- Gave presentations about CEC mandate and activity (e.g. 5 York Faculty Council meetings)
- Was invited to be keynote speaker to University of Winnipeg conference on community engagement and service learning

Future plans:

- Continue to improve CEC outreach/communications tools especially CEC website
- Continue to showcase CEC activity/accomplishments at York, in the community and nationally/internationally

RESEARCH AND KNOWLEDGE EXCHANGE WORKING GROUP

2009-2010 Chair(s) Uzo Anucha, Michaela Hynie, Ruth Wilson

Mandate: Supports collaborative research activity between York and Community partners

2009-2010 Activities:

Supported the on-going research activity of several York and community partners including:

- Assets Coming Together for Youth
- Seniors Use of Mobile Technology Project
- Institute of Population Health Study
- Income Security, Race and Health Project
- Diabetes Health Coach Project and exercise room

Supported the submission of various new research proposals including:

- CITY Institute at York – Youth development focused proposal to Metcalfe Foundation
- FIPSE (Fund for the Improvement of Post-secondary Education) proposal to institutionalize community university partnerships
- CIHR (Canadian Institutes of Health Research) proposal to design a Gendered-Focused Multi-dimensional Intervention to Prevent Re-Victimization and Combat the Long-term Effects of Interpersonal Violence on Adult Health and Well-being

Linked research to policy/practice

- Supported the successful application to participate in a national dialogue to advance community engaged scholarship (CES) and to reward CES for faculty members applying for tenure and promotion
- Hosted pre conference site visit for the Society for the Psychological Study of Social Issues

Future plans:

- Provide further training to CEC members and networks on principles of Community Based Research (CBR)
- Support CBR through the development of an enhanced CBR tool kit
- Continue to support CBR projects through the CEC
- Develop new research projects to be taken up by the CEC

**York University – TD Community Engagement Centre
Section 3: 2009-2010 Traffic and Activity Summary**

Traffic and Activity Summary	Sep. 2009 – Dec. 2009	Jan. 2010 – Apr. 2010	May 2010 – Aug. 2010	TOTAL
	(17weeks)	(17 weeks)	(17 weeks)	(51 weeks)
<u>Walk-in Inquiries</u> (average # of people per week / # of people)	29/486	33/566	117/2,034	60/3,086
<u>Telephone Inquiries</u> (average # of people per week / # of people)	5/83	8/40	27/463	13/686
<u>Email Inquiries</u> (average # of general email inquiries per week / # of general email inquiries)	5/78	21/355	66/1,154	31/1,587
Inquiries Sub-total	13/647	21/1,061	70/3,651	35/5,359
<u>Program Participation</u> - programs include CLASP, Elements, Tax Clinics, Shoot With This and Tropicana Programs (number of people attending)				
Average per week	20	44	55	40
Sub-total for Program Participation	335	775	956	2,066
<u>Public Events and Meetings</u> - includes Working Group meetings, Community meetings, Advising Sessions, Black History Month Events, Power Tool Drag Racing etc.(number of people attending)				
Average per week	53	78	18	50
Sub-total for Public Events and Meetings	902	1,325	318	2,545
<u>In-house Classes and Experiential Education Activity:</u> e.g. Urban Diversity, Mall Masters, Bridging Program, Nursing Placement students, Bennett students, Law students (# of people attending)				
Average per week	133	164	10	102
Sub-total for Classes and EE Activity	2,269	2,787	171	5,227
<u>Research Activity:</u> e.g. ACT for Youth interviews/focus groups, Globalization project interviews, Seniors & Cell phones project etc. (number of people attending)				
Average per week	1	0	16	6
Subtotal for Research Activity	10	7	287	304
TOTAL VISITORS TO CEC	4,163	5,955	5,383	*15,501

* c.f. 12,544 visitors in 2008-20

York University – TD Community Engagement Centre
Section 4: YU- TD CEC By-Laws

By-Law Number 1

**A by-law relating generally to the conduct of the affairs of the York University- TD
Community Engagement Centre (hereafter the “Centre”)**

PREAMBLE – PRINCIPLES AND VALUES

The York University – TD Community Engagement Centre will promote accessibility and social justice through meaningful and transformative community/university partnerships. The Centre is a pan-university teaching, research and resource centre situated in the Black Creek community, established to: **a)** Enrich the educational experience of our students, **b)** Encourage greater depth and breadth in our collaborative research partnerships, **c)** Promote civic engagement of all York community members, **d)** Reduce or eliminate perceived and actual barriers to full participation in post-secondary education, **e)** Provide fertile ground for new community/university collaborations. The Centre is committed to the following defined Values which shall be endorsed by all stakeholders and will guide the operation of the Centre and its activities: Shared Vision, Commitment, Respect, Sustainability, Trust, Accountability, Equity/Fairness, Mutual Benefit, Flexibility, Inclusivity, Community.

ARTICLE 1 – INTERPRETATION

- 1.1 Definitions.** In this by-law and all other by-laws of the Centre, unless the context otherwise specifies or requires,
- a. “By-law” means any By-law of the Centre from time to time in force and effect;
 - b. all terms contained in the By-laws that are defined in the Act shall have the meanings given to such terms in the Act;
 - c. words importing the singular number only shall include the plural and vice versa and words importing a specific gender shall include the other gender; and
 - d. the headings used in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in determining the meaning of the terms or provisions in the By-laws and are not to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions.
 - e. “Youth” means any person age 25 or under at the time they are nominated.
 - f. Membership on the Executive Committee shall be comprised of individuals from the following categories: (1) For the purposes of membership on the Executive Committee, the category “members internal to York” meaning any person who is currently a York Student, York Faculty or Staff. “Members external to York” meaning anyone who is not currently a York University student, faculty or staff and who otherwise meets the membership eligibility criteria (as outlined in Article 2 below),
- 1.2 By-laws and conduct of the Centre must be consistent with the policies and procedures of York University and consistent with community values.**

ARTICLE 2 – EXECUTIVE COMMITTEE

- 2.1 Composition.** The Executive Committee shall be comprised of ten - twelve (10 -12) members drawn from the Stakeholder Membership(defined in Article 4 below). Members are communicated to the University for information.
- a. Of the membership of the Executive Committee, up to 6 members will be drawn from stakeholders who are members external to York and up to 6 will be drawn from stakeholders who are members internal to York. At least fifty percent of the Executive Committee must be residents from Black Creek.
 - b. One member of the York University category on the Executive Committee shall be a senior University Administrator and designate from the York University Office stewarding the Centre.
 - c. Executive Committee membership must include at least two youth representatives who can be either members internal or external to York.
 - d. The Executive Director sits as an ex-officio, non-voting member of the Executive Committee.
- 2.2 Term.** Executive Committee members shall normally serve a term of two (2) years and have an option to serve two (2) additional terms, totaling six (6) years. Executive members who have served three (3) terms may become eligible to be re-nominated after a break from service on the Executive of two (2) or more years. Normally, the terms of service for members will be staggered to ensure there is some continuity amongst Executive Committee members, that is, no more than half of the Executive Committee should be serving their first term at the same time.
- 2.3 Co-chairs.** The Executive Committee shall select two (2) members of the Executive Committee to act as co-chairs for a 2 (two) year term and for not more than 2 consecutive terms. One co-chair shall be from the York category (see Article 2.1(c)), and one co-chair shall be from the resident or community categories (see Articles 2.1(a) and (b)). Chairs shall be determined and confirmed after each annual meeting with a principle to stagger the end/start date of the co-chairs to ensure overlap.
- 2.4 Quorum.** The quorum for a meeting of the Executive Committee is fifty (50) percent plus one (1). At least two (2) members from each of the internal and external membership categories must be present.
- 2.5 Responsibilities.** Executive Committee members shall give overall direction and guidance on the operation of the Centre, including making recommendations to York regarding the Centre budget and setting fundraising priorities. The Executive Committee shall operate on a consensus model where possible and by a vote of a simple majority where voting is necessary.
- 2.6 Communication with Working Groups.** At least one (1) member of the Executive Committee shall participate in each of the working groups and shall be responsible for maintaining communications between the Working Group and the Executive Committee.
- 2.7 Resignation of Membership.** Executive Committee members are expected to be available for regular meetings. If an Executive Member is unavailable for more than three (3) consecutive meetings without proper notification and agreement they will be removed from office. Resignations and removal from office must be in writing.
- 2.8 Meetings.** The Executive Committee shall hold regular meetings at least one each quarter and an annual general meeting (AGM) each year. At least three weeks notice will be issued prior to these meetings being held. A special meeting can be held in exceptional circumstances with the consent of a majority and quorum of the Executive Committee.

ARTICLE 3 – EXECUTIVE DIRECTOR

- 3.1 Responsibilities.** The Executive Director shall report to the York University Office stewarding the Centre. The Executive Director is responsible for the overall financial and administrative operation of the Centre, ensuring efficiency and compliance with University policies and procedures. The Executive Director shall protect the legal and fiduciary responsibility of the University to this project and ensure that the University is an active resource for the Centre.

ARTICLE 4 – STAKEHOLDER MEMBERSHIP GROUP

General Composition. The Stakeholder Membership Group is comprised of members who fit into one or more of the following categories:

- a. residents in Black Creek (i.e the area generally bound by Steeles Avenue to the north, Highway 401 to the south, Highway 400 to the west and Keele Street to the east.).
- b. employed by or volunteer with Black Creek community agencies, schools, faith groups, or businesses
- c. students, faculty or staff of York University (current or alumni)
- d. donors to the Centre through York University

All Stakeholder Members will uphold the statement of PRINCIPLES AND VALUES which inform the Centre (as stated in the Preamble).

- 4.1 Annual Meeting.** The Stakeholder membership shall meet, at a minimum, once per year. The annual meeting may also function as a conference or other learning and networking opportunity. Due notification of the Annual meeting (and/or of its cancellation) must be given.
- 4.2 Communication.** There shall be a mechanism for regular communication amongst all stakeholders that may include reports or updates via listserv. Communication to all stakeholders must occur quarterly at a minimum.
- 4.3 Role of Members.** Members will act as a resource for the Executive Committee, Working Groups and Executive Director by:
- a. Working to identify needs, opportunities and assets
 - b. Making recommendations to Executive Committee, Working Groups and Executive Director
 - c. Supporting the evaluation of the Centre's programming
 - d. Populating the Executive Committee and Working Groups
 - e. Contributing to the communication and outreach activities of the Centre
 - f. Providing nominations to the Nominations/Outreach committee for membership on the Executive
 - g. Consulting on a strategic plan
 - h. Other activities that support the work of the Centre.
- 4.4 Loss of Membership** The Executive Committee reserves the right to disqualify a member for conduct contrary to the principles and values of the Centre.

ARTICLE 5 – WORKING GROUPS

- 5.1 Membership.** Working Group membership will be drawn from the Stakeholder membership group with a total number of members on each working group being normally no more than 13. Achieving reasonable balance between University and Community representatives is a principle of membership. At least one member of the Executive Committee and/or the Executive Director will be a member of each working group and will report to the Executive Committee in order to best coordinate information and resources.

5.2 Establishment of Working Groups. Several Working Groups will be established to support the Centre. Some of the Working Groups will exist permanently; others will be formed on an ad hoc basis to perform specific time limited tasks.

5.3 Permanent/Standing Working Groups include:

1) Programming and Evaluation Working Group:

The Programming and Evaluation Working Group shall work with the Executive Director to approve and develop programmatic activities that are in line with the Centre's vision, mission and values and will work with the Executive Director to establish clear mechanisms by which the success of the Centre's programmatic activity can be assessed.

2) Nominations and Outreach Working Group

The Nominations and Outreach Working Group shall solicit nominations for Executive Committee membership from the Stakeholder Membership Group and will ensure that the membership of the Executive Committee is in keeping with the By-Laws.

The Nominations and Outreach Working Group shall actively engage in outreach activity with internal and external stakeholders, act as ambassadors for the Centre and ensure broad representation on committees.

3) Research and Knowledge Exchange Working Group

Working with the Executive Director, the Research and Knowledge Exchange Working Group shall encourage greater depth and breadth in the collaborative research partnerships between York University faculty and students, and local service providers, building collaborative research partnerships to address social issues and promote healthier communities and positive social change.

4) Finance and Fundraising Working Group

The Finance and Fundraising Committee shall work with the York Foundation and York University to ensure the required financial resources to sustain the Centre are available.

5.4 Ad Hoc Working Groups.

- a. From time to time, ad hoc working groups can be formed by the Executive Committee.

ARTICLE 6 – AMENDMENTS

6.1 Amendments to By-law. This By-law may be amended only by a majority vote comprising two-thirds of the Executive Committee. Any amendment to the By-law passed by the Executive Committee is in effect only until the next annual general meeting of the members, unless the members confirm and ratify the amendment at that meeting by majority vote. Any amendment will be brought to the attention of the senior University Administration.

York University – TD Community Engagement Centre Section 5: Proposed By- Law amendments

Proposed CEC By-Law Amendments

As per 6.1 above, the CEC By-Laws may be amended only by a majority vote comprising two-thirds of the Executive Committee. Any amendment to the By-law passed by the Executive Committee is in effect only until the next annual general meeting of the members, unless the members confirm and ratify the amendment at that meeting by majority vote. Any amendment will be brought to the attention of the senior University Administration.”

At this time the YU-TD CEC Executive Committee proposes the following two amendments to the By-Laws

Amendment #1

Move that the Programming and Evaluation Working Group of the CEC be separated into two Permanent/Standing Working Groups, the Program Working Group and the Evaluation Working Group.

Rationale:

Section 5.3 of the CEC By-Laws lists indicates that among the Permanent/Standing Working Groups of the CEC shall be a functioning Programming and Evaluation Working Group

In early 2010, the Program and Evaluation Working Group members determined that the Evaluation function of the committee, that is, to *establish clear mechanisms by which the success of the Centre’s programmatic activity can be assessed* applied to more than the ‘programs’ that the CEC supports, hosts or develops. Rather, in our evaluation we need to take a much broader view and evaluate all of the CEC’s activity (including Research, Outreach etc.) Establishing a permanent Evaluation Working Group as a separate CEC sub-committee of the Executive Committee enhances this broader approach to evaluation. This separation of the Program and Evaluation Working Groups has been approved by the Executive Committee and has been in operational effect since early 2010.

Amendment #2

Move to add to the Definition Section(1.1) of the By-Laws the following definition of Black Creek resident:

“a person currently living in Black Creek (i.e the area generally bound by Steeles Avenue to the north, Highway 401 to the south, Highway 400 to the west and Keele Street to the east.) or a former resident with current, strong ties and investments in the community.”

Rationale

The Nomination and Outreach Working group, whose responsibilities include putting forward a slate of nominations for the Executive Committee for approval at the AGM have asked that our By-Laws clarify our working definition of “resident” to include former residents who remain closely tied to the community.

This expanded definition is more inclusive and allows for people who, for various reasons, have recently moved from the neighborhood but who are still invested and committed to remain involved and to have their experience as residents acknowledged.

**York University – TD Community Engagement Centre
Section 6: Executive Committee Nominations**

Proposed 2010 – 2011 Executive Committee members:

Returning- Lesley Beagrie - York
Returning - Jacqueline Daley – community partner
Returning- **Kofi Frempong - resident**
Returning- Wilburn Hayden - York
Returning- Yvette Munro - York
Returning - **Kimgech Sov – York, resident, youth**
Returning - **Orville Smith - resident**
Returning - Norma Sue Fisher Stitt – York/ Ex Officio
Returning - **Varun Vig – resident**
New - Victoria Caparello – York
New - **Byron Gray – former resident**
New - **Mursal Hafizi – resident, youth**