Ralph Thornton Centre Board of Management APPROVED Minutes of the Meeting of September 28th, 2016

Present: Board: Graham Chernoff; Jeff Garkowski; Michele Harding (Minutes); Sharon Ho; Mae Hum; Alan Lennon; Samantha Morrison (Chair); Janet Routliffe, and Jordana Wright. Board Nominees: Maria DeLuca and Liz Doyle.

<u>GUESTS:</u> Sonali Chakraborti (City of Toronto Office Manager's Office); Julie Lavertu (Public Appointments Secretariat); and Deb Visconte (Centre 55)

Staff: John Campey; Glenn Gustafson; and Maria Moutsatos

Regrets: Robin Edgar Paula Fletcher

	Item	Discussion	Decision	Action / By
		1. CALL TO ORDER		·
1a	Greetings & Introductions	Samantha called the meeting to order, welcoming Sonali, Julie and		
		Deb as guests.		
1b	Declaration of Conflicts of	None		
	Interest			
		2. BUSINESS ARISING	-1	
2a	City of Toronto Presentation	Sonali Chakraborti (City Manager's Office),		
		Advised that she was recently appointed as the AOCC Liaison;		
		• Provided an overview of the AOCC programming within the City,		
		highlighting changes brought about by the Toronto Public Service		
		By-Law, including establishment of ethics executives; requirement		
		that every employee report wrongdoing, etc.		
		• Commented on the City Manager's memo re the delegation of HR		
		responsibilities; upcoming e-learning opportunities for staff;		
		political activity by staff (essentially staff must exercise discretion,		Sonali agreed to share a
		but that EDs are now prohibited from campaigning for a political candidate);		copy of the City Manager's memo with
		Advised that Council has directed that the AOCC Framework		the Board Chair.
		Agreement be updated. Prior consultation with Boards is not		
		deemed to be required. A revised agreement is expected within the		
		next month.		
		Members expressed on-going concern regarding the apparent		
		unwillingness of the City to communicate with boards,		
		notwithstanding prior commitments to do so.		
		Julie Lavertu (Public Appointments Secretariat)		
		 Provided an overview of the new Secretariat and public 		
		appointments resources. The Secretariat has 4 staff that facilitates		
		recruitment, outreach and work with councillors who appoint		
		members to City agencies.		
		• Advised that are trying to learn about AOCCs and would be pleased		

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		to facilitate board recruitment. Additional, they would like to		
		review Centre letters appointing nominees prior to submission to		
		Community Council for appointment.		
		Advised that all AOCCs are now listed on the public appointments		
		website under "agencies".		
2b	Approval of Consent Agenda	Samantha reminded members of the requirements of a consent		
		agenda and invited members to identify any items that should be		
		withdrawn.		
		Item Withdrawn: 3c – Board Development & Nominations	M: Samantha S: Jeff	
		Motion: That the Board meeting agenda, as circulated, be approved	CARRIED	
		as amended.	0.000	
2c	Board TO DO List	Michèle provided a brief overview of the Board's "TO DO" List and its		Committee Chairs
		underlying purpose. It was agreed that Committee Chairs should keep		Monitor TO Do List
		track of items on the list to ensure that they are addressed and that		
		the list can be updated, as requires.		
2d	Community Updates	None		
		3. CONSENT AGENDA		
3	Consent Agenda Approvals	MOTION: THAT the following Consent Agenda decisions and	M: Graham	
		motions be APPROVED as circulated.	S: Samantha CARRIED	
3a	August 24 th , 2016 Minutes	MOTION: THAT the minutes of the August 24, 2016 Meeting of the	CARRIED	Secretary
Sa	including minor amendments	RTC Board of Management be approved, as circulated.		Secretary
3b	Staff Reports	DECISION: THAT the RTC Board of Management approve the	{	John
30	Stan Reports	memorandum of understanding with Eastview Neighbourhood		30111
		Centres for continued delivery of the 2016/2017 after school program		
		at RTC.		
3d	Membership & Outreach	DECISION: THAT the Committee Report be received.		M&O / Jeff
3e	Executive Committee	DECISION: THAT the Committee Report be received.		Exec Committee
50				
3f	Personnel Committee	No report		Personnel Committee
		4. STAFF DISCUSION		
4A	Executive Director,	John advised that:		
471	Programme Director, Business	 The challenges currently faced by management staff were being 		
	Manager	managed.		
		 The in the aftermath of the recent fatal shooting in Rivertowne, the 		
		• The in the arternation of the recent fata should give Rivertowne, the		

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		 community, including the RTC, was experiencing much more interest and scrutiny from City departments; Although lacking specific programme funding, RTC was using a portion of the City Equity & Access Grant funding to provide support to Rivertowne community groups; The RTC was moving forward with operational planning for 2017, and had held an all-staff retreat, in which four areas were identified for special focus (better use of the kitchen, more intentional programming for seniors; Centre systems; and the external look of the building – also flagged for F&M); A tentative agreement had been reached with the staff union; ratification was anticipated in November. In follow-up to the Soanli's presentation, AOCCs were working with an independent group to manage reporting of wrong-doing. Information on the arrangement will be provided in November. 		John – Information on Clairview contract Committee Chairs – cc
		Samantha reminded committee chairs of the need to copy John on committee meeting schedules.		John on meeting schedules.
		5. COMMITTEE REPORTS		
3c	Board Development & Nominations (From Consent Agenda)	 Discussion occurred respecting nominating processes to ensure candidates for nomination to the Board in June and as otherwise needed. The committee undertook to review the opportunities presented by the new City Pubic Appointments Secretariat and web site. Brief discussion occurred respecting mechanisms for intercommittee collaboration. DECISIONS: THAT the Committee Report be received. THAT Alan Lennon be appointed to chair the Board Development & Nominations Committee. 	AGREED AGREED	BD&N
		• THAT the Maria and Mae be added as members of the Committee.	AGREED	
5a	Finance Committee	No Report		
5b	 Fundraising & Marketing Logo Evaluation Working Group terns if Reference 	• Discussion occurred respecting the establishment and terms of reference for the Logo "committee" or Working Group, which will review and determine the qualified candidates for logo		F&M Committee

Item	Discussion	Decision	Action / By
• Logo Redesign Jury	 competition. It was clarified that it was intended that the Working Group exercise Board's discretion in determining which candidates would proceed to the next level. 		
	 DECISIONS: THAT a Logo Working Group, composed of two board members, two staff and one committee member be established. THAT the Logo Working Group's terms of reference are to review all Logo RFQ responses, ensure responses meet the minimum mandatory criteria, assess and score responses against the required criteria, and finalize the three winners who will proceed to the next stage of the RFQ process. THAT the working group will dissolve upon completion of its task. 	AGREED AGREED	Logo Working Group
	 THAT the working group will dissolve upon completion of its task. <u>Motion</u>: THAT the Logo Evaluation Working Group be authorized to determine the winners and authorize the issuance of an agreement to the qualifying winners of the Logo qualification stage in the Logo competition. 	M: Janet S: Sharon CARRIED	
Clarification of Centre "Name"	 Further discussion occurred respecting the manner in which the Centre would be referred, since it may affect the design of the the new logo. It was confirmed that the Centre's legal name is the <i>Ralph Thornton Community Centre</i>, but that many community members refer to it as the "Ralph Thornton Centre" or "RTC". Concern was expressed regarding potential confusion with the Ralph Thornton Community <i>Organization</i> (RTCO), a charitable organization which has been affiliated with the RTC for a considerable time and has a service agreement with the Centre. 		
• Committee Report	 DECISION: THAT the Centre will undertake a quick poll of members and the community to identify naming preferences and that Board direction would be provided at the October meeting. The Committee will advise the candidates that the Board has not yet determined the issue. 	AGREED	John / F&M Committee

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		DECISION:		
		• THAT the Committee Report be received.	AGREED	
5c	Organizational Planning & Evaluation	 Michèle highlighted issues relating to the proposed strategic planning critical path, reminding members that strategic planning will require time and effort over the next several months. Discussion occurred regarding the proposed Board strategic 		
	 Strategic Planning Critical Path, Board Retreat and Facilitator 	 planning retreat. Michèle confirmed that a summary of the data and information from all environmental scans undertaken in the Fall would be shared, as well as an assessment of the current and proposed operating plans 		
		MOTION:		
		THAT the "2017-22 Strategic Planning Critical Path" be approved as presented;	M: Michèle S: Alan CARRIED	OP&E / John
		THAT a Board Strategic Planning Retreat be scheduled for SATURDAY, APRIL 1 ST , 2017; and	M: Michèle S: Graham CARRIED	
		THAT the OP&E and Executive Director be directed to select and hire a facilitator for the session.	M: Michèle S: Sharon CARRIED	
		6. IN CAMERA MEETING		
6.	In camera Meeting	MOTION: THAT the Board commence the <i>in camera</i> meeting at 8:50	M:	
		pm, with Board Nominees invited to attend.	S: CARRIED	
		MOTION: THAT the Board end the <i>in camera</i> meeting at 9:00 pm.	M:	
	Report of <i>in camera</i> meeting	The minutes of the August 26 th , 2016 meeting were approved as amended	S: CARRIED	
7.	ADJOURNMENT	MOTION: THAT the meeting be adjourned.	M: Samantha S: Graham CARRIED	