

Ralph Thornton Centre Board of Management
APPROVED MINUTES
February 25 2015

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

#	ITEM	DISCUSSION	DECISION	ACTION / BY
1.	Greetings	The meeting was called to order at 6:38 pm by Chair Andrew Chong		
a.	Approval of Agenda	Motion: to approve the Agenda for the February 25, 2015 meeting.	1. MH; 2.JK Carried	
b.	Approval of Jan 28 2015 minutes	Motion: to approve the minutes of Jan 28 2015	1.MR; 2.LCM Carried	
c.	Declarations of Conflict of Interest	None		
2	Business Arising:			
a	November City /AOCC Meeting Report	<i>Ref Board Package 2015 02 26. Item 2 & Additional Board Package Documents: 2015 02 26, Nov 1 2014 City AOCC session</i> Jen & Michele gave information on & impressions of the meeting about City expectations of AOCCs Some AOCC Board members had an informal discussion about insurance for boards of their related charitable organizations (i.e. RTCO). The issue of "political activity/advocacy" was also discussed. It was pointed out that AOCCs value to the City comes from the fact they that can raise funds; it's useful to demonstrate that we indeed do that.		
3.	Staff Reports			
a.	Executive Director's Report	<i>Ref Board Package 2015 02 26. Item 3a and & Additional Board Package Documents: 2015 02 26, RTC Strategic Workplan</i> The Board welcomes Rose Scher, the new Receptionist/Admin Assistant. Thanks to Hongmei for participating on the hiring panel. Some suggestions were made to potentially improve aspects of posting & interview systems. Possible wine tasting event is not going to occur, but future collaborations with BIA are likely. John requested feedback on any errors or omissions in his draft workplan.	John was asked to post the new Friday newsletter on the RTC website. Noted that our catchment area is larger than South Riverdale. Board members to respond to draft plan by March 5th.	JC All Board members

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b.	Program Director Report	<p>Maria reported program updates including:</p> <ul style="list-style-type: none"> • Staff have now completed some specific training (e.g., CPR) • P4K training has begun • the Good Food Market planning has started • Lunar New Year event Feb 28th at Gerrard Sq. • a children' programming fair will be held April 4, including an open house for parents • RAC Camp registration is in the Fun Guide; RTC, TPL & RCPC will provide assistance for people with more limited resources to register for P&R programs on Mar 11th • Staff are looking into RAC Camp extension to include specific groups • Film night with RFWG on Mar 24, including gourmet popcorn • Black History Month events are being held at RTC 		
4.	Committee Reports			
a.	BDN	<p><i>Ref Board Package 2015 02 26. Item 4a</i> Two potential candidates for nomination to fill the Board vacancy are being contacted at present.</p> <p>Member approved Constitution still awaiting council approval.</p> <p>Board Governance Policies are being presented to the Board for discussion on at Mar 25th meeting are in a new Dropbox folder called <i>Review & Comment Requests</i>.</p> <p>There is also a new Board & Committee Structure Policy being suggested by BD&N. It was clarified that all committee information is to be held in one document. This will come to the April Board meeting for a decision.</p> <p>We eventually need to review all the policies the City requires us to have and ensure compliance.</p>	Andrew to check into status of Board Constitution approval	AC
b.	Executive	Andrew reported that the Exec met with John and is currently working on an Executive Limitations policy & a decision matrix.		
c.	Finance	<p>Chris reminded us that we will be audited as usual this year. The letter describing the process, which starts in March, will be posted on Dropbox. We will have the same Audit Manager as last year.</p> <p>John mentioned that it is now clear that we will have no surplus, possibly a small deficit, this year.</p>		

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d.	Fundraising & Marketing	<p><i>Ref Board Package 2015 02 26. Item 4d</i></p> <p>Adrienne reported that there was an excellent meeting with the MAS representative; an action plan will be developed prior to the next Board meeting.</p> <p>It was clarified that Tilted Pixel “proprietary platform” was thoroughly explored and will work well for us. The Board is reminded that the funding for this project was approved on October 29 2014 as a priority for spending any surplus funds.</p> <p>Decision that RTC become a beneficiary of the Scotiabank Waterfront Marathon through the Toronto Neighbourhood Association.</p>	Agreed.	
e.	Membership & Outreach	<p><i>Ref Board Package 2015 02 26. Item 4e</i></p> <p>DECISIONS: The 2015 AGM is to be held on Wednesday September 30th</p> <p>The Board will maintain its regular meeting on Wednesday September 23rd and cancel if required.</p> <p>The Board will hold AGMs in June, starting in 2016 M&O’s additional recommendations:</p> <ul style="list-style-type: none"> • have the regular 4th Wed in June Board meeting; • provide an immediate “practical” orientation to new members; • let new members join any Cttee in which they are interested; • change the Board holiday break to August; • hold the Exec election at the end of July meeting; • hold a Board planning event in Sept or early Oct. <p>will also be implemented starting in 2016</p> <p>Issue of changes in Board terms when AGM changes was raised. Agreed this should be addressed through Nominations information</p> <p>The Committee discussed accessibility of RTC Governance policies. John suggested a holding a focussed discussion in a special Board session about this. There are numerous strategies available to work on balancing our governance approaches with optimum inclusion & accessibility.</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Maggi, Graham & John volunteered to develop a proposal for a special session to continue this discussion</p>	<p>BD&N</p> <p>GC, MR & JC</p>

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f.	OP&E	<i>Ref Board Package 2015 02 26. Item 4f</i> Let Committee know if there are any questions or concerns		All Board members
g.	Personnel	<i>Ref Board Package 2015 02 26. Item 4g</i> For information only.		
5.	Other Business			
a.	Events at RTC	Paula pointed out that RTC is the venue for a Mar 4 meeting regarding Riverside Sq. development and a Mar 9 meeting for an update on the Red Door Shelter plans.		
b.	In-camera meeting Approval of In Camera Minutes of Jan 28, 2015	Held until the March meeting	Minutes to be tabled at March meeting.	
6.	Adjournment	<u>MOTION:</u> to adjourn the meeting at 9:08	1.CM; 2.CS Carried	

Approved March 25 2015