

**Ralph Thornton Centre Board of Management**  
**MINUTES of the SEPTEMBER 23 2015 MEETING**  
**APPROVED OCTOBER 28, 2015**

Present: Board: Hongmei Cai, Derek Chan. Graham Chernoff, Andrew Chong (Chair), Cynthia Fleming, Michele Harding. Jennifer King, Linda C Mackay, Maggi Redmonds (Minutes)

Staff: John Campey

Regrets: Chris May, Chris Shantz

#	ITEM	DISCUSSION	DECISION	ACTION / By
1.a.	<b>Greetings</b>	The meeting was called to order at 8:40 pm by Andrew Chong At this, their last regular meeting, Andrew thanked the outgoing Board members for their contributions.		
b.	Approval of Agenda	<b>Motion: to approve the agenda</b>	1. HC 2. LCM <b>Carried</b>	
c.	Approval of minutes of 2015 08 26	<b>Motion: to approve the minutes of August 26 2015 as amended</b> OP&E item to be moved to "action" column	1. MR 2. MH <b>Carried</b>	
d.	Declarations of Conflict of Interest	None		
2	<b>Business Arising:</b>			
a.	Inclusivity Working Group Update	The group has suggested that the Board spend 10 mins per Board meeting on items related to improving inclusion It has further suggested this be a major item during the orientation. Graham suggested that working group be folded into BD&N		To be considered as new committees are formed.
3.	<b>Staff Reports</b>			
a.	Executive Director's Report	<ul style="list-style-type: none"> <li>• Interviewing for Business Mgr this week; hope to have someone starting asap.</li> <li>• Funding for RTC CD worker in Rivertowne approved by City staff; needs to be approved by Council. Planned duration of funding not yet clarified. It was noted that deliverables for this role, the Board's related goals &amp; sustainability for the program need clarification.</li> <li>• Very successful All-Candidates' meeting held last week. Some participant suggestions were mentioned.</li> </ul> <p><b>Motion: to approve an SOP for a private party on Oct 17</b></p>	1.GC 2.HC <b>Carried</b>	

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		<ul style="list-style-type: none"> <li>In light of RTC's anticipated small year-end surplus, John recommended reimbursing The 519 for the staffing assistance they have provided to us in the past year.</li> </ul> <p><b>Motion: To reimburse The 519 for up to \$5K for the services received.</b></p> <ul style="list-style-type: none"> <li>A summer student is being kept on til year-end; she is being very helpful on a number of fronts.</li> <li>John thanked all staff for keeping things going while he was on his short vacation.</li> </ul>	1.MH 2.GC Carried	
b.	Program Director Report	<p><i>Ref Board Package 2015 09 23 Item</i></p> <ul style="list-style-type: none"> <li>See written report.</li> </ul>		
<b>4.</b>	<b>Committee Reports</b>			
a.	BD&N	<p><i>Ref Board Package 2015 09 23 Item 4a</i></p> <p><b>Decision: Proposal for an immediate draw for the 1 year Board positions, unless some members volunteer for them, after the AGM.</b></p> <p>This Board recommends that the current Exec be proposed to act as Interim Exec; Cynthia volunteered to be Secretary. This group will be presented to the new Board immediately after the AGM.</p> <p>Committees will carry on as constituted until after the Board orientation, although there are some gaps to be filled.</p> <p><b>Motion: That the budget for the Board orientation be approved for up to \$1,500 including facilitator, venue, and food.</b></p>	Agreed        1.MH 2.JK Carried	
b.	Executive	<p><i>Ref Board Package 2015 09 23 Item 4b</i> <i>Ref Additional Board Package Documents/2015/2015 09 23/</i> <i>Executive Limitations Policy - DRAFT</i></p> <p>The proposed Executive Limitations policy was tabled. Suggested that perhaps a different name would be more appropriate. Executive Responsibilities Policy was suggested</p>		All Board members to review by next meeting

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c.	Finance	No report John reported that he has finally heard from Min of Finance re: the Employer Health Tax. They will not be concerned with anything before 2011. We will receive confirmation by mail.		
d.	Fundraising & Marketing	<i>Ref Board Package 2015 09 23 Item 4d</i> <i>Ref Additional Board Package Documents/2015/2015 09 23/ F&amp;M Year End Report</i> <ul style="list-style-type: none"> <li>Linda noted that the committee will be using the AGM activities on “What RTC means to me” as input for their work.</li> <li>Linda reported that \$500 was raised for the Good Food Markets during Eats &amp; Beats.</li> <li>Cynthia said that a 2015-16 strategic fundraising plan will be prepared for the Board’s consideration in the near future.</li> </ul>		
e.	Membership & Outreach	<i>Ref Board Package 2015 09 23 Item 4d</i> <i>Ref Additional Board Package Documents/2015/2015 09 23/ M&amp;O 1, 2 and 3</i> AGM Planning: <ul style="list-style-type: none"> <li>Board members were asked to share the AGM information on RTC’s Facebook page with their FB contacts</li> <li>Hongmei will contact Avvy Go to get the summary of her talk for translation. John will provide the financial numbers.</li> <li>It was suggested that any motions be projected in both English &amp; Chinese.</li> <li>Quorum requirement will be determined before AGM</li> </ul> <p><b><u>Motion:</u> that the Board adopt the proposed Privacy Policy and Summary in principle, and that it be fully adopted (with any required changes) at the October meeting.</b></p> <p>It was suggested that the final policy must contain a section on responses to policy breaches. Also suggested that 3d should include RTC’s responsibilities to partners (as well as those to us)</p> <p><b><u>Motion:</u> That all new memberships received to date, are extended until the expiry date in 2016.</b></p> <p>Attention was drawn to committee recommendation re: governance policies.</p>	1, MR 2. HC <b>Carried</b>  1. MH 2.MR <b>Carried</b>	All Board members to share AGM FB information.         Suggestions should be incorporated by M&O; this can be done via the Dropbox folder Review & Comment Requests

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f.	OP&E	<p><i>Ref Board Package 2015 09 23 Item 4f</i>  <i>Ref Additional Board Package Documents/2015/2015 09 23/ OP&amp;E1</i></p> <p><b>Motion: that the Data Collection and Evaluation Policy and Strategy be adopted and approved for implementation.</b>  The appendix was attached so the Board can see how it will be implemented. The strategy for implementation was described. It is ambitious, but possible and useful.</p> <p>Thanks were extended to all committee members, in particular the NBCMs (as per the year-end report).</p>	<p>1. MH 2. GC  <b>Carried</b></p>	
g.	Personnel	<p><i>Ref Board Package 2015 09 23 Item 4g</i></p> <p>Jen pointed out that there should be a mid-year ED review in October, but that perhaps this should be postponed for this year as John has undergone recent probationary reviews. No report to the City is due until Feb.</p>		<p>Personnel will make a report and proposal at a future meeting.</p>
5.	In-camera meeting	<p><b>Motion: to go in-camera at 8:15 to approve previous in-camera minutes.</b></p> <p><b>Motion to approve the Aug 28 In camera minutes</b></p> <p><b>Motion to go out-of-camera at 8:20 pm</b></p>	<p>1.. MH 2. LCM  <b>Carried</b></p> <p>1.GC 2. LCM  <b>Carried</b></p> <p>1.DC 2. HC  <b>Carried</b></p>	
6.	Adjournment	<p><b>Motion: to adjourn the meeting at 8:21</b></p>	<p>1. MR 2. DC  <b>Carried</b></p>	

**MOTION: THAT the minutes of the September 23, 2015 meeting be approved as circulated.  
Moved by: Jennifer King; Seconded by Graham Chernoff. CARRIED**