

**Ralph Thornton Centre Board of Management  
APPROVED MINUTES  
April 22, 2015**

Present: Board: Hongmei Cai, Graham Chernoff (Minutes), Andrew Chong (Chair), Adrienne De Francesco, Cynthia Fleming, Paula Fletcher, Michèle Harding, Jennifer King, Linda C Mackay, Chris Shantz  
Staff: John Campey, Maria Moutsasos, Mark Kovats  
 Regrets: Chris May, Maggi Redmonds  
 Absent: Derek Chan.

#	ITEM	DISCUSSION	DECISION	ACTION / BY
<b>1.</b>	<b>Greetings</b>	The meeting was called to order at 6:35 p.m. by Andrew Chong (chair)		
a.	Approval of Agenda	<b>MOTION: to approve the agenda as amended</b>	1. MH 2. CF <b>Carried</b>	
b.	Approval of minutes of March 25 2015	<b>MOTION: to approve the minutes of March 25 2015</b>	1. MH 2. JK <b>Carried</b>	
c.	Declarations of Conflict of Interest	None		
<b>2</b>	<b>Business Arising:</b>	None		
<b>3.</b>	<b>Committee Reports</b>			
a.	BDN	<i>Ref Board Package 2015 04 22 Item # 3a</i> -Cttee will not bring any more board governance policy pending accessibility discussion. -Cttee to hand out board governance effectiveness survey in May; members will have two weeks to complete.  <b>MOTION: THAT in order to achieve the purposes of moving the 2016 AGM from September to June, the term length for members nominated to the board in 2015 will be 9 months to the 2016 AGM, and one year subsequent to that; and the term length for members nominated to the board in 2014 will be 21 months, finishing with the 2016 AGM.</b>	1. MH 2. GC <b>Carried</b>	
b.	Executive	No report		
c.	Finance	<i>Ref Board Package 2015 04 22 Item # 3c</i> <i>Ref Additional Board Package Documents 2015 04 22 RTC Budget 2015 Q and A; Ralph Thornton Centre budget for 2015 - Draft April 22; RTC Financial Statement Summary 31.3.2015, Draft 2; Ralph Thornton Centre 2015 budget notes 22.4.2015</i> 2015 budget: -Chris S thanked board members for their questions. -Many differences are the result of comparison between 2015 forecasted budget and 2014 actual spending.		

		<p>-Board members were pleased to be reviewing the total RTC budget -It was suggested that fundraising/marketing efforts should be a priority for spending any surplus.</p> <p><b><u>MOTION:</u> THAT the board approve the 2015 budget.</b></p> <p>Q1 report given -Options around deferred revenue formerly assigned to Rivertowne discussed. -Over all, expenditures have variance of 19% under projected budget. John noted that Mark Kovats has been phenomenal a huge help during his transition to the ED position.</p>	1. CS 2. MH <b>Carried</b>	
d.	Fundraising & Marketing	<p><i>Ref Board Package 2015 04 22 Item # 3d</i></p> <p>-MAS process has resulted in the merger of two projects: communications and marketing. Cttee member Krista leading. Fundraising consultation will follow. -Possible engagement of constituents with surveys – OP&amp;E may well be interested in collaborating with this. -December fundraising event in question: Cttee willing to discuss with board about pros and cons.</p>		
e.	Membership & Outreach	<p><i>Ref Board Package 2015 04 22 Item # 3e</i></p> <p>-Cttee plans to develop AGM accessibility for the Chinese community, including translation/interpretation of proceedings and documentation.</p>		
f.	OP&E	<p><i>Ref Board Package 2015 04 22 Item # 3f</i> <i>Ref Additional Board Package Documents 2015 04 22 OPE 1 - RTC Space Booking Policy 2015</i></p> <p>-JC thanked Michele and Krista for the work they put into the <i>Space Booking Policy</i>. -Noted that City insurance covers general use by space users.</p> <p><b><u>MOTION:</u></b></p> <ul style="list-style-type: none"> <li>• <b>THAT the moratorium limiting new multi-use applications for space use to a maximum of six months be lifted effective immediately <u>and</u></b></li> <li>• <b>THAT the revised governance policy, entitled <i>Space Booking Policy and Procedure (2015)</i>, be approved for immediate implementation.</b></li> </ul> <p><b><u>DECISION:</u></b> <b>THAT, pending further direction, the priority approach for space use is to maximize community and rental use of the RTC facility.</b></p>	1. MH 2. CF <b>Carried</b>	Agreed
g.	Personnel	<p><b><u>MOTION</u> to go in camera at 7:48 pm to discuss personnel issues.</b> John &amp; Maria were excused.</p> <p>Personnel issues were discussed.</p> <p><b><u>MOTION</u> to go out of camera at 7:50 p.m.</b></p>	1. MH 2. CS <b>Carried</b>	1. MH 2. AC <b>Carried</b>

<b>4.</b>	<b>Staff Reports</b>			
a.	Executive Director's Report	<p><i>Ref Board Package 2015 04 22 Item # 4a</i></p> <p>-Pilot after-school program collaboration as a satellite of Eastview discussed; a proposal will follow; MH noted it should be a new program with appropriate support, funding, and regulations.</p> <p>-Feedback sought for "date night" program proposal: child care drop-off program for Sunday nights; affordability/accessibility discussed.</p>		
b.	Program Director Report	<p><i>Ref Board Package 2015 04 22 Item # 4b</i></p> <p>-For information.</p> <p>-It was noted that Maria was very impressive at the Matty Eckler Garden meeting.</p>		
<b>5.</b>	<b>Other business</b>			
a.	Operational Structure Update (	<p><i>Ref Board Package 2015 04 22 Item # 5a</i></p> <p><i>Ref Additional Board Package Documents 2015 04 22 Organizational Structural Review 20.4.2015 – Recommendations</i></p> <p><b><u>MOTION:</u> To go in camera at 8:43 p.m. to discuss operational structure.</b></p> <p><b><u>MOTION:</u> To approve changes to the Centre's staffing complement as recommended by the Executive Director.</b></p> <p><b><u>MOTION:</u> To go out of camera at 9:05 p.m.</b></p>	<p>1. MH 2. JK <b>Carried</b></p> <p>1. CS 2. CF <b>Carried</b></p> <p>1. CS 2. MH <b>Carried</b></p>	
b.	Stakeholder Group Participation	<p><i>Ref Board Package 2015 04 22 Item # 5b</i></p> <p><i>Ref Additional Board Package Documents 2015 04 22 First Gulf SC Terms of Reference; First Gulf Community Workshop #1 Summary</i></p> <p><i>Ref Riverside Square Working Group folder</i></p> <p>-Staff or board members should be equipped properly to speak with historical memory on position in these processes.</p> <p>-RTC has been involved in these sorts of processes in the past.</p> <p>-How to intersect with city planning processes: criteria – big ones, nearby ones, controversial ones? Invite city planning staff to present on processes at high level to provide overview.</p> <p>-Resource allocation – staff, board time.</p>		
<b>6.</b>	<b>Adjournment</b>	<b><u>MOTION:</u> to adjourn the meeting at 9:06 p.m.</b>	1. CS 2. GC <b>Carried</b>	