

**Ralph Thornton Centre Board of Management
MINUTES
January 28, 2015**

Present: Board: Hongmei Cai, Andrew Chong (Chair), Michele Harding, Graham Chernoff, Linda C Mackay, Councillor Paula Fletcher, Adrienne De Francesco (Minutes)

Staff: John Campey, Maria Moutsasos

Regrets: Maggi Redmonds, Chris May, Derek Chan Chris Shantz, Jennifer King

#	ITEM	DISCUSSION	DECISION	ACTION / BY
1.	Greetings	The meeting was called to order at 6:30pm		
a.	Approval of Agenda	<u>Motion</u> to approve the agenda	1:MH ; 2:GC CARRIED	
b.	Approval of November 26, 2014 Minutes	<u>Motion</u> to approve the minutes of November 26, 2014	1:LM ; 2:GC CARRIED	
c.	Declarations of Conflict of Interest	None		
2	Business Arising:			
a	Housing Advocacy	Deferred to Executive Committee Report		
2b	Interim 2013-14 Operation/Prog. Plan + Draft 2015 Prog. Plans	Michele reminded the board that Glen had shared program plan and board members are invited to offer feedback or ask questions. Please send to Michele and John. These items will be used to help complete the operating plan.		Board invited to give feedback/ask questions prior to February 6.
3.	Staff Reports			
a.	Executive Director's Report	<ul style="list-style-type: none"> • John excited and pleased to be here, feels very positive and welcomed. • He has been getting a sense of operations, people at staff, board and community level. John has had some initial meetings with community contacts. He also noted that he already has relationships with or knows many of RTCs key partners. • Met extensively with Councillor Fletcher to understand RTC history and upcoming opportunities for further involvement. RTC will host Councillor's budget forum meeting on February 18. • John attended his first Finance Committee meeting, the website meeting, South Riverdale Housing Advocacy Group meeting, Riverside planning meeting, Toronto Neighbourhood Centres meeting. • He flagged ongoing involvement with Long Term Waste 		

#	ITEM	DISCUSSION	DECISION	ACTION / BY
		<p>Management Stakeholder Advisory Group (brings community lens, actually a historical issue in this community), and City's Poverty Reduction Advisory Committee, which is aligned with RTC but also may be an opportunity for RTC to pilot initiatives.</p> <ul style="list-style-type: none"> • 400 applications for receptionist position. 		
b.	Program Director Report	<ul style="list-style-type: none"> • Volunteer appreciation event was very successful and some volunteers indicated interest in re-engage as a result, which was one of the goals. • Playing for Keeps - at the number we wanted to engage. • Exchange Loft - more volunteers using, more animated because of one to one computer classes; women's chat group will be happening over lunch hours. Planning to get all volunteers together as team with Susy leading. • Community Matters on children's programming in the works, partnering with library, others. May help with redesign of after school program. Community Matters in May one will be in partnership with Planning South Riverdale. • Mentoring - new session has begun and now has a waiting list; is doing quite well. Students have been very successful and have completed placements. • Lunar New Year celebration at Gerrard Square February 28 – doing more kids programming. • Lots of funding reporting underway. Starting to look at impact reporting. • Other quick updates: RAC Camp plans underway. Relief receptionist working out well during hiring process. Rivertowne transition discussions underway. Staff teambuilding event successful at end of December. Partnerships being explored around exchange loft, train the trainer model. Held Riverdale Food Working Group movie night and meal together. WoodGreen will be using space during March Break. 		
4.	Committee Reports			
a.	BDN	<ul style="list-style-type: none"> • Michele on behalf of Chris. • Call for nominations went out but not enough statements of interest so it will be recirculated, particularly to members and stakeholders. Noted that the number of hours has been flagged as an issue. Nominations committee is being formed. • The City has not yet approved new constitution. • Board please read nominations policy and procedure, to be tabled for decision in February meeting. Please also read structure policy, to be tabled for decision in March. These are in 		<p>John to follow up with city legal on approval of the new constitution.</p> <p>Board members please read the proposed</p>

#	ITEM	DISCUSSION	DECISION	ACTION / BY
		<p>line with the City and constitution.</p> <ul style="list-style-type: none"> • Short discussion around partisan political activity – one AOCC was chastised recently. We are being very careful about this, have a clear policy. • Derek has shared some board development materials available in Drop Box. 		<p>policies, comment and be ready to discuss at next meeting.</p> <p>Board members invited to add attributed questions and comments to the documents and email to the committee by Feb 15.</p>
b.	Executive	<ul style="list-style-type: none"> • Discussed multi residency housing group. Board does not need to be involved in any decisions around this group at this time; group is still exploring its mandate and what action will arise. • Michele notes that strategic plan actively prioritized or removed some issues so that as opportunities arise, we should evaluate against plan for best use of resources, level of investment. Strategic Plan is a decision making lens. Reminder that this is a responsibility of staff and board, but will also become second nature soon. 		
c.	Finance	<ul style="list-style-type: none"> • The \$15,000 the board authorized Interim ED to spend was spent fully. • 4th quarter report still draft, will be updated; core surplus of \$18,000 expected to be reduced because some staff time in program line should be under core. Some 2014 bills also just received and will reduce surplus in core. • Funding from RTCO has covered some program deficits. We expect that RTCO will likely agree to allocate funds to where needed, as discussed in the past. 		
d.	Fundraising & Marketing	<ul style="list-style-type: none"> • Committee was very active through December on website process. Vendor unanimously chosen with involvement and representation from board, staff, very thorough and careful ranking process. References checked, project defined, contract signed, and invoice delivered. First meeting was last week to talk about concrete next steps and get the project going. Committee is available to help as needed but hopes this will be a staff owned and led project. • Work with MAS consultant to lay a fundraising and communications foundation to start shortly. 		
e.	Membership & Outreach	<ul style="list-style-type: none"> • Based on experience last year with challenges around appointment, nominations, orientation of board members and other constraints, committee recommends moving AGM to early June. Michele expressed concern about changing current 		M&O Committee to come

#	ITEM	DISCUSSION	DECISION	ACTION / BY
		<p>terms of office, complexity of official lengths of term of office. We would need to be clear on how to manage the different length of terms. Paula suggested that making the change not for 2015 but for 2016 which could allow helpful lead time to sort out the details and would allow for meaningful feedback from new ED and management team. John noted that Social Planning Toronto moved AGM to May which worked well and allowed the summer for orientation.</p> <ul style="list-style-type: none"> • After discussion all were in favour of moving the AGM in 2016, and the committee is asked to come back to the next board meeting with a firm proposal. • Shared committee's exploration of fundamentals of membership for information. • Centre is required by city to have a privacy policy; members are just one group impacted. Discussion about whether it would make sense for the committee to create RTCs overall privacy policy. 		back with detailed proposal for change in 2016.
f.	OP&E	<ul style="list-style-type: none"> • Discussion of list of stakeholders, some additions and changes. • Discussion of who needs the most attention in the next 12 months. • Committee to update and send back to board as tool for ongoing use. 		
5.	IN CAMERA SESSION	<p><u>Motion to go in camera at 8:40pm.</u></p> <ul style="list-style-type: none"> • Personnel Matters were discussed. <p><u>Motion to approve the in camera minutes of November 26, 2014</u></p> <p><u>Motion to approve the in camera minutes of November 26, 2014</u></p> <p><u>Motion to move out of camera at 8:50pm</u></p>	<p>1:MH ; 2:GC CARRIED</p> <p>1:MH ; 2:GC CARRIED</p> <p>1:GC ; 2:HC CARRIED</p> <p>1:GC ; 2:HC CARRIED</p>	
6.	Adjournment	<u>Motion to adjourn at 8:50pm</u>	1:PF ; 2:HC CARRIED	

Approved February 25 2015