

3RD ANNUAL GENERAL MEETING REPORT

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YORK UNIVERSITY - TD COMMUNITY ENGAGEMENT CENTRE
THURSDAY OCTOBER 27TH, 2011
DRIFTWOOD COMMUNITY CENTRE

York University – TD Community Engagement Centre Section 1: Executive Director Report 2010- 2011

It is with pleasure and a sense of 'team accomplishment' that I reflect back on the 2010-2011 academic year at the York University – TD Community Engagement Centre (CEC), our third year of operation. In those three short years, the CEC has established itself as a valuable resource enabling successful community-university partnerships. We have effectively supported, initiated and showcased collaborative research activity; expanded York's commitment to experiential education; supported numerous residents and agency partners' transition, or re-entry, into post-secondary studies and have helped to build York's international reputation as leaders in community engagement. We have provided an effective point of contact into the university and have created a one stop informational hub, especially in terms of access for non-traditional students. We have provided a venue and structure for shared activity, dialogue and decision making and have created a central, stable space where the community experiences the University with a sense of continuity rather than as an intermittent partner that simply "drops in" and "drops out". These accomplishments fuel our growing partnerships.

You'll find details about our various Working Group's activities in the pages that follow but I want to share with you two particular highlights that capture some of the spirit of innovation displayed at the CEC this year. One of the events that was particularly rewarding for us was our first annual Jane Finch Research Forum organized in partnership with the Black Creek Community Health Centre, the Jane Finch Community and Family Centre/the Spot and Seneca, Yorkgate. This daylong event afforded us the opportunity to showcase over two dozen local, collaborative and community based research projects and to engage in thoughtful discussion about the value of those projects and the promise they hold to impact policy, program development and positive social change.

We are also very proud and very excited about the CEC's successful application to the Provost's Academic Innovation Fund (AIF). Our AIF Project titled *Centering Community – Developing a 'Community Centric' Action Plan for Experiential Education* has allowed us to bring on board, full time, an experienced community agency partner to work at the CEC. This community agency partner in residence (CAPIR) will engage both community and university stakeholders to explore and better understand the benefits and challenges of experiential education from a community partner point of view. The active involvement of community partners in our experiential education planning and development demonstrates the value we place on their specific knowledge , enriches our efforts through their unique perspectives and experience and contributes to the level of credibility and community 'buy in' for the work.

I want to thank everyone for their efforts and support this past year – especially CEC staff and our Executive and Working Group members. It is rewarding to see how committed we all are to this work and to finding solutions to the challenges we face. We have accomplished much already but the road ahead is filled with possibility and I remain eager walk this adventure with you all.

With many thanks,



Sue Levesque
Executive Director,

Section 2: Working Group Reports

PROGRAM WORKING GROUP

2010 – 2011 Chair(s): Lisa Brown, Norma Sue Fisher-Stitt

Mandate: Reviews CEC activity and space usage and suggests new programs and partnerships.

The Program Working Group meets three times per year to discuss and review the CEC current programs and to advise on strategic directions for future programming.

2010 – 11 Activities include:

- Compiled, reviewed and approved an inventory of space users and program partners at the CEC. Programs and activities housed at the CEC in 2010/2011 include:
 - Graduate, undergraduate and bridging classes
 - Services offered by students and faculty (e.g. income tax clinics, legal clinics, homework clubs)
 - Outreach activity including information sessions, drop in advising and referrals, computer access
- Developed/sustained partnerships with local and city wide partners to provide valuable services to the community while enriching York's teaching and/or research including:
 - Tropicana Summer Jobs for Youth
 - TDSB/Shoot With This (after school film-making club)
 - Seneca Yorkgate

Future Plans:

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

This committee forms smaller, thematically focused working groups to facilitate the delivery and supervision of programs. Currently, subcommittees include an Interprofessional Education Working Group, a Public Education Working Group and an Access Working Group.

Interprofessional Education Subcommittee (IPE)

2010-2011 Chair(s): Lesley Beagrie

Mandate: Develops and guides experiential education opportunities for student learning that also serve the community.

Highlight: Members of the IPE subcommittee along with Executive Committee members and other CEC partners received funds from the Provost's Academic Innovation Fund (<http://aifprojects.yorku.ca/>) to second a Community Agency Partner in Residence (CAPIR) to work in collaboration with the CEC and other university structures in support of experiential education (EE) and community engagement. The community partner in residence provides an opportunity for York to better understand the benefits and challenges of experiential education from a community partner point of view

2010 – 11 Activities include:

- Hosted Chancellor Bennett scholarship winners, involving them in various CEC projects in order to mentor and showcase local students who are excellent academic achievers
- Hosted Faculty of Education Urban Diversity (UD) Program and facilitated and co-supervised UD students in community placements and CEC program activities (e.g. homework club, Shoot With This, Good Food Market, etc.)
- Hosted and co-supervised Ontario Disabilities Support Project (ODSP) - a multi-stakeholder partnership to supervise York students collaborating in interprofessional teams to serve community needs through the appeal process (CEC, Nursing, Social Work, CLASP)
- Hosted Liberal Arts and Professional Studies Accounting students who provided tax services to individuals/families with low incomes
- Hosted CLASP Drop-in clinic to provide student learning and free legal advice and referrals to community members

Future Plans:

- Continue to support York's development of EE and IPE activities in Black Creek and beyond. Possible new EE and IPE projects in development include: a policy related placement partnership with the Ontario Non-Profit Network and a Health/Nursing placement collaboration with Gosford Public School
- CAPIR Deliverables include: Handbook of best practices, policies and principles for EE (to be created in partnership with Faculty of Health), an inventory of York EE opportunities to share with community partners, a contacts and opportunities database outlining Black Creek partners interested in working with students along with descriptions of the opportunity, a detailed consultation report with a focus on solutions to further develop a model of EE activity that resonates strongly with community partners and proposals for 3-5 new CEC interprofessional EE projects focused on community defined priorities along with a framework for evaluation (to be implemented in 2012-13 as resources allow)

Access Subcommittee

2010-2011 Chair(s): Norma Sue Fisher Stitt

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

Highlight: Co-applicant on proposal to Higher Education Quality Council of Ontario on a research project "Documenting and Assessing Alternative Pathways for Individuals with Incomplete High School Education"

2010 – 11 Activities include:

- Maintained a designated York University Admissions Advisor to respond to referrals from interested community members
- Connected Urban Diversity Teacher candidates as mentors and homework helpers to the first class of Transition Year Program (TYP) students
- CEC supported/outreached for Women's Studies Bridging Program
- CEC supported/outreached for TYP Program
- Hosted weekly classes for the Women's Studies Bridging Program in Fall 2010

- Organized monthly information sessions on accessing and financing post-secondary education including a special outreach and advisory seminar for TYP applicants
- Developed a weekly homework club in partnership with 'The Spot' to support educational goals of elementary and high school students
- Participated on two city wide educational access collaborations, the Toronto Crown Ward Educational Championship team and the United Way Toronto Community of Practice on Youth Educational Attainment

Future Plans:

- Maintain current initiatives and extend mentoring activity as resources allow

Public Education Subcommittee

2010-2011 Chair(s): Nombuso Dlamini & Nury Rugeles

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

Highlight: Supported and enhanced numerous York and Community workshops and events through effective promotion and networking (for example, Science Rendezvous and Wendy Michener Lecture)

2010 – 11 Activities include

- Supported/facilitated innovative arts based outreach/partnerships including:
 - Black History Month activities such as drumming and dancing performance as well as workshops for residents to experience various African music traditions
 - Supported Community Arts Practice (CAP) program to offer workshops and other joint arts-based projects and events with partners such as the BeLovEd project and West Side Arts Hub
- Offered public education workshops for residents and community leaders:
 - Offered rights-based educational workshops for parents to learn about youth justice system in partnership with Ontario Justice Education Network
 - Co-Organized (with faculty of Health) a Communications Support for Clients with Chronic Illness Workshop where training was extended to broader group of workers who deal with chronic illness (e.g. such as social workers, community support workers, lawyers etc.)
 - Supported Program Evaluation capacity building (in collaboration with CEC Evaluation Working Group and York Institute for Health Research)

Future Plans:

- Conduct a scan of community and York needs, interests and resources related to public education and professional development
- Continue to support, outreach and advise on partner public education and professional development activity, however, in addition, develop an annual CEC "Signature Event" as resources allow

EVALUATION WORKING GROUP

2010-2011 Chair(s): Jackie Barragan & Brenda Spotton Visano

Mandate: Develops the tools/mechanisms for the CEC to evaluate the success of its activity and help build program evaluation capacity at York and in Black Creek

Highlight: Began phase one implementation of evaluation model/plan

2010 – 11 Activities include:

- Provided training and support for Public Policy and Administration students to conduct evaluation of CEC access related initiatives.

Future plans

- Design and implement further phases of CEC evaluation
- 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

2010-2011 Chair(s): Mursal Hafizi & Saadia Malik

Mandate: Ambassadors of the CEC who develop and implement outreach strategies to attract and inform CEC membership and raise awareness of the CEC programs and activities. This committee also has the annual responsibility to recruit and nominate members of the Executive Committee and organize the CEC Annual General Meeting

Highlight: Established a weekly CEC e-newsletter to communicate regularly with CEC membership and promote CEC and partner activity

2010 – 11 Activities include:

- Continued to grow CEC membership and promote CEC activity
- Showcased CEC activity by hosting numerous local, national and international visitors interested in CEC as a model for community/university partnerships including:
 - Representatives from McMaster University
 - Representatives from the University of Minnesota
 - Representatives from the University of Benin
- Represented the CEC at numerous conferences and events including:
 - Invited speaker at Concordia University “Community University Sustainable Partnerships ‘Visioning Day’” in Montreal, Quebec
 - Presented at National Outreach Scholarship Conference in East Lansing Michigan
 - Group presentation at Community Engaged Scholarship Conference in Guelph, Ontario
 - Presented at Association of American Geographers conference, Seattle Washington
 - Represented at TDSB Futures Conference, Toronto Canada

- Represented at CW Jeffery's Settlement Workers and Parents information event, Toronto, Ontario
- Developed new communications tools including CEC logo and social media tools (Facebook) to increase recognition and awareness of the CEC
- Effectively outreached to recruit (and recommend) 2011 -2012 Executive Committee slate
- Organized 2011 CEC AGM and tours

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

2010-2011 Chair(s): Uzo Anucha & Ruth Wilson

Mandate: Supports collaborative research activity between York and community partners while building capacity in the community and at York to engage in community based research

Highlight: Organized the first Jane Finch Research Forum to showcase local collaborative research projects and to provide a forum about research as a tool for social change

2010-2011 Activities include:

- Community Based Research (CBR) conference "Jane Finch Community Research Forum"
- Supported and showcased the on-going research activity of several York and community partners including SSHRC/CHIR and other funded projects:
 - Assets Coming Together for Youth
 - Institute of Population Health Study
 - Income Security, Race and Health Project
 - Leadership by Girls
 - Seniors Use of Mobile Technologies
 - Local Strategies for Resilience
- Worked with faculty and community colleagues to connect student researchers to local research projects that address partner needs/questions

Future plans:

- Ensure Jane Finch Research Forum runs annually
- Support and initiate community based research activity and mobilize research findings
- Develop strategies to link research to policy development/activism and social change

Summary York University – TD Community Engagement Centre 2010-2011 Traffic and Activity

Traffic and Activity Summary	Sep. 2010 – Dec. 2010	Jan. 2011 – Apr. 2011	May 2011 – Aug. 2011	TOTAL
	(17weeks)	(17 weeks)	(18 weeks)	(52 weeks)
<u>Walk-in Inquiries</u> (average # of people per week / total # of people)	33/562	30/507	45/809	36/1878
<u>Telephone/Email Inquiries</u> (average # of inquiries per week / total # of inquiries)	26/446	17/295	126/2273	58/3014
Inquiries Sub-total	59/1,008	47/802	171/3082	94/4892
<u>Program Participation</u> - programs include CLASP, Tax Clinics, Shoot With This and Tropicana Programs (number of people attending)				
Average per week	28	40	136	70
Sub-total for Program Participation	484	686	2455	3625
<u>Public Events and Meetings</u> - includes Working Group meetings, Community meetings, Advising Sessions, Black History Month Events, Research Activity, etc. (number of people attending)				
Average per week	40	45	11	32
Sub-total for Public Events and Meetings	682	780	201	1663
<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	125	114	4	79
Sub-total for Classes and EE Activity	2,132	1,930	63	4125
TOTAL VISITS TO CEC	4,306	4,198	5,801	*14,305

* c.f. 15,501 visits in 2009-2010

Section 3: CEC BY-LAWS

YORK UNIVERSITY – TD COMMUNITY ENGAGEMENT CENTRE AT YORKGATE MALL

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”)

* Last revised October 2010 –as per October 28th AGM amendments

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 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),

- g. "Resident in Black Creek" means any 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

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.
See Appendix A for detailed job description.

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) Program Working Group:

The Programming 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.

2) Evaluation Working Group:

The Evaluation Working Group shall work with the Executive Director to establish clear mechanisms by which the success of the Centre's programmatic activity can be assessed

3) 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.

4) 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.

5) 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.

Section 4: 2011-2012 Executive Committee Nominations

2011/12	Name	Resident	University	Community	Youth	Affiliation
New Members						
Ex Officio	Rhonda Lenton		X			Vice -Provost
	Merle Cowie	X		X		Resident
	Suzanne Narain	X	X	X	X	Resident
Returning Members						
	Lesley Beagrie		X			Faculty of Health
	Jacqueline Daley			X		Toronto Community Housing Corporation
	Byron Gray	X		X		Jane Finch Community & Family Centre
	Kofi Frempong	X		X		Black Creek Community Health Centre
	Mursal Hafizi	X	X	X	X	Resident/student
	Wilburn Hayden		X			Department of Social Work
	Orville Smith	X		X		Resident