

**APPROVED MINUTES**

**Ralph Thornton Centre Board of Management  
APPROVED MINUTES March 23<sup>rd</sup>, 2016**

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

**Regrets:** Hongmei Cai; Jennifer King; Chris Shantz; and Paula Fletcher

#	ITEM	DISCUSSION	DECISION	ACTION / BY
1.a.	<b>Greetings</b>	The Chair called the meeting to order.		
b.	Approval of Consent Agenda	Andrew reviewed the general terms for piloting a Consent Agenda at the meeting. <b>Motion: That the Consent Agenda be approved.</b>	<b>M:</b> Andrew <b>S:</b> Michèle <b>Carried</b>	
c.	Declarations of Conflict of Interest	None		
2	<b>Consent Agenda:</b>			
	<b>CONSENT AGENDA MOTION:</b>	<b>THAT the following Consent Agenda decisions and motions be APPROVED as presented:</b>	<b>M:</b> Andrew <b>S:</b> Michèle <b>Carried</b>	
	[a] Approval of Minutes	<ul style="list-style-type: none"> <li><b>MOTION:</b> That the minutes of the <i>February 24<sup>th</sup>, 2016</i> meeting of the RTC Board of Management be approved, as circulated.</li> </ul>		Secretary
	[b] Executive Committee	<ul style="list-style-type: none"> <li><b>MOTION:</b> That the Board ratify the Executive’s motion to commence the Board nominations process for the 2016 AGM.</li> </ul>		BD&N
	[c] Board Development & Nominations	<ul style="list-style-type: none"> <li><b>Decisions:</b> <ul style="list-style-type: none"> <li>THAT the Committee’s report be received;</li> <li>THAT the nominations process conclude on April 18, 2016;</li> <li>THAT “familiarity with Chinese culture and language” be included as a RTC-specific qualification for Board recruitment purposes;</li> <li>THAT Allan Lennon be confirmed as the second Board member on the 2016 Nominations Sub-Committee.</li> </ul> </li> </ul>		BD&N Jordana/Nominations Sub-Committee
	[d] Org. Planning & Evaluation <ul style="list-style-type: none"> <li>Space Use Report</li> </ul>	<ul style="list-style-type: none"> <li><b>Decisions:</b> <ul style="list-style-type: none"> <li>THAT the Board endorse the March 2016 Report on New Space Uses at RTC.</li> </ul> </li> </ul>		John/Glenn

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	<ul style="list-style-type: none"> <li>• South Stairwell redevelopment</li>   <li>• Northwest Room redevelopment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>MOTION:</b> THAT the Board authorize redevelopment of the South Stairwell for community use by: <ul style="list-style-type: none"> <li>• Permitting access (i.e., unlocking the doors) during normal Centre operating hours;</li> <li>• Initiating a pilot project to display historical and contemporary art in collaboration with area historians, artists, photographers, and artists' and historical networks and organizations; and</li> <li>• Considering full redevelopment of the stairwell as a community gallery within the context of the larger capital upgrading of RTC facilities, pending a report-back on the pilot project in the fall of 2016.</li> </ul> </li>   <li>• <b>MOTION:</b> THAT the Board authorize: <ul style="list-style-type: none"> <li>• Redevelopment of the 2nd floor Northwest Room to create a meeting room which can be used by the Board, staff and community;</li> <li>• Establish rental fees for the NW room, pending establishment of a new comprehensive rental rate schedule, as follows: Free for Free Space Users and \$10 per hour for all other users; and</li> <li>• Consider further upgrading (i.e., purchase/installation of new furniture and equipment) within the context of larger capital upgrading of RTC facilities.</li> </ul> </li> </ul>		<p>Glenn / OP&amp;E</p> <p>Glenn / OP&amp;E</p>
3	<b>Business Arising:</b>			
	[a] SRCHC Safe Injection Site	<p>Andrew advised that RTC had received a request to endorse the establishment of a safe injection site at the South Riverdale Community Health Centre. Discussion occurred regarding the evolution of current SRCHC harm reduction programming and RTC's historic support for such initiatives.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• THAT the RTC confirms its support for harm reduction programming at SRCHC and fully endorse the proposal to establish a safe injection site in Riverdale by signing the SRCHC petition.</li> </ul>	<b>AGREED</b>	Andrew/John

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	[b] Authorization for Management Team to represent the Centre	<p>John advised that some corporations with which RTC does business have significantly outdated staff contact information, and have requested that the Board provide explicit direction that the senior management team members may conduct business on behalf of the Centre.</p> <p><b>MOTION:</b>  <b>THAT the Board forward correspondence to all corporations with which the Centre does business to confirm that (a) the Executive Director, the Business Manager and/or the Programme Director are authorized to conduct business on behalf of the Centre, and (b) identify and provide contact information for the incumbent senior staff who are so authorized.</b></p>	<p><b>M:</b> Michèle  <b>S:</b> Graham  <b>Carried</b></p>	<p>John/Glenn to prepare required correspondence for Andrew's signature</p>
	[c] May Meeting Date	<p>Andrew advised that there was a need to change the May meeting date of the Board in order to accommodate the notice period for the 2016 AGM.</p> <p><b>Decision:</b></p> <ul style="list-style-type: none"> <li>• THAT the date of the May Board of Management Meeting be changed to May 18<sup>th</sup>.</li> </ul>	<p><b>AGREED</b></p>	<p>John to confirm room booking.</p>
	[d] City Programme Funding Expectations	<p>John that he had received e-mail communication from Costanza Allevato, Manager, SDFA advising that:</p> <ul style="list-style-type: none"> <li>• Council had approved a motion that <i>"...as part of the 2016 Budget process, each Community Centre Board of Management [is to] establish revenue performance targets to maximize programme funding in 2016, and that these targets be included in the AOCCs' 2017 Budget Submission..."</i>, due in early June 2016.</li> <li>• The required <u>minimal</u> <i>"...revenue performance target is one-to-one for administration to programme funding"</i>.</li> <li>• When calculating revenue performance targets for programme funding, in-kind contributions, such as equipment and staffing provided by third parties, can be included; however volunteers are not included.</li> </ul> <p>The e-mail further noted that 7 of the 10 AOCCs had already met this revenue benchmark.</p>		

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		<p>RTC challenges the assertion that Council passed such a motion (since it is not in any Council minutes) and, maintains that, had such a Council policy been established, advising the Board of Management in an e-mail to the ED in March 2016 was:</p> <ul style="list-style-type: none"> <li>• Contrary to and extremely disrespectful of the historic relationship between the volunteer Board of Management and the City. At the very least, any such policy should have been introduced at an annual City and Board liaison session, which was promised but still has not been scheduled;</li> <li>• Made without consultation with the AOCC Boards;</li> <li>• Made with inadequate notice to a volunteer boards of management given the expected implementation of June 2016; and,</li> <li>• Unreasonable and unrealistic for those AOCCs located in less wealthy communities.</li> </ul> <p>John further advised that</p> <ul style="list-style-type: none"> <li>• As of 2015, RTC's programme to City Core Funding ratio was 0.25:1 and will increase in the 0.39:1 in 2016, which the Board considered to be substantial increases in a short time period, given the Centre's and community's circumstances; and</li> <li>• In follow-up communication with Costanza, he was advised that <i>"...if the Centre is unable to attain that benchmark, then ... the Board should establish their own performance target to maximize programme funding in 2016 for inclusion in the 2017 budget submission."</i></li> </ul> <p><b>MOTION:</b>  <b>THAT the Board of Management communicate with Chris Brillinger, Director of Social Development and Administration Division, to express its concerns regarding the nature and timing of communication respecting the expected programme funding, and request a meeting to discuss the Board-City relationship and expectations regarding programme funding.</b></p> <p>Decision: THAT the Board would further explore the setting of strategic revenue targets to support programming prior to the AGM.</p>	<p><b>M:</b> Michèle  <b>S:</b> Samantha  <b>Carried</b></p> <p><b>AGREED</b></p>	<p>Andrew/John</p> <p>Finance/Board/John</p>

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	[e] Special Occasion Permit	John advised of a request to use the Centre for a fundraising event on April 9 <sup>th</sup> involving a special occasion permit.  <b>MOTION:</b> <b>THAT the Board approve the special occasion permit application submitted by It Takes A Village for April 9<sup>th</sup>, 2016.</b>	<b>M: Andrew</b> <b>S: Graham</b> <b>Carried</b>	John
	[f] Redevelopment Updates	Graham advised that First Gulf had finally submitted a redevelopment application to the City and that the current developer-sponsored community discussions would now be replaced with a formal City process.	Information only	Graham
<b>4.</b>	<b>Staff Reports</b>			
a.	<b>Executive Director/ Program Director Report</b>	John highlighted the following items from the ED and PD reports: <ul style="list-style-type: none"> <li>• Activities and commitments arising from Playing 4 Keeps, Community Matters, the Mural project, the RTC summer camp; WEAVE and Rivertowne programming.</li> <li>• That the ED be advised of all committee meetings;</li> <li>• The best way to track governance volunteers hours be discussed and agreed;</li> <li>• RTC's fundraising strategy and upcoming events, which need full Board participation;</li> <li>• Attempts to conclude the MAS marketing plan project;</li> <li>• Updating the membership data base;</li> <li>• Start of AOCC collective bargaining processes; and</li> <li>• Scheduled meeting with Chris Brillinger regarding the City-Non-profit relationships;</li> </ul>	Information only	
b.	<b>Business Manager Report</b>	Glenn reported on: <ul style="list-style-type: none"> <li>• Completion of the annual audit and anticipated receipt of the audited financial statement;</li> <li>• Drafting of financial policies; and</li> <li>• Capital issues, including known and previously identified facility upgrading/maintenance requirements.</li> </ul>	Information only	
<b>5.</b>	<b>Committee Reports</b>			
	<b>Finance</b>	Report highlights include: <ul style="list-style-type: none"> <li>• Development of comprehensive financial policies;</li> <li>• Participation in a service agreement with Associum Gain, which assists non-for-profit organizations with bulk purchasing, office supplies and equipment and telecom services;</li> </ul>		

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		<ul style="list-style-type: none"> <li>The 2015 year-end financial report, which identified an overall programme surplus of \$7,370 and a core funding deficit of \$849.</li> </ul> <p>Significant discussion occurred respecting the processes and issues underlying renewal of the contract for photocopiers.</p> <ul style="list-style-type: none"> <li><b>Motions:</b> <ul style="list-style-type: none"> <li><b>THAT the Ralph Thornton Centre end its photocopier lease and service contract with Toshiba, accepting a penalty of up to \$14,000 for so doing; and</b></li> <li><b>THAT the Ralph Thornton Centre enter into a new 66-month contract with Canon to provide RTC's photocopier, on terms acceptable to the executive director and business manager, on the understanding that Canon will pay said Toshiba penalty; and</b></li> <li><b>THAT, if Cannon's final proposed terms prove to be not advantageous to the Centre, the senior staff is authorized to consider the second bid or return to the Board for further direction.</b></li> </ul> </li> </ul>	<p><b>M:</b> Graham  <b>S:</b> Samantha  <b>Carried</b></p>	<p>Glenn/John</p>
	<p><b>Fundraising &amp; Marketing</b></p>	<p>Andrew and Samantha reported on the status of website updating, advising that the committee had proposed a scope review of the project to incorporate visual identity clarification.</p> <ul style="list-style-type: none"> <li><b>Decisions:</b> <ul style="list-style-type: none"> <li>That the Board issue RFPs which address a redesign of the graphic identity of the Centre and redesign of the web site; and</li> <li>That the web site redesign be completed by Dec 31 and proposed visual identity/logo redesign be tentatively scheduled to be revealed at the 2017 AGM.</li> </ul> </li> </ul>	<p><b>AGREED</b>  <b>AGREED</b></p>	<p>Fundraising &amp; Marketing Committee  John/Glenn</p>
	<p><b>Membership &amp; Outreach</b></p>	<ul style="list-style-type: none"> <li>No report</li> </ul>		
	<p><b>OP&amp;E</b></p>	<p>Michèle highlighted the committee's invitation to provide input to the proposed collection of voluntary diversity information respecting both candidates for nomination and members, advising that M&amp;O has already considered the matter and is generally supportive. Members expressed no specific concern, requesting minor edits to the data proposed for collection.</p>	<p>Consensus</p>	<p>OP&amp;E</p>

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	<b>Personnel</b>	<i>in camera Report</i>		
6.	<b>In-Camera Meeting</b>  <i>Report of in-camera Meeting</i>	<p><b><u>MOTION:</u> To go <i>in camera</i> at 8:40 pm to address personnel issues.</b></p> <p><b><u>MOTION</u> To end the <i>in camera</i> session at 8:50 pm</b></p> <ul style="list-style-type: none"> <li>• Discussion respecting personnel issues occurred.</li> </ul>	<p><b>M:</b> Michèle; <b>S:</b> Samantha <b>CARRIE</b></p> <p><b>M:</b> Alan; <b>S:</b> Graham <b>CARRIED</b></p>	
7.	<b>Adjournment</b>	<b><u>MOTION:</u> To adjourn the meeting.</b>	<b>M:</b> Jeff <b>S:</b> Mae <b>Carried</b>	

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