

**Ralph Thornton Community Centre Board of Management**  
**APPROVED Minutes of the Meeting of January 25<sup>th</sup>, 2017**

**Present: Board:** Graham Chernoff; Maria DeLuca; Liz Doyle; Michèle Harding (Minutes) Sharon Ho; Mae Hum; Alan Lennon; Samantha Morrison (Chair); Janet Routliffe; Jordana Wright and Paula Fletcher.

**Staff:** Glenn Gustafson; and Maria Moutsatsos

**Regrets:** Jeff Garkowski and John Campey

**Absent:** Robin Edgar.

**GUESTS:** None

	Item	Discussion	Decision	Action / By
<b>1. CALL TO ORDER</b>				
1a	Greetings & Introductions	Samantha called the meeting to order.		
1b	Declaration of Conflicts of Interest	None		
<b>2. BUSINESS ARISING</b>				
2a	Approval of Meeting Agenda	<p><b>MOTION:</b>  <b>THAT the meeting agenda be approved as amended</b></p> <ul style="list-style-type: none"> <li>• Addition of a Finance Committee report.</li> <li>• Change schedule of Executive Committee Report</li> </ul>	<p><b>M:</b> Sharon  <b>S:</b> Janet  <b>CARRIED</b></p>	
2b	Board TO DO List	<ul style="list-style-type: none"> <li>• Michèle highlighted several items on the Board's To Do list that were still outstanding, but noting that a few would be remedied at the January or February meetings.</li> </ul>		<ul style="list-style-type: none"> <li>• Review and update, as required, by Committee Chairs</li> </ul>
2c	Community Updates	<ul style="list-style-type: none"> <li>• <b>Board Nominees Approved:</b> Michèle advised that TEY Community Council had finally completed the appointment of Liz, Maria and Robin at its February 17<sup>th</sup> 2017 meeting.</li> <li>• The Staff flagged the scheduling of Lunar New Year celebrations at Gerrard Sq.</li> </ul>		
<b>3. CONSENT AGENDA</b>				
3	<b>Consent Agenda Approvals</b>	<p><b>MOTION:</b> <b>THAT the following Consent Agenda decisions and motions be APPROVED as circulated</b></p>	<p><b>M:</b> Alan  <b>S:</b> Liz  <b>CARRIED</b></p>	
3a	November 24 <sup>th</sup> , 2016 Minutes including minor amendments	<p><b>MOTION:</b> THAT the minutes of the November 24<sup>th</sup>, 2016 Meeting of the RTC Board of Management be approved, as circulated.</p>		Secretary

	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
3b	Staff Reports	<b>DECISION:</b> That the Staff Reports be received		Glenn
3c	Committee Mid-Term Reports	<p><b>MOTIONS:</b></p> <p><b>THAT the Mid-Term Reports of the Organizational Planning &amp; Evaluation; Membership and Outreach; Executive Committee; Personnel Committee; Board Development &amp; Nominations; and Fundraising and Marketing committees be received.</b></p> <p><i>End Consent Agenda Motions And Decisions</i></p>		Committee Chairs
<b>4. STAFF DISCUSION</b>				
4A	Executive Director, Programme Director, Business Manager <ul style="list-style-type: none"> <li>• City Budget</li>   <li>• Rivertowne</li>   <li>• Centre Open Hours</li>   <li>• Antler Breakfast</li> </ul>	Glenn advised that: <ul style="list-style-type: none"> <li>• The City Budget Committee report (addressed on February 15<sup>th</sup>) did not include recommended cuts for AOCCs and that RTCC's core budget is projected to be approx. \$700,000;</li> <li>• Replacement of RTCC's elevator is scheduled for September, and is expected to have a negative short-term impact on rental revenues.</li> <li>• The Rivertowne project had been stalled at the request of SDFA Department given the recent violence experienced by the community. Staff continue to meet with the Project Management Table to flag areas of concern respecting the project.</li> <li>• The new Centre open-hours have now been fully implemented               <ul style="list-style-type: none"> <li>○ Sundays from 9 am to 9 pm</li> <li>○ Exchange Loft hours extended on Saturday and Sunday from 9:30 am to 8:3pm</li> </ul> </li> <li>• The Antler Breakfast, co-sponsored by the BIA, raised approx. \$7,000</li> </ul>	Information	
<b>5. Board Development</b>				
		Alan presented information regarding meeting processes and procedures that facilitate effective meeting practices. As a demonstration, Alan raised a "point of privilege" respecting a gratuitous comment made which implied that another member would be mocked.		All members

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<b>6. COMMITTEE REPORTS</b>				
6a	<b>Finance</b>	Graham advised that the Centre had received the Auditor's letter for 2017 and that staff would be meeting with the auditor's representatives to complete the audit. A Draft Audit Statement is expected at the April 26 <sup>th</sup> Board meeting. When finalized, it will be presented to the membership at the June AGM.	Information	Finance/Glenn
6b	<b>Executive Committee</b>	Samantha explained that the staff had requested clarification respecting the outcome of the logo design competition. Following discussion and a review of relevant documentation, the Executive confirmed that the competition had been won by K. Downey and authorized payment of the agreed amount, and confirmed that the final decision respecting acceptance of a new logo would be made by the Board, not the jury.  <b>MOTION: THAT the Board ratify decisions made by the Executive Committee on its behalf between November 2016 and January 2017 meetings of the Board of Management.</b>	M: Samantha S: Michèle <b>CARRIED</b>	
	<ul style="list-style-type: none"> <li>• Ratification of Decisions</li> <li>• <u>New Business</u>: SR Child-Parent Centre correspondence</li> </ul>	<p>Samantha advised that the South Riverdale Child Parent Centre had written to the Board to express concern regarding tenancy issues, especially the space occupied on the mezzanine.</p> <p>Glenn reminded the Board of the space use analysis undertaken with OP&amp;E which identified several areas for improvement. One area under consideration is the mezzanine, especially given the initial interest shown by the BIA in renting a portion of the space. While the BIA has decided to rent alternative space, the issue of rationalizing the space to improve its utility and rental potential is still being explored. However, no changes in current policy respecting CPC's tenancy have been proposed.</p>		

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	<p>The Executive proposes to meet with CPC representatives on February 6<sup>th</sup>. Paula commented that the City’s Children’s Services Department would probably be at the table in any discussion regarding rental fees relating to the CPC.</p> <p>Sharon noted that she recently met with CPC representatives to discuss fundraising strategies and opportunities.</p> <p>To ensure consistency with legal obligations respecting the logo design competition, the Executive requested that the November Board motion be rescinded.</p> <p><b>MOTION:</b>  <b>THAT the Board rescind the decision made at the November 2016 meeting regarding postponing the award of the final contract for logo design.</b></p> <p>Michèle explained that a minor amendment to the meeting policies and procedures to accommodate new information.  <b>MOTION: THAT clause 19.10 of the Board Meeting Policies and Procedures Policy be amended to delete reference to the “...Executive Director’s” office and substitute the “...Centre’s Main...” office.</b></p> <p>Michèle highlighted the rationale for a membership administration policy and protocol and reviewed several issues with the members. The consensus was:</p> <ul style="list-style-type: none"> <li>• Memberships should be acknowledged by the Board during an <i>in camera</i> session;</li> <li>• There should be no eligibility time lines for new memberships in order to at the AGM. The membership of any new member who joins immediately prior to or at the AGM will expire on the Friday immediately following that year’s AGM, in accordance with RTCC’s Constitution.</li> <li>• There should be only two membership fees – the</li> </ul>	<p><b>M:</b> Samantha  <b>S:</b> Alan  <b>CARRIED</b></p> <p><b>M</b> Michèle  <b>S:</b> Alan  <b>CARRIED</b></p> <p>Motion tabled to next meeting</p>	<p>Board Secretary</p> <p>Board Secretary</p>
<ul style="list-style-type: none"> <li>• Housekeeping amendments <ul style="list-style-type: none"> <li>○ Logo Design Competition</li> </ul> </li> <li>○ Board Meeting Policies &amp; Procedures</li> </ul>			
<ul style="list-style-type: none"> <li>• Membership Administration Policy &amp; Procedures</li> </ul>			

	Item	Discussion	Decision	Action / By
	<ul style="list-style-type: none"> <li>Committee Report</li> </ul>	<p>“full fee” and a “minimum fee”. The current full fee is set at \$10.00. A minimum fee of \$2.00 is proposed. It is acknowledged that the Board could set both fees at zero.</p> <ul style="list-style-type: none"> <li>The eligibility criteria for payment of the minimum fee should be limited to “student/senior” status, and members will assume to have declared such status if they pay the minimum fee.</li> <li>Opportunities to make donations regardless of the membership fee paid should be explored.</li> </ul> <p>Paula offered to have her office assist with gathering membership policies from other AOCCs to foster consistency across the sector.</p> <p><b>DECISION:</b> THAT the Executive Committee’s January report to the Board be received</p>	AGREED	Paula Fletcher
6c	<p><b>Organizational Planning &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>Committee Report</li> </ul>	<p>Michèle advised that:</p> <ul style="list-style-type: none"> <li>The January 19<sup>th</sup> Member Consultation was well attended and very successful, and thanked Membership &amp; Outreach Committee members, staff and volunteers for their efforts and contributions; and</li> <li>An orientation session for Ryerson School of Urban and Regional Planning Graduate Studio students was scheduled for January 27<sup>th</sup>. Seven graduate students had signed up for the project and had all participated as observers in the January 19<sup>th</sup> consultation.</li> </ul> <p>Michèle also reminded members of the schedule for strategic planning outlined in the Committee’s report in the consent agenda;</p> <p><b>DECISION:</b> THAT the OP&amp;E January report to the Board be received</p>	AGREED	OP&E/John
6d	<p><b>Fundraising &amp; Marketing</b></p> <ul style="list-style-type: none"> <li>Logo Design</li> </ul>	<p>The members reviewed the proposed logo designs and following extensive discussion, agreed that the purple, blue, green pallet and typography employing the full Centre name would be approved.</p>	<b>M:</b> Janet <b>S:</b> Sharon <b>CARRIED</b>	F&M/Glenn

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	<ul style="list-style-type: none"> <li>Committee Report</li> </ul>	<p><b>MOTION: THAT the Board</b></p> <ul style="list-style-type: none"> <li>Approve the proposed Logo design, colour <i>palette/scheme</i> and typography;</li> <li>Adopt the new logo for the Ralph Thornton Community Centre; and</li> <li>Authorize the public launch of the new logo on February 14, 2017</li> </ul> <p><b>See ATTACHED Appendix to minutes.</b></p> <p>Janet highlighted matters relating to the latest RFQ for web site development ad proposed cornerstone event.</p> <p><b>DECISION:</b> THAT the F&amp;M's January report to the Board be received</p>	AGREED	
6e	<p><b>Board Development &amp; Nominations</b></p> <ul style="list-style-type: none"> <li>Plain Language Policy</li> </ul> <p><i>APPROVED FONT</i></p> <ul style="list-style-type: none"> <li>Committee Report</li> </ul>	<p>Alan highlighted the need for and primary provisions of the proposed plain language policy, which includes an administrative appendix. Minor amendments to the appendix were proposed.</p> <p>NOTE: the approved font for Centre general use is now <b>Verdana</b></p> <p><b>MOTION: THAT the Board approve the <i>Plain Language Policy (January 2017)</i>.</b></p> <p>Alan noted that the new recruitment process for Board nominees would start around mid-February and end on April 10<sup>th</sup>. Additionally, recommendations respecting the annual Board self-evaluation would be made at the next meeting.</p> <p><b>DECISION:</b> THAT the BD&amp;N's January report to the Board be received</p>	<p><b>M: Alan</b> <b>S: Janet</b> <b>CARRIED</b></p> <p>AGREED</p>	
6f	<p><b>Membership &amp; Outreach</b></p> <ul style="list-style-type: none"> <li>Committee Report</li> </ul>	<p>In Jeff's absence, Sharon highlighted the Committee's report. She noted that several photographs from the January 19<sup>th</sup> members' session could be viewed after the meeting.</p>		

	Item	Discussion	Decision	Action / By
		<b>DECISION:</b> THAT the M&O's January report to the Board be received.	AGREED	
6g	Personnel • Committee 2017 Priorities	<p><i>Mae</i> advised that the development of comprehensive human resources policy handbook had been on the Board's agenda for three plus years and that while the Centre was bound by the City's human resources by-laws and policies, there was a need to highlight several protocols to facilitate Centre administration. The HR handbook would be a resource to guide the Board and Staff respecting key policies.</p> <p><b>MOTION:</b> <b>THAT the RTCC Board approve the amended 2016/2017 Personnel Committee's Proposed Priorities as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>Develop RTCC's Human Resources Handbook which includes development of comprehensive Human Resources Policies and Staff Development/Training Processes.</b></li> <li>• <b>Develop an Executive Director Supervision Policy and a lieu time / vacation time policy for the Executive Director.</b></li> </ul>	<p><b>M:</b> Mae <b>S:</b> Sharon <b>CARRIED</b></p>	
<b>7. IN CAMERA MEETING</b>				
7.	<i>In camera</i> Meeting	None		
8.	<i>ADJOURNMENT</i>	<b>MOTION:</b> THAT the meeting be adjourned.	<b>M:</b> Michèle <b>CARRIED</b>	

**MOTION:** THAT the minutes of the **January 25<sup>th</sup>, 2017** meeting of the RTC Board of Management, including the attached appendix, be approved.

**Moved:** Mae Hum    **Seconded:** Liz Doyle    **CARRIED**

**APPENDIX TO MINUTES: RTCC LOGO APPROVED ON January 25, 2017**

