

**Ralph Thornton Centre Board of Management
APPROVED MINUTES February 27, 2016**

Present: Board: Hongmei Cai, Graham Chernoff, Andrew Chong (Chair), Jeff Garkowski, Michele Harding (Minutes), Mae Hum, Jennifer King, Alan Lennon; Samantha Morrison; Ming Ou; Chris Shantz; and Jordana Wright.
Staff: John Campey; Glenn Gustafson

Regrets: Paula Fletcher

#	ITEM	DISCUSSION	DECISION	ACTION / BY
1.a.	Greetings	The Chair called the meeting to order.		
b.	Approval of Agenda	Motion: That the agenda, as circulated, be approved.	M: Alan S: Chris Carried	
c.	Approval of Minutes	Item 4c – Amendments were made to the wording of the bullets on the Finance Committee discussion. Motion: That the minutes of the January 27th, 2016 meeting of the RTC Board of Management, as amended, be approved.	M: Graham S: Mae Carried	
d.	Declarations of Conflict of Interest	None		
2	Business Arising:			
	[a] Signing Authorities	Samantha advised that, at the request of a member, the Executive was seeking the Auditor's advice regarding the prudence of the cheque spending limits identified for staff signing officers.		Executive
	[b] Approval of revised Constitution	Michèle confirmed that City Council had approved the revised <i>RTC Constitution & Procedure By-Law</i> on February 3 rd , 2016.		
	[c] Fundraising	Chris noted that involvement with/support of Centre fundraising was a fundamental Board obligation, and encouraged members to identify events/activities with which to become involved. John presented the proposed fundraising strategy for 2016. Four proposed fundraising events were discussed:		

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		<ul style="list-style-type: none"> • Summer Camp programming, including an enhanced “Glamour Camping” event, application to MCC Toronto, the Community One Foundation and other LGBTQ-positive funders; and soliciting contributions from participating summer camp families, to generate approx. \$5,000 • Scotiabank Waterfront Marathon (in October) and similar events, with target revenue of \$5,000; • “Mugging” in conjunction with the Eats & Beats and Leslivelle Tree Festival. Target revenue is \$2,500; and: • May 14th Signature Event, including a silent auction, with target revenue of \$5,000. Items for the silent auction valued from approx. \$10 to \$200 will be solicited. The event’s success is dependent upon Board engagement and assistance. <p>Considerable discussion occurred regarding the revenue targets and logistical requirements for the events. John pointed out that RTC now had valuable experience on which to build to ensure success, especially with the participation and support of board members.</p> <p>Motions: THAT the 2016 Fundraising Strategy be approved.</p> <p>THAT, with the receipt and approval of the fundraising strategy, the 2016 Global Budget be approved.</p>	<p>M: Chris S: Andrew CARRIED</p> <p>M: Graham S: Alan CARRIED</p>	
3.	Staff Reports			
a.	Executive Director/ Program Director Report	<p>John highlighted the ED and PD reports. He noted that:</p> <ul style="list-style-type: none"> • The Centre now had a full staff complement with the filling of the part-time weekend maintenance position and casual relief roster. He thanked the entire staff for their cooperation and assistance in adjusting work scheduled. • With the approval of the annual operating plan, staff had now developed individual work plans. In the case of the senior staff, several challenges in addressing all implicated activities in the 		

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		<p>hours available were identified.</p> <ul style="list-style-type: none"> • Extended operating hours for the Centre and new energy-efficiency measures have been implemented • RTC has a very busy schedule of events and activities in the coming months, including fundraising activities that would benefit significantly from Board participation and support. • Preparation is underway for “enhanced” summer camp programming and the Good Food Market, as well as children’s programming for the coming year. • Feedback received regarding the WEAVE programming has been extremely positive. <p>In response to a question, John confirmed that the current City work to rule process does not involve AOCC staff; collective bargaining concerning AOCC staff has not yet started.</p>		
b.	Business Manager Report	<p>Glenn advised that:</p> <ul style="list-style-type: none"> • Work on updating financial policies, including purchasing, was underway. • Preparations for the annual audit had started; • Currently scheduled building upgrades – e.g., installation of LED lights – have almost been completed. • The new commercial dishwasher had been installed and worked spectacularly during the volunteer appreciation event, noting that it is a selling point for future rental of the kitchen; • A full building audit to identify all maintenance and infrastructure deficiencies would be undertaken to inform a 5-year capital improvements plan; • He had met with the City’s Project Management office to discuss facility needs; • Computer upgrades to Windows 10, etc., were well underway. • many of the building maintenance/updating activities were underway or completed, including computer upgrades to Windows 10; <p>Concern was expressed about the implications of the City Budget commentary regarding centres, specifically</p>		

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		<ul style="list-style-type: none"> ○ AHOCs needing to take a strategic approach to leveraging alternative funding sources to support programming; and ○ The recommendation that each AOCC Board establish performance targets to maximize program funding in 2016 and submit them for City review. <p>John advised that the AHOC executive directors had noted the issues, but, to date, had no clear information regarding the issues or expectations. It was noted that the issue somewhat arose at last year's joint City/AHOCC Board session, but that the implications were unclear.</p> <p>It was recommended that the Board invite City Staff to clarify expectations, and ensure the presence of Councillor Fletcher.</p> <p><u>Decision:</u> THAT John and Glenn monitor the matter and advise the Board as required.</p>	<p>Consensus</p> <p>Agreed</p>	<p>Andrew/John</p> <p>John/Glenn</p>
4.	Committee Reports			
a.	BD&N	<p>Jordana highlighted issues relating to the finalization of governance policies and advised that the Committee had identified a resource to undertake plain language review.</p> <p>Discussion occurred regarding previous experience regarding review of proposed policies and concerns regarding their development, including fatigue given the volume of policies; the formatting of documents (looking too much like legal documents); and finding a balance between risk management and accessibility.</p> <p><u>Decision:</u> THAT the Committee review the pending policies having consideration for the discussion, undertake plain language review and re-submit the revised policies for Board consideration.</p> <p>Jordana also reminded members to forward ideas/suggestions</p>	<p>AGREED</p>	<p>BD&N Committee</p> <p>Members to contact Jordana respecting</p>

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		respecting training interests or opportunities for implementing inclusivity strategies.		suggestions.
b.	Executive Committee	No report		
c.	Finance	Graham advised that staff continue to develop revised financial policies, liaise with the auditors and prepare materials for quarterly reporting.		
d.	Fundraising & Marketing <i>[a] Web Site Redevelopment</i> <i>[b] Visual Identity</i>	Andrew highlighted the committee's efforts respecting the development of the fundraising strategy, as well as securing charitable tax receipts for larger donations and a raffle license. Samantha highlighted issues relating to the redevelopment of the website, advising that the current vendor had declined to use the WordPress platform and, as a result, the contract would be terminated. Discussion occurred regarding the need to clarify RTC's visual identity to facilitate both website redevelopment and future marketing. <u>Decision:</u> THAT the Committee explore a change in the Centre's visual identity (logo).	AGREED	Fundraising & Marketing Committee John/Glenn
e.	Membership & Outreach	Hongmei highlighted the committee's report, including the results of the governance volunteer awards process and outreach to Chinese-speaking members re participation in the volunteer appreciation event. <u>Decisions:</u> THAT the Governance Volunteer Recognition Awards be an annual practice. THAT the M&O Committee propose criteria and a selection process for the governance volunteer recognition awards for Board consideration.	AGREED AGREED	Membership & Outreach Committee

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		<p>Discussion occurred regarding</p> <ul style="list-style-type: none"> • The potential conflict between upcoming fundraising events and Chinese cultural events, such as the Lunar New Year; and • Strategies to identify and more effectively incorporate priority populations in committee activities and centre programming. 		
f.	<p>OP&E</p> <p><i>[a] 2016 Year End Report</i></p> <p><i>[b] Space Use Report</i></p> <p><i>[c] Privacy Policy</i></p>	<p>Michèle brought to the members' attention the 2016 Year End Report which provided a narrative summary of the Centre's successes relating to implementing its Strategic Renewal and 2015 Annual Operating plans. Such a narrative will have a wide variety of uses, including public reporting and funding applications.</p> <p>MOTION: THAT the 2016 Year End Report be received and endorsed.</p> <p>Michèle highlighted the background to the space use report and the considerable efforts made by the staff to assemble and analyse relevant data needed to both identify space use and space users. It was agreed that the report provided an excellent basis for promoting use of the facility as well as highlighting issues for future programme planning.</p> <p>MOTION: THAT the Board receive and endorse the recommendations of the RTC Space Use Report dated 19.02.2016.</p> <p>Michèle highlighted the importance and history of the proposed privacy policy. Discussion occurred about the potential to confuse the summary of policies with the actual policy. It was agreed, however, that embedding the summary in the policy document itself would mitigate the problem.</p> <p>MOTION: THAT the RTC Privacy Policy and Summary, dated February 2016, be approved.</p>	<p>M: Michèle S: Andrew Carried</p> <p>M: Michèle S: Jeff CARRIED</p> <p>M: Michèle S: Chris CARRIED</p>	<p>John</p> <p>John</p> <p>John/Glenn – preparation of underlying procedures & necessary staff training</p>

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	<i>[d] Preparing for Strategic Planning</i>	<p>Michèle reminded members of the need to start the review of the 2015-2017 Renewal Plan in June 2016, and highlighted the need to identify and prepare for the logistical requirements to accomplish this task.</p> <p>DECISION: THAT the Executive Director and OP&E Committee develop an appropriate proposal and budget for review and, as required, renewal or redevelopment of the Centre’s strategic plan for Board consideration at its April 2016 meeting</p> <p>Concern regarding activities that may be delayed as a result of the need to develop the plan was identified and acknowledged.</p>	AGREED	OP&E and John
g.	Personnel	<i>In Camera Report</i>		
5.	In-Camera Meeting <i>Report of In-Camera Meeting</i>	<p>MOTION: To go <i>In Camera</i> at 8:51 pm to address personnel issues and approve <i>in camera</i> minutes.</p> <p>MOTION To end the <i>In Camera</i> session at 9:10 pm</p> <ul style="list-style-type: none"> Discussion respecting personnel issues occurred. Minutes of the last 2 <i>in camera</i> meetings were approved. 	<p>M: Michèle; S: Samantha CARRIED</p> <p>M: Andrew; S: Chris CARRIED</p>	
6.	Adjournment	MOTION: To adjourn the meeting at 9:15 pm	<p>M: Alan S: Samantha Carried</p>	

**MOTION: That the minutes of the March 23, 2016 meeting of the RTC Board of Management be approved as circulated.
Moved: Andrew; Seconded: Michèle CARRIED**