

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.

GUESTS: 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 Interest	None		
2. BUSINESS ARISING				
2a	City of Toronto Presentation	<p>Sonali Chakraborti (City Manager's Office),</p> <ul style="list-style-type: none"> • 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, but that EDs are now prohibited from campaigning for a political candidate); • Advised that Council has directed that the AOCC Framework Agreement be updated. Prior consultation with Boards is not deemed to be required. A revised agreement is expected within the next month. <p>Members expressed on-going concern regarding the apparent unwillingness of the City to communicate with boards, notwithstanding prior commitments to do so.</p> <p>Julie Lavertu (Public Appointments Secretariat)</p> <ul style="list-style-type: none"> • 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 		Sonali agreed to share a copy of the City Manager's memo with the Board Chair.

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reminded members of the requirements of a consent agenda and invited members to identify any items that should be withdrawn.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Item Withdrawn: 3c – Board Development & Nominations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

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		<p>community, including the RTC, was experiencing much more interest and scrutiny from City departments;</p> <ul style="list-style-type: none"> • 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. <p>Samantha reminded committee chairs of the need to copy John on committee meeting schedules.</p>		<p>John – Information on Clairview contract</p> <p>Committee Chairs – cc John on meeting schedules.</p>
5. COMMITTEE REPORTS				
3c	<p>Board Development & Nominations</p> <p>(From Consent Agenda)</p>	<ul style="list-style-type: none"> • 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 inter-committee collaboration. <p>DECISIONS:</p> <ul style="list-style-type: none"> • THAT the Committee Report be received. • THAT Alan Lennon be appointed to chair the Board Development & Nominations Committee. • THAT the Maria and Mae be added as members of the Committee. 	<p>AGREED</p> <p>AGREED</p> <p>AGREED</p>	BD&N
5a	Finance Committee	No Report		
5b	<p>Fundraising & Marketing</p> <ul style="list-style-type: none"> • Logo Evaluation Working Group terns if Reference 	<ul style="list-style-type: none"> • 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

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		<p>DECISION:</p> <ul style="list-style-type: none"> • THAT the Committee Report be received. 	AGREED	
5c	<p>Organizational Planning & Evaluation</p> <ul style="list-style-type: none"> • Strategic Planning Critical Path, Board Retreat and Facilitator 	<p>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.</p> <ul style="list-style-type: none"> • Discussion occurred regarding the proposed Board strategic 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 <p>MOTION:</p> <p>THAT the “2017-22 Strategic Planning Critical Path” be approved as presented;</p> <p>THAT a Board Strategic Planning Retreat be scheduled for SATURDAY, APRIL 1ST, 2017; and</p> <p>THAT the OP&E and Executive Director be directed to select and hire a facilitator for the session.</p>	<p>M: Michèle S: Alan CARRIED</p> <p>M: Michèle S: Graham CARRIED</p> <p>M: Michèle S: Sharon CARRIED</p>	OP&E / John
6. IN CAMERA MEETING				
6.	<p><i>In camera Meeting</i></p> <p>Report of <i>in camera</i> meeting</p>	<p><u>MOTION:</u> THAT the Board commence the <i>in camera</i> meeting at 8:50 pm, with Board Nominees invited to attend.</p> <p><u>MOTION:</u> THAT the Board end the <i>in camera</i> meeting at 9:00 pm.</p> <p>The minutes of the August 26th, 2016 meeting were approved as amended</p>	<p>M: S: CARRIED</p> <p>M: S: CARRIED</p>	
7.	ADJOURNMENT	<u>MOTION:</u> THAT the meeting be adjourned.	<p>M: Samantha S: Graham CARRIED</p>	

MOTION: THAT the minutes of the September 28th, 2016 meeting of the RTC Board of Management be approved.

M: Samantha; **S:** Sharon – **CARRIED**