

**Ralph Thornton Centre Board of Management
APPROVED MINUTES
AUGUST 26 2015**

Present: Board: Hongmei Cai Graham Chernoff, Andrew Chong (Chair), Cynthia Fleming, Michele Harding. Jennifer King. Chris May, Maggi Redmonds (Minutes), Chris Shantz

Staff: John Campey, Rose Sher, Janice Zhang, Maria Moutsatsos, Susy Glass, Mark Johnson
Guests: Mae Hum, Samantha Morrison, Arthur K Stuebing

Regrets: Linda C Mackay
Absent: Derek Chan

#	ITEM	DISCUSSION	DECISION	ACTION / BY
1.	Greetings	The meeting was called to order at 6:15 by Andrew Chong. Mae & Samantha (prospective Board nominees) were introduced. Our newest honorary Board member (Arthur) was welcomed to his first meeting. Andrew commented on the great fundraising thank you party, and thanked the staff involved.		
a.	Approval of Agenda	Motion: to approve the agenda as amended	1. MH 2. JK Carried	
b.	Approval of June 24 2015 minutes	Motion: to approve the minutes of June 24 2015	1. CF 2 GC Carried	
c.	Declarations of Conflict of Interest	None		
2	Business Arising:			
a.	Staff presentation	Hand out was circulated Staff gave an overview of RTC, including the building, programs (existing & renewed), partnerships, space use, community engagement & connections. If anyone has any additional questions, please contact John. Staff were thanked for an excellent & informative presentation.		
b.	Inclusivity Working Group report	Graham said that any Board member who would like to join the working group is welcome. Group hopes to collaborate with BD&N to offer a Board orientation to follow up on the June 17 th session. The group further proposes 10 min be set aside at each Board meeting to discuss & plan to implement inclusivity goals developed at the June meeting.		

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c	SOP	Motion: to approve the serving of alcohol at RTC pending receipt of a SOP at a private party of 40 to 50 people on Sept 19th.	1. MH 2. HC Carried	
3.	Staff Reports			
a.	Executive Director's Report	<p><i>Ref Board Package 2015 08 26 Item 3</i></p> <ul style="list-style-type: none"> • Some questions were asked about the renewed After School Program. The goal for capacity is 24 children; the minimum number of participants is now pre-registered. The ratio of staffing will be maintained as participants increase. • The Date Night program is still in the planning stages. It will be targeted to diverse members of the community. It will start as a cost-recovery program. The suggestion was made to involve a range of local businesses to assist with inclusion. • There has been a debrief on the Sunday drop-in program. It was noted that as the program continued, the majority of participants were local. The 519 staff person offered to make a presentation to the Board, with a view to RTC continuing to serve this population. • There are expectations being voiced that RTC will continue with a mural program. • Newsletter is a bit delayed; it will definitely go out by Labour Day (will include AGM notification) • Note Sept 15th Community Matters All-Candidates meeting being planned. 		
4.	Committee Reports			
a.	BDN	<p><i>Ref Board Package 2015 08 26 Item 4a</i> <i>Ref Additional Board Package Documents 2015/ 2015 08 26/ Board Effectiveness Development Issues</i></p> <p><u>DECISION:</u> That the one-year vacancy arising from Adrienne's resignation be filled via the AGM nominations process.</p> <p><u>DECISION:</u> That the Board refer the annual board self-evaluation report to the BD&N for consideration and further action, as appropriate.</p> <ul style="list-style-type: none"> • Our effectiveness score on the evaluation has increased 	<p>Agreed</p> <p>Agreed</p>	

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		<p>by approx. 10%</p> <ul style="list-style-type: none"> Chris thanked the Nominations sub-committee for their hard work. It was noted that M&O did submit a comprehensive response to the request for comments on the draft Board and Committee Structure and Mandates policy. 		Maggi will resend it to Michele
b.	Executive	<ul style="list-style-type: none"> No report Noted that Linda has had to take a leave due to a death in her family. The Board expressed condolences. She will return to the Board in September 		
c.	Finance	<p><i>Ref Board Package 2015 08 26 Item 4c</i> <i>Ref Additional Board Package Documents 2015/ 2015 08 26/ June 2015 Financials Summary</i></p> <ul style="list-style-type: none"> It was noted that there is a long-standing request that financial reports be made more accessible (e.g., minus signs mean minus). This can be addressed once we have the new Finance Mgr. in place. A small group brainstorming session was held to develop ideas for expending potential surplus funds. 		
d.	Fundraising & Marketing	<p><i>Ref Board Package 2015 08 26 Item 4d</i></p> <ul style="list-style-type: none"> Website development is moving forward. Reminder that the Board is expecting a marketing & communications strategy to be brought forward 		
e.	Membership & Outreach	<p><i>Ref Board Package 2015 08 26 Item 4e</i> <i>Ref Additional Board Package Documents 2015/ 2015 08 26/ M&O</i></p> <p>DECISION: To increase the AGM budget to \$2,000.</p>	Agreed	
f.	OP&E	<p><i>Ref Board Package 2015 08 26 Item 4f</i> <i>Ref Additional Board Package Documents 2015/ 2015 08 26/ Data Collection & Evaluation Strategy</i></p> <p>A policy and strategy respecting data collection and evaluation for the Centre as a whole has been tabled and will be presented for approval at the Sept meeting. It is available in the Dropbox for review.</p>		
g.	Personnel	No report		

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5.	Other business - In camera session	<p><u>MOTION:</u> to move in camera at 8:11pm to discuss Nominations Sub-cttee report and approve June in-camera minutes.</p> <p><u>MOTION:</u> to approve the minutes of the June 24 in-camera meeting.</p> <p><u>Motion:</u> to approve the list of qualified prospective nominees for presentation to the AGM for election to the Board</p> <p><u>MOTION:</u> to move out of camera at 8:34</p>	<p>1 GC 2 MH Carried</p> <p>1 CF 2HC Carried</p> <p>1 MH 2 GC Carried</p> <p>1 MH 2 GC Carried</p>	
6.	Adjournment	<u>MOTION:</u> to adjourn the meeting at 8:35	1 MR 2 HC Carried	

Approved by RTC Board September 23 2015