

**Ralph Thornton Community Centre Board of Management**  
**APPROVED Minutes of the Meeting of February 22<sup>nd</sup>, 2017**

**Present: Board:** Graham Chernoff; Liz Doyle; Jeff Garkowski; Michèle Harding (Minutes) Sharon Ho; Mae Hum (Chair); Alan Lennon; Janet Routliffe and Paula Fletcher.

**GUESTS:** Peter Cutterbuck

**Staff:** John Campey; and Glenn Gustafson;

**Regrets:** Maria Moutsatos and Samantha Morrison

**Absent:** Robin Edgar; Maria DeLuca and Jordana Wright

	Item	Discussion	Decision	Action / By
<b>1. CALL TO ORDER</b>				
1a	Greetings & Introductions	Mae called the meeting to order. Peter Cutterbuck, who will be facilitating the Board's strategic planning process, was introduced. The Board expressed their thanks to Glenn for work done as acting ED while John was on vacation.		
1b	Declaration of Conflicts of Interest	None		
<b>2. BUSINESS ARISING</b>				
2a	Approval of Meeting Agenda	<b>MOTION:</b> <b>THAT the meeting agenda be approved as amended</b> <ul style="list-style-type: none"> <li>5C – OP&amp;E presentation was moved up on the agenda</li> </ul>	<b>M:</b> Mae <b>S:</b> Janet <b>CARRIED</b>	
2b	Board TO DO List	<ul style="list-style-type: none"> <li>Members discussed outstanding items and updated the TO Do list.</li> </ul>		•
2c	Community Updates	<ul style="list-style-type: none"> <li>Information regarding the TD Bank branch at Logan Ave was updated. Previous information will be deleted from the minutes.</li> </ul>		
<b>3. CONSENT AGENDA</b>				
3	<b>Consent Agenda Approvals</b>	<b>MOTION: THAT the following Consent Agenda decisions and motions be APPROVED as amended</b>	<b>M:</b> Mae <b>S:</b> Liz <b>CARRIED</b>	
3a	<b>January 25<sup>th</sup>, 2017 Minutes</b> including minor amendments	<b>MOTION:</b> THAT the minutes of the January 25 <sup>th</sup> , 2017 Meeting of the RTC Board of Management be as amended. <ul style="list-style-type: none"> <li>Deletion of community update respecting TD bank.</li> </ul>		Secretary
3b	<b>Staff Reports</b> <ul style="list-style-type: none"> <li>Special Occasion Permit – if needed</li> </ul>	<ul style="list-style-type: none"> <li>John thanked Glenn and Maria for their work while he was away and highlighted: the successful roll-out of the new Logo and development of a branding guide; progress made on the Rivertowne project;</li> </ul>		John

	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
	<ul style="list-style-type: none"> <li>• Staff Updates</li> </ul>	<p>reconfiguration and expansion of weekend hours and staffing capacity; and on-going work to address implications of having to reduce some staffing hours.</p> <ul style="list-style-type: none"> <li>• Maria's report highlighted: the work of the new children's programme coordinator; progress being made on the 2017 summer RAC camp; success of the Lunar New Year celebration; and student volunteers who are assisting with the building census and development of a marketing strategy for the Sunday Escape.</li> <li>• Glenn's report highlighted: approval of the City budget, its impact on AOCCs; required revisions to RTCC's 2017 budget and projected strategy for the 2018 City budget; RTCC's current net revenue; roll out of the new logo; upcoming and on-going work; and facility issues</li> </ul> <p><b>DECISION:</b> That the Staff Reports be received</p>		
3c	<p><b>Board Development &amp; Nominations</b></p> <ul style="list-style-type: none"> <li>• Governance Policy Template</li> <li>• Committee Report</li> </ul>	<p><b>Decision:</b> <b>THAT the Board rescind the Governance Policy Template initially created in 2012</b></p> <p><b>DECISION:</b> THAT the BD&amp;N report to the Board be received.</p>		Alan Secretary to create a new template
3d	<p><b>Organizational Planning &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Committee Report</li> </ul>	<ul style="list-style-type: none"> <li>• Committee advised that following a RFQ process to which 3 consultants responded, <b>Peter Cutterbuck</b> (PC Human Resources) had been hired to facilitate the Board strategic planning retreat process.</li> <li>• The committee report also provided updates regarding programme evaluation; the building census conducted in February and strategic planning projects with Social Planning Toronto and Ryerson's Graduate Studio.</li> </ul> <p><b>DECISION:</b> THAT the OP&amp;E report to the Board be received</p>		Michèle/John
3e	<p><b>Membership &amp; Outreach</b></p>	<ul style="list-style-type: none"> <li>• The Committee report highlighted the results of the January 19<sup>th</sup> member recognition and strategic planning event, strategy for further engaging the</li> </ul>		Janet

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	<ul style="list-style-type: none"> <li>Committee Report</li> </ul>	<p>Chinese community; community matters event plans and development of a community awards process.</p> <p><b>DECISION:</b> THAT the M&amp;O January report to the Board be received.</p>		
<i>End Consent Agenda Motions And Decisions</i>				
<b>4. STAFF DISCUSSION</b>				
4A	<p><b>Executive Director, Programme Director, Business Manager Discussion</b></p>	<p>John</p> <ul style="list-style-type: none"> <li>Thanked Glenn for acting in his absence and advised that Maria would be away.</li> <li>Highlighted the roll out of the new logo, which has been smooth.</li> <li>Advised that the delivery of the Good Food Market this summer was in jeopardy because funding had run out.</li> <li>Advised that the Rivertowne project was progressing slowly at TCHC's request due to community contingencies.</li> <li>The new Children's programming coordinator had started work. The position was created from amalgamation of other resources to create a reasonably stable part-time position and will focus, at least initially, on after-school programming.</li> </ul> <p>Questions arose respecting a comment in the Business Manager's report regarding the Centre's apparent intention to pursue "...a substantial rent increase from the Toronto Public Library".</p> <ul style="list-style-type: none"> <li>Members were advised that the Board had not made a decision to pursue increased rental fees for either current tenants or space users, and that issues relating to space use and rental fees, including assessment of space used and fees paid by current tenants, would be considered within the context of the on-going facility assessment and strategic plan, now underway.</li> <li>Councillor Fletcher requested that the Executive and ED meet with SDFA to clarify issues relating to</li> </ul>		Councillor Fletcher & Executive

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		Centre tenancy and Council expectations regarding 1:1 funding requirements. She undertook to organize the meeting.		Committee
<b>5. COMMITTEE REPORTS</b>				
5a	<p><b>Executive Committee</b></p> <ul style="list-style-type: none"> <li>• Membership Administration Policy &amp; Procedures</li> <li>• Ratification of Decisions</li> <li>• Sole Source Procurement</li> </ul>	<ul style="list-style-type: none"> <li>• Michèle reviewed the changes made following the last Board meeting.</li> </ul> <p><b><u>MOTION:</u></b>  <b>THAT the Membership Administration Policy and Protocol be approved.</b></p> <ul style="list-style-type: none"> <li>• The Committee advised that following discussion regarding the lack of response to the RFQ, it directed the staff to take action to expedite the procurement process.</li> </ul> <p><b><u>MOTION:</u></b>  <b>THAT the Board ratify the following Executive Committee directions and decisions:</b></p> <ul style="list-style-type: none"> <li>• <b>THAT RFQ 16-03 be cancelled;</b></li> <li>• <b>THAT the Centre proceed with sole source procurement for the necessary services related to the website; and</b></li> <li>• <b>THAT Union Communications be approached as a potential supplier of the identified web services in line with the RFQ.</b></li> </ul> <p><b><u>MOTION:</u></b>  <b>THAT the Ralph Thornton Community Centre enter into a sole source agreement with Union Communications to provide upgrades to the Centre’s website, in keeping with the criteria outlined in RFQ 16-03, and on terms acceptable to the Executive Director and Business Manager.</b></p> <ul style="list-style-type: none"> <li>• Glenn advised that Union Communications had been contacted and was undertaking the project on the terms and conditions identified in the RFQ. However,</li> </ul>	<p><b>M:</b> Michèle  <b>S:</b> Alan  <b>CARRIED</b></p> <p><b>M:</b> Michèle  <b>S:</b> Liz  <b>CARRIED</b></p> <p><b>M:</b> Michèle  <b>S:</b> Sharon  <b>CARRIED</b></p>	<p>Secretary / John</p> <p>Glenn/John</p>

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	<ul style="list-style-type: none"> <li>South Riverdale Child-Parent Centre</li> <li>Committee Report</li> </ul>	<p>the potential cost had increased to \$8,500.</p> <ul style="list-style-type: none"> <li>Mae reported that the Executive had had a productive meeting with the President and staff of the Child-Parent Centre.</li> </ul> <p><b>DECISION:</b> THAT the Executive Committee's report to the Board be received</p>	<b>AGREED</b>	
5b	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Reinvestment of GIC</li> </ul>	<ul style="list-style-type: none"> <li>Graham advised that an \$11,000 GIC would mature on February 27<sup>th</sup> and recommended reinvestment of the principal in a one-year GIC and the transfer of any associated interest to the Payroll Stabilization Reserve.</li> </ul> <p><b>MOTION:</b>  <b>THAT the Ralph Thornton Community Centre's GIC with \$11,000 principal be reinvested for a one-year term, and that any interest be added to the Payroll Stabilization Reserve.</b></p>	<p><b>M:</b> Graham  <b>S:</b> Alan  <b>CARRIED</b></p>	Graham/Finance/ Glenn
5c	<p><b>Organizational Planning &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>Strategic Planning Process</li> <li>Strategic Conversations with Partners</li> <li>Socio-Demographic Profile Presentation</li> </ul>	<ul style="list-style-type: none"> <li>Michèle reminded members regarding the key dates and events for strategic planning, and advised that (1) Ryerson Grad Studio students had commenced work on the land use analysis and would be presenting their work to the Board in March; and (2) work was underway to determine the venue and agenda for the Board retreat.</li> <li>Michèle requested volunteers to undertake strategic conversations with partners.</li> <li>Highlights of the socio-demographic profile developed by Social Planning Toronto were presented for information and questions.</li> <li>Members briefly discussed possible implications of the profile and proposed that areas evidencing a concentration of poverty indicators be more clearly identified.</li> </ul>	Information	<p>Michèle / OP&amp;E</p> <p>Board members to contact Michèle</p>

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5d	<b>Fundraising &amp; Marketing</b> <ul style="list-style-type: none"> <li>Committee Report</li> </ul>	<p>Janet ...</p> <ul style="list-style-type: none"> <li>Advised that the annual Gala Event will take place on <b>Saturday, May 13<sup>th</sup>, 2017</b>, to raise money for children's programming.</li> <li>The Theme is <b>Spring Affair</b>, with music, food and a silent auction. A live auction of 3 – 5 items is also being considered.</li> <li>Sponsorships are being sought from organizations and each member will be asked to contact 3 - 5 local businesses/contributors regarding donations to the silent auction. The Committee will provide a donor letter with which to contact potential donors.</li> <li>Advised that many volunteers will be required to support the event.</li> <li>It was noted that a <u>required</u> project plan and budget had not been developed for the event.</li> </ul> <p><b>DECISION:</b> THAT the F&amp;M report to the Board be received.</p>	<p><b>AGREED</b></p>	<p>Janet/F&amp;M</p> <p>Event project plan and budget to be developed</p>
5e	<b>Board Development &amp; Nominations</b> <ul style="list-style-type: none"> <li>Board Self-Assessment Process</li> <li>Review of Governance Policies</li> </ul>	<ul style="list-style-type: none"> <li>Alan outlined the proposed process for the Board's annual self-assessment.</li> <li>Michèle undertook to re-post the last analysis of the Board's self-assessment for information.</li> </ul> <p><b>Decisions:</b></p> <ul style="list-style-type: none"> <li><b>That Marie DeLuca be delegated as coordinator of the 2017 Board self-Evaluation survey and process.</b></li> <li><b>That senior staff (Executive Director, Business Manager and Program Director) be included in this process.</b></li> </ul> <ul style="list-style-type: none"> <li>Alan highlighted the committee's discussion regarding the process and strategy for reviewing governance policies.</li> <li>The Committee recommended that the Board's TO Do List incorporate the schedule of governance policy reviews and the assignment (if any) to committees for action</li> </ul>	<p><b>AGREED</b></p> <p><b>AGREED</b></p>	<p>Michèle</p> <p>Board members to review</p>

	Item	Discussion	Decision	Action / By
		<p><b><u>Decision:</u></b>  <b>THAT the Executive Committee review the 2016 Executive Election Policy and advise of any proposed</b></p>	<p><b>AGREED</b></p>	<p>Executive Committee</p>
<b>6. IN CAMERA MEETING</b>				
6.	<p><b><i>In camera</i> Meeting</b></p> <p>Report of <i>in camera</i> meeting  <b>Personnel Committee</b></p> <ul style="list-style-type: none"> <li>• ED Performance Review</li> </ul>	<p><b><u>MOTION:</u></b> THAT the Board commence the <i>in camera</i> meeting at 8:00 pm.</p> <p><b><u>MOTION:</u></b> THAT the Board end the <i>in camera</i> meeting at 9:00 pm.</p> <p><b><u>MOTION</u></b>  <b>THAT the RTCC Board approve the ED's Performance Review and communicate the Review and the recommended Performance Rating to the Executive Director of the City of Toronto's Social Development Finance and Administration Division.</b></p>	<p><b>M:</b> Michèle  <b>S:</b> Graham  <b>CARRIED</b></p> <p><b>M:</b> Janet  <b>S:</b> Paula  <b>CARRIED</b></p> <p><b>M:</b> Mae  <b>S:</b> Jeff  <b>CARRIED</b></p>	<p>Personnel Committee</p>
7.	<p><i>ADJOURNMENT</i></p>	<p><b><u>MOTION:</u></b> THAT the meeting be adjourned.</p>	<p><b>M:</b> Alan  <b>CARRIED</b></p>	

**MOTION:** THAT the minutes of the February 22, 2017 meeting of the RTC Board of Management be approved as circulated.

**MOVED: Mae Hum**

**Seconded: Sharon Ho**

**CARRIED**