

**Ralph Thornton Centre Board of Management**  
**APPROVED MINUTES January 27, 2016**

**Present: Board:** Hongmei Cai, Graham Chernoff, Andrew Chong (Chair), Jeff Garlowski, Michele Harding (Minutes), Mae Hum, Jennifer King, Samantha Morrison, Ming Ou; Chris Shantz; and Jordana Wright.

**Staff:** John Campey; Maria Moutsatsous; Glenn Gustafson

**Regrets:** Alan Lennon and Paula Fletcher

#	ITEM	DISCUSSION	DECISION	ACTION / BY
1.a.	<b>Greetings</b>	The Chair called the meeting to order. New members were introduced		
b.	Approval of Agenda	Item 2a – Minute Taking Delegation – withdrawn The following items were added: <ul style="list-style-type: none"> <li>▪ Council actions</li> <li>▪ Approval of signing authorities</li> <li>▪ Global Budget (from Finance Committee. Report)</li> </ul> <b>Motion: That the agenda, as amended, be approved.</b>	<b>M: Chris</b> <b>S: Samantha</b> <b>Carried</b>	
c.	Approval of Minutes	<b>Motion: That the minutes of the December 2<sup>nd</sup>, 2015 meeting, as amended, be approved.</b>	<b>M: Jennifer</b> <b>S: Mae</b> <b>Carried</b>	
d.	Declarations of Conflict of Interest	None		
2	<b>Business Arising:</b>			
	[a] Council Approvals	<ul style="list-style-type: none"> <li>• Andrew advised that the Toronto/East York Community Council had approved the appointment of newly elected and appointed members. Alan, Mae, Jordana, Jeff, Ming and Samantha were formally welcomed.</li> <li>• Andrew also advised that the revised RTC Constitution had been submitted to Council for approval. Approval is expected at the next Council meeting (first week of February).</li> </ul>		John to secure Council documentation  John to monitor approval process
	[b] Signing Authorities	<ul style="list-style-type: none"> <li>• Discussion occurred regarding the Board and staff signing authorities. Members agreed that it was appropriate to add the Business Manager as a staff signing authority.</li> </ul>		

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	[c] Board Committees Terms of Reference & Annual Activities	<p><b>MOTIONS:</b></p> <ol style="list-style-type: none"> <li>1. <b>THAT the following current Board Officers be deemed signing authorities respecting all Centre business: Andrew Chong; Samantha Morrison; Graham Chernoff and Michèle Harding;</b></li> <li>2. <b>THAT the signing authority of previous Board Officers (Maggie Redmonds, Chris Shantz and Jennifer King) be revoked effective February 15<sup>th</sup>, 2016; and,</b></li> <li>3. <b>THAT the Business Manager be authorized to sign cheques on all bank accounts up to the amount of the Executive Director’s signing authority.</b></li> </ol> <p>It was clarified that in order to maintain the Board’s check and balance oversight respecting disbursements, any cheque in excess of \$1,999 should be countersigned by a Board signing authority</p> <p><b>MOTION:</b> <b>THAT cheques in excess of \$1, 999. 99 shall be signed by at least one Board signing authority.</b></p> <p>Andrew highlighted recommended Committee Terms of Reference and activities for the 2015-2016 period. Discussion occurred respecting BD&amp;N’s activities. It was clarified that the Board should decide which of its policies are to be developed or updated.</p> <p><b>MOTION:</b> <b>THAT the attached Terms of Reference, as amended, be the adopted by the Board and replace any previously approved Terms of Reference.</b></p>	<p><b>M:</b> Andrew; <b>S:</b> Jeff <b>Carried</b></p> <p><b>M:</b> Andrew; <b>S:</b> Jeff <b>Carried</b></p> <p><b>M:</b> Jennifer; <b>S:</b> Jordana <b>Carried</b></p>	<p>Executive Director, Business Manager to organize necessary bank documentation and secure signatures</p> <p>Committee Chairs</p>

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3.	<b>Staff Reports</b>			
a.	<b>Program Director/ Executive Director Report</b>	<p>Maria referenced the written staff report and invited questions.</p> <p>John:</p> <ul style="list-style-type: none"> <li>• Thanked Maria for her work as acting executive director while he was on vacation. He noted that the effective management team now in place ensured smoother operations.</li> <li>• Noted that the 2016 Strategic Operating Plan had been reviewed by the Board over the last few months and requested that it be approved.</li> </ul> <p><b>MOTION:</b> <b>THAT the 2016 RTC Strategic Operational Plan be approved.</b></p> <ul style="list-style-type: none"> <li>• John also advised that the City has launched reviews of its relationships with non-profit organizations, including AOCCs. He will monitor the process.</li> </ul>	<b>M:</b> Andrew; <b>S:</b> Graham <b>Carried</b>	
b.	<b>Business Manager Report</b>	<p>Glenn:</p> <ul style="list-style-type: none"> <li>• Advised that many of the building maintenance/updating activities were underway or completed, including computer upgrades to Windows 10;</li> <li>• Advised that final Council approval of the 2016 Operating and Capital Budget was expected in February 2016. RTC's core budget is recommended to receive a 1.7% (\$11,000) increase for 2016, which will cover COLA increases in salaries and some inflation on non-salary items. No large capital projects were included. The Facilities and Real Estate Division's capital plan will consider fire alarm system upgrades in 2018 and HVAC upgrades in 2020.</li> <li>• Highlighted that the Council Analyst's Budget Notes (pp 20-21) contain the following: <ul style="list-style-type: none"> <li>○ <i>The percentage of program funding leveraged to the total operating budget varies for each centre and ranges between a low of 9.4% to a high of 77% with most centres (6 out of 10) averaging below 50%. (RTC is 20.6% - 9<sup>th</sup> of all AOCCs). In order to meet the mandate of providing</i></li> </ul> </li> </ul>		

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		<p><i>programming services and community activities, a strategic approach to leveraging alternative funding sources is required by the Association of Community Centres.</i></p> <ul style="list-style-type: none"> <li>○ <i>It is recommended that each Community Centre Board of Management establish performance targets to maximize program funding in 2016 and submit them for City review.</i></li> <li>● Advised that the Finance Committee had approved terms of reference for development of a comprehensive financial policies.</li> </ul>		
4.	<b>Committee Reports</b>			
a.	<b>BD&amp;N</b>	<ul style="list-style-type: none"> <li>● Jordana highlighted issues related to the Committee's report.</li> <li>● Members were invited to forward ideas/suggestions respecting training interests or opportunities. It was suggested that Volunteer Toronto also be considered as a resource.</li> <li>● Discussion occurred respecting the development of Board governance policies. It was proposed that the Board determine which governance policies will be developed or updated prior to committee action.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Members to contact Jordana respecting suggestions.</li> </ul>
b.	<b>Executive Committee</b>	<ul style="list-style-type: none"> <li>▪ Andrew advised that the Committee would be working on issues relating to: <ul style="list-style-type: none"> <li>○ The division of labour among board officers</li> <li>○ Delegation of tasks, such as taking board minutes, to staff;</li> <li>○ Cleaning up old policies, such as "By-Law #2". It was agreed that the old policies would be retained in an Archive file.</li> <li>○ Inclusivity and engagement, including plain language strategies.</li> </ul> </li> </ul> <p><u>Decision:</u> To establish a task group to identify strategies and resources respecting plain language, policy drafting principles and committee engagement principles/best practices.</p> <ul style="list-style-type: none"> <li>○ Volunteer recognition, which would be spearheaded by M&amp;O.</li> </ul>	AGREED	Executive



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	<p><i>Web Site Redevelopment</i></p>	<p>an event compared to expected or likely revenue generated.</p> <ul style="list-style-type: none"> <li>The Committee will establish a task group to develop the event and is inviting representatives from other committees to participate.</li> </ul> <p>Samantha addressed the issue of completing the Website redevelopment, advising that the project was significantly behind schedule and that there were several issues respecting the current vendor's work to date. The vendor appears to be in breach of contract. Concern was expressed regarding whether the amounts paid to date could be recovered or would have to be repaid to the City</p> <p>Discussion occurred respecting the implications of proposed options.</p> <p><b>MOTION:</b>  <b>THAT the Committee/Exec Director approach the vendor respecting amending the contract to develop the web site on a non-proprietary platform and, failing their agreement, terminate the contract.</b></p> <p>The staff will investigate whether the unpaid contract amount could be transferred to another vendor or has to be returned to the City.</p>	<p><b>M:</b> Samantha  <b>S:</b> Chris  <b>CARRIED</b></p>	<p>Fundraising &amp; Marketing Committee  John/Glenn    John/Glenn</p>
e.	<p><b>Membership &amp; Outreach</b></p>	<p>Hongmei highlighted the committee's report and</p> <ul style="list-style-type: none"> <li>Advised that the committee was recommending focus on engagement of the local Chinese-speaking community;</li> <li>Proposed development of a volunteer appreciation and member recognition event on <u>February 11<sup>th</sup></u>. Discussion occurred respecting that the criteria and process for nominating recipients</li> </ul> <p><b>Decisions:</b> That current Board members will not be eligible for nomination and that M&amp;O will create a slate of nominees for consideration and discussion with the Executive.</p>	<p>AGREED</p>	<p>Membership &amp; Outreach Committee</p>

#	ITEM	DISCUSSION	DECISION	ACTION / BY
f.	<b>OP&amp;E</b>  <i>Programme Documentation Policy</i>	<ul style="list-style-type: none"> <li>Michèle highlighted the Committee's report and reiterated the invitation for members to provide feedback to the Committee respecting the draft privacy policy and potential issues for a user/community census or survey by <u>Friday, February 5<sup>th</sup></u>.</li> <li>Michèle provided contextual background respecting the Programme Documentation Policy.</li> <li>John advised that the documentation questionnaire will be piloted on the Mentor and Rivertowne projects in 2016.</li> </ul> <p><b>MOTION:</b> <b>THAT the attached Programme Documentation Policy, dated January 27, 2016, be approved.</b></p>	<b>M:</b> Michèle <b>S:</b> Samantha <b>Carried</b>	OP&E and John/Maria
g.	<b>Personnel</b>	Jennifer advised that the Committee's report was for information.		
5.	<b>In-Camera Meeting</b>  <i>Report of In-Camera Meeting</i>	<p><b><u>MOTION:</u> To go <i>In Camera</i> at 9:00 pm to address Board participation</b></p> <p><b><u>MOTION</u> To end the <i>In Camera</i> session at 9:15 pm</b></p> <ul style="list-style-type: none"> <li>Discussion respecting board participation occurred.</li> </ul>	<b>M:</b> Michèle; <b>S:</b> Samantha <b>CARRIED</b>  <b>M:</b> Andrew; <b>S:</b> Chris <b>CARRIED</b>	
6.	<b>Adjournment</b>	<b><u>MOTION:</u> to adjourn the meeting at 9:20 pm</b>	<b>M:</b> Hongmei <b>S:</b> Samantha <b>Carried</b>	

Amendments were made to the wording of the bullets on Item 4(c) Finance Committee discussion.

**MOTION: THAT the Minutes of the January 27<sup>th</sup>, 2016 meeting of the RTC Board of Management be approved as amended.**  
**Moved:** Graham; **Seconded:** Mae **CARRIED.**