

Ralph Thornton Centre Board of Management
Approved Minutes of the Meeting of October 26th, 2016

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

Staff: John Campey; Glenn Gustafson; and Maria Moutsatos

Regrets: Jeff Garkowski and Paula Fletcher

	Item	Discussion	Decision	Action / By
1. CALL TO ORDER				
1a	Greetings & Introductions	Samantha called the meeting to order		
1b	Declaration of Conflicts of Interest	None		
2. BUSINESS ARISING				
2a	Approval of Meeting Agenda	Additional Item: 3g. Housekeeping (rescind old policies) MOTION: THAT the meeting agenda be approved as amended.	M: Samantha S: Alan CARRIED	
2b	Board TO DO List	Michèle reminded members of outstanding items and requested that updates be forwarded to her.		•
2c	Community Updates	Hubbard Park inauguration; Police consultation	N/A	
2d	ONN Conference Report	Mae, Michèle and Samantha commented on the sessions that they attended, including the session on the new provincial lobby register at which John was a speaker. The presenters clarified potential implications for non-profits and organizations like RTC. Also highlighted were sessions on evaluating advocacy and pending provincial funding reform. It was agreed that the second day was the most productive.	N/A	
3. CONSENT AGENDA				
3	Consent Agenda Approvals	MOTION: THAT the following Consent Agenda decisions and motions be APPROVED as circulated.	M: Samantha S: Sharon CARRIED	
3a	August 24 th , 2016 Minutes including minor amendments	MOTION: THAT the minutes of the September 28 th , 2016 Meeting of the RTC Board of Management be approved, as circulated.		Secretary
3b	Staff Reports	MOTION: That the Special Occasion Permit application for the South Riverdale Chile & Parent Centre be approved.		John/Glenn
3c	Board Development & Nominations	DECISIONS: <ul style="list-style-type: none"> • THAT the Board approve the policy on Conduct, Roles and Responsibilities of Board Committee Members. • THAT the Board approve the policy on Committee Member Conduct, Roles and Responsibilities. 		Alan/Secretary

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		<ul style="list-style-type: none"> • THAT the Board approve the policy on Nominations Policy and Procedure • That the Committee's report be received 	End Consent Motions and Decisions	
3d	Membership & Outreach	DECISION: <ul style="list-style-type: none"> • THAT the Committee's Report be received. 		
3e	Executive Committee	DECISIONS: <ul style="list-style-type: none"> • THAT the Committee Report be received. • THAT all current Board members be assigned to Committees as outlined in The Committee Member Distribution Chart as of October 14th, 2016. MOTIONS: <ul style="list-style-type: none"> • THAT the roles and responsibilities of the VP be amended to include the requirement to check with committee chairs quarterly to facilitate coordination and monitor progress on their respective agendas. • THAT the Board's "in camera minutes" and confidential personnel files be maintained in the safe located in the Executive Director's office and that access to the safe be limited to the Board Secretary, Board President and Chair of the Personnel Committee. As a contingency, the Ward Councillor will be provided with the combination, to be used only in the case of a Board emergency. 		Exec Committee
3f	Fundraising & Marketing	DECISION: <ul style="list-style-type: none"> • THAT the Committee's report be received. MOTIONS: <ul style="list-style-type: none"> • THAT Jim Houston, Andrea Carson Barker, Anjuli Solanki and Janet Potter be appointed to the Jury to evaluate Logo finalists. • THAT the Website RFQ be approved as presented • THAT, on recommendation of the Business Manager to the E.D., the E.D., is authorized to engage the successful candidate to deliver website services. 		Fundraising & Marketing
3g	Housekeeping <ul style="list-style-type: none"> • Rescind Prior Policies 	BD&N requested that the Board rescind several prior policies which have now been made redundant by the approval of new governance policies		

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	<ul style="list-style-type: none"> Reminder re input to Board Packages 	<p>MOTION: THAT the Board rescind the following prior policies:</p> <ul style="list-style-type: none"> Board Member Roles & Responsibilities (January 2013); Committee Roles and Responsibilities (January 2012); and By-Law #2 – Article II – Board Committees (2008) <p>Samantha reminded committee chairs that the deadline for input to the Board meeting package was NOON on the Friday prior to the scheduled meeting. This allows the president to finalize the agenda and meeting package in time for members to review.</p>	<p>M: Michèle S: Alan CARRIED</p> <p>N/A</p>	<p>Michèle/Alan</p> <p>Committee Chairs</p>
4. STAFF DISCUSSION				
4A	<p>Executive Director, Programme Director, Business Manager</p> <ul style="list-style-type: none"> Programming Facility Matters Elevator Repairs 	<p>Highlights include:</p> <ul style="list-style-type: none"> Rivertowne: John advised that the project was underway, with community meetings scheduled. Some continued frustration arises from the turnover of City staff involved and that the established City tables are not functioning effectively. Programme Volunteers: Maria reported on the improvements made to student placement supports and that this year's programming was working well. Security Cameras: Glenn advised that repairs are required to the Centre's security (motion sensor and alarm) system, which does not appear to have been installed properly. The City is in the process of purchasing a new system, but it will not be available for some time. Maintenance staff undertake regular walkthrough of the building, but significant risks remain. The staff will continue to seek temporary solutions to the problem. Sprinkler System: Glenn advised that the Centre's sprinkler system has been scheduled for upgrading during the City's facility upgrades. RTC Elevator Breakdowns: John/Glenn reported that frequent and increasingly significant elevator breakdowns were being experienced. A recent problem stranded several seniors on the third floor for several hours following an event, necessitating them to be carried down the stairs. Extensive discussion occurred regarding the risks to both staff and clients inherent in the situation and the fact that the elevator is several years past its replacement date. It was noted that replacement of the elevator by the City would probably not occur until 2018. John advised that the staff were developing mitigation strategies, including protocols, to deal 		

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	<ul style="list-style-type: none"> Staff Collective Agreement – CUPE 2998 	<p>with such breakdowns. Increased liability that could arise from staff (WSIB) and/or public injury were discussed.</p> <p>DECISION: The Executive Director is directed to communicate the Board’s significant concerns to the City administration (SDFA, Facilities, and Ward Councillor), copied to the Accessibility Directorate and the Library Board (as a primary tenant), and to request a response from the City by November 22, 2016.</p> <ul style="list-style-type: none"> Collective Agreement: John advised that the CUPE collective agreement had been ratified by staff and was awaiting Council ratification. The collective agreement will have implications for the current and next annual budgets. AOCC BUDGET: John noted that the City’s Budget Committee undertook an informal review of the overall budget for AOCCs and is projecting a potential increase of 3.6% to address inflationary increases for utilities, COLA and merit increases for staff. However, this has yet to be considered or approved by Council. The RTC’s net allocation was projected at \$691,938, which included a 2.6% reduction. 	AGREED	<p>John / Glenn / Samantha</p> <p>John / Finance Committee</p>
5. COMMITTEE REPORTS				
5a	<p>Organizational Planning & Evaluation</p> <ul style="list-style-type: none"> DRAFT 2017 Annual Operating Plan <p>Strategic Planning</p>	<p>Michèle reminded members that the Staff and Committee were in the process of assessing completion of the 2016 annual operating plan, while considering required updates or changes for 2017. Both annual plans respond to the current Strategic renewal Plan. The Committee is seeing <i>approval in principle</i> of the 2017 DRAFT annual plan in order to facilitate the development of staff work plans for the coming year. Members are invited to review the draft and forward questions or comments to OP&E over the next 2 weeks.</p> <p>MOTION:</p> <ul style="list-style-type: none"> THAT the Draft 2017 Annual Operating Plan be approved in principle. <p>Michèle presented information on strategic planning purposes and processes for Board information and discussion.</p>	<p>M: Michèle S: Janet CARRIED</p>	John / Michèle

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5b	Finance <ul style="list-style-type: none"> <li data-bbox="275 228 428 256">• Q3 Report <li data-bbox="275 537 558 565">• Fundraising Revenue <li data-bbox="275 906 585 933">• Reserve Fund Structure 	<p>Graham presented the Committee’s Q3 Report highlighting :</p> <ul style="list-style-type: none"> • Overall, income continues to exceed budget projections. • The 2016 Budget will be adjusted to reflect the new collective agreement, but a significant number of staff are outside the core budget. Mitigation strategies include restricting non-urgent discretionary spending. • The Afterschool programme is now “in the black”. • Hydro rate increases have negated short-term savings anticipated from installation of LED lighting, but the Kw/hour usage is significantly reduced and will save money in the long term. • Overall, the Centre is experiencing a deficit of \$21,534. <p>DECISIONS:</p> <ul style="list-style-type: none"> • THAT the Q3 Finance Report be received. <p>Discussion also occurred regarding the deployment of fundraising revenue.</p> <p>DECISIONS:</p> <ul style="list-style-type: none"> • THAT Fundraising Revenue be reserved to the next funding year. <p>Graham and Glenn presented information regarding the proposed structure of the Reserve Fund.</p> <p>MOTION:</p> <ol style="list-style-type: none"> 1. The following reserve funds be established for the indicated purposes: <ol style="list-style-type: none"> a. “Capital Reserve” - to hold funds for future capital upgrades and emergency repairs; b. “Program Stabilization Reserve” – to hold funds for unanticipated loss in grant funding and mid-year budget cuts from the City; c. “Strategic Plan Reserve” – to hold funds for the strategic planning process, and that annual contributions of \$5,000 be included in the Centre’s budget; d. “Payroll Stabilization Fund” – to hold funds for separation packages and paid employee leaves; 2. Year-end surpluses in the Program spending be split evenly between the Capital Reserve and the Program Stabilization 	<p>AGREED</p> <p>AGREED</p> <p>M: Graham S: Alan CARRIED</p>	<p>Glenn /Finance Committee</p> <p>Glenn / Finance Committee</p>

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		Reserve; 3. During the Budget Process, a statement of reserves should be included, itemizing anticipated withdrawals for the coming fiscal year; 4. That \$100,000 be reinvested in GICs with the balance deposited into the bank account for cash flow for various projects in 2016/2017; 5. A full accounting of the reserve funds and the amounts to be allocated, using the new framework contained in this report, be presented with the Centre's 2017 budget, as well as appropriate Board motions allocating funds from deferred revenue to the reserves, and; 6. An amendment to the Centre's Financial Policies and Procedures, reflecting the policy recommendations from this report, be prepared for consideration by the Finance Committee and Board by the end of 2016.		
5c	Fundraising & Marketing <ul style="list-style-type: none"> • Clarification of Centre "Name" • Committee Report 	Janet and Samantha highlighted recent discussions regarding common usage references to the Centre. It was noted that legally, the Centre's name is the "Ralph Thornton Community Centre". DECISIONS: <ul style="list-style-type: none"> • THAT the Board endorse the common use of "Ralph Thornton Community Centre" as the name for the Centre. • THAT the Committee's report be received. 	AGREED	
6. IN CAMERA MEETING				
6.	<i>In camera</i> Meeting <ul style="list-style-type: none"> • Personnel Committee Report of <i>in camera</i> meeting	MOTION: THAT the Board commence the <i>in camera</i> meeting at 8:30 pm, with Board Nominees invited to attend. MOTION: THAT the Board end the <i>in camera</i> meeting at 8:45 pm. Personnel Issues were discussed.	M: Samantha S: Mae CARRIED M: Alan S: Janet CARRIED	
7.	ADJOURNMENT	MOTION: THAT the meeting be adjourned.	M: Michèle CARRIED	

MOTION: THAT the minutes of the October 26th, 2016 meeting of the Board of Management be approved as circulated.

Moved: GRAHAM.

SECONDED: ALAN

CARRIED-