

Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Meeting of March 22nd, 2017

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

GUESTS: Peter Cutterback; Brad Jarman and Ryerson Grad Studio Team: Catriona Moggach, Benjamin Pistner, Corinna Priot, Oliver Rojas, Andrew Sgro, Yvonne Verlinden and Mathew Zentner.

Staff: John Campey; Maria Moutsatsos and Glenn Gustafson. **Regrets:** Marie DeLuca **Absent:** Jordana Wright

	Item	Discussion	Decision	Action / By
1. CALL TO ORDER				
1a	Greetings & Introductions	Samantha called the meeting to order. The guests were introduced		
1b	Declaration of Conflicts of Interest	None		
2. BUSINESS ARISING				
2a	Approval of Meeting Agenda	MOTION: THAT the meeting agenda be approved.	M: Samantha S: Graham CARRIED	
2b	Board TO DO List	<ul style="list-style-type: none"> • Michèle advised that most items had been updated. 		<ul style="list-style-type: none"> • N/A
2c	Community Updates	<ul style="list-style-type: none"> • Information regarding Canadian Urban Institutes commentary on the Carlaw/Dundas redevelopment and Inside Toronto article were shared. • Alan flagged the issues relating to "Not A Library" campaign. • Riverside Winefest scheduled for Saturday, April 8th from 2:00 to 5:00 pm hosted by the BIA and RTCC. 		Information
2d	Strategic Planning / Ryerson Grad Studio Team Presentation	<ul style="list-style-type: none"> • The Graduate Studio Team of Ryerson University's School of Regional and Urban Planning presented the findings and recommendations arising from the environmental scans undertaken. • Several members asked questions about the underlying information and proposals. • The members expressed their appreciation to the Team for the excellent work done. 	Information for the Board Strategic Planning Retreat	OP&E Board
3. CONSENT AGENDA				
3	Consent Agenda Approvals	MOTION: THAT the following Consent Agenda decisions and motions be APPROVED as amended	M: Mae S: Sharon CARRIED	

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3a	February 22nd, 2017 Minutes including minor amendments	MOTION: THAT the minutes of the February 22 nd , 2017 Meeting of the RTC Board of Management be approved as circulated.		Secretary
3b	Staff Reports <ul style="list-style-type: none"> • Business Manager • Staff Updates 	<ul style="list-style-type: none"> • The Business Manager provided information about the updating and approval of the Centre’s emergency water leak plan, which was well received and significantly improved the Centre’s risk score; elevator replacement and upgrading; additional upgrading of the Centre’s infrastructure; roll out of the Centre’s new logo; and receipt of “way finding” recommendations; and the hiring of relief workers for the children and youth programmes. • The Executive and Programme Directors provided programming updates relating to the expanded hours in the Exchange Loft; success of the first March Break camp; work with Ryerson U’s marketing students to promote the Sunday Escape; commencement of hiring processes for the RAC and LGBTQ Summer Camps. Also, that the Rivertowne project had been “paused” at the City’s request pending further direction from the Rivertowne Project Management Table and redesign of the website with Union Communications was progressing. <p>DECISION: That the Staff Reports be received</p>		John
3c	Board Development & Nominations <ul style="list-style-type: none"> • Committee Report 	<p>Alan</p> <ul style="list-style-type: none"> • Reminded members regarding participation in the Board self-assessment • Advised that the nominations process had been launched and encouraged members to encourage friends and contact to consider the opportunity. • Advised that work was underway to create an information management policy and update the Dropbox administration policy. <p>DECISION: THAT the BD&N report to the Board be received.</p>		Alan Secretary to create a new template

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3d	Organizational Planning & Evaluation <ul style="list-style-type: none"> Strategic Planning 	Michèle <ul style="list-style-type: none"> Reminded members about the Board Strategic Planning Retreat scheduled for Saturday, April 1st, starting promptly at 10:00 am, and of the preparation documentation located in the Dropbox. <p>DECISION: THAT the OP&E report to the Board be received</p>		Michèle/John
	<ul style="list-style-type: none"> Committee Report 			
3e	Membership & Outreach <ul style="list-style-type: none"> Committee Report 	Jeff <ul style="list-style-type: none"> Provided an update regarding new memberships; Highlighted the results of the Member Strategic Planning Conversation held on January 19th. Provided an update on future Community Maters events, advised that the committee was working on a strategy to further engage the Chinese community. Advised that the Community Volunteer Awards process had been developed. <p>DECISION: THAT the M&O January report to the Board be received.</p>		Janet
End Consent Agenda Motions And Decisions				
4. STAFF DISCUSSION				
4A	Executive Director, Programme Director, Business Manager Discussion	John <ul style="list-style-type: none"> Advised that Maria was back to work following her leave; Advised that the Centre was working with three groups of students on planning, marketing and the building census. Advised that the building census would provide an opportunity develop high-level indicators of building capacity. <p>Maria thanked the Board and her colleagues for the support received during the last several months.</p>		N/A
5. COMMITTEE REPORTS				
5a	Executive Committee <ul style="list-style-type: none"> Committee Update 	Samantha ... <ul style="list-style-type: none"> Highlighted the committee’s discussion regarding and support for F&M’s recommendations to increase the 	Information	

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	<ul style="list-style-type: none"> • Meeting with City Representatives 	<p>budget for the website.</p> <ul style="list-style-type: none"> • Advised that the Executive Committee, Exec. Director, Business Manager and Paula Fletcher had a productive meeting with City representatives Chris Brillinger and Costanza Allevato. Chris Brillinger (SDFA Executive Director) ... <ul style="list-style-type: none"> ○ Confirmed that the RTC is fully authorized to manage all aspects of the facility. The Committee confirmed that the Board has no plans to change tenancy relationships, and will consider whether further correspondence with tenants is warranted at this time. ○ Addressed City Finance’s expectations regarding matched 1:1 funding and agreed that services to the Toronto Public Library and Child-Parent Centre were not adequately recognized and reported in our budget. He, along with Costanza Allevato, undertook to have further discussion with City Finance to resolve the matter. <p>DECISION: THAT the Executive Committee’s report to the Board be received</p>	<p>AGREED</p>	<p>Executive Committee / John</p> <p>Glenn/John to monitor and follow-up as required</p>
5b	<p>Finance</p> <ul style="list-style-type: none"> • Q4 Report 	<p>Graham advised that:</p> <ul style="list-style-type: none"> • There was some not great news in that the Centre is facing a \$27,000 deficit in its core budget as a result of several deficiencies in the 2016 Core budget submitted to the City, which had to be corrected for 2017: <ul style="list-style-type: none"> • The 2016 budget for management salaries was not accurate because it was based on 2015 projections rather than actuals; • The 2016 budget did not account for paying vacation relief staff at the rate of the position they were filling or for the results of the recent collective agreement; and • The 2016 budget for utilities was not sufficient to cover costs • The Sundry budget included a \$15,000 deficit rather 		<p>Graham/Finance/ Glenn</p>

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	<p>than \$1,500 net income, due to increased costs for casual staffing related to casual staffing for special event support, sick relief, double staffing maintenance to accommodate shift changes and special projects, and to maintain a minimum of two people in the building. Additionally, solid waste costs were moved from property taxes to utilities but not fully addressed.</p> <ul style="list-style-type: none"> • While income exceeded budget expectations, expenses continue to exceed budget projections. <p>MOTION: THAT the Board receive the Q\$ 2016 financial report.</p> <p>Graham highlighted the Committees report and recommendations he noted that while the budget relies on several conservative estimates ...</p> <ul style="list-style-type: none"> • The Mentor program is still not self-sufficient, resulting in a \$3,600 projected deficit; • A significant deficit in the core budget remains • Costs have been trimmed as much as possible to reduce and mitigate expenses • Several 2016 forecasting errors have been corrected in the 2017 Budget, but structural problems remain. • In June, the Board may have to consider closing the Centre for on several or all weekends and/or increasing rental fees by 20% effective May 1st to make up for some of the expected rental revenue losses due to the elevator repair schedule. <p>MOTION: THAT the Board approve the Ralph Thornton Community Centre’s 2017 operating budget</p> <p>Graham outlined the Committee’s recommendation regarding increasing rental fees by 20% as one strategy to mitigate projected deficits.</p>	<p>M: Graham S: Alan CARRIED</p> <p>M: Graham S: Janet CARRIED</p>	
<ul style="list-style-type: none"> • 2017 Operating Budget 			
<ul style="list-style-type: none"> • Rental Fees 			

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		<ul style="list-style-type: none"> • The increased fees are expected to raise approx. \$3,200 between May and December 2017, and approx. \$5,000 more in 2018. • It was confirmed that space users how had booked rental space prior to April 30th, 2017 for events that will occur later in the year, would not be asked to pay the increased fee. • It was also confirmed that there was no intention to change the space use category criteria and what appeared as "recommendations" in the chart attached to the revised proposed fee schedule should be treated as information and not a component of the revisions being proposed. • It was noted that the basement computer lab had been omitted from the fee schedule. It was recommended that this space be added to the schedule at a fee rate equal to two sections of the auditorium <p>MOTIONS:</p> <p>THAT the Board approve an increase in the room rental fee rate by 20%, as outlined in the attached revised fee schedule</p> <p>THAT the rental rate for the basement Computer Lab be established at a level equivalent to two sections of the auditorium and included in the revised fee schedule</p> <p>The revised schedule (Appendix 3 – <i>Space Booking Policy & Procedures Policy</i>), as approved, is appended to these minutes.</p>	<p>M: Graham S: Janet CARRIED</p> <p>M: Michèle S: Jeff CARRIED</p>	
5c	<p>Fundraising & Marketing</p> <ul style="list-style-type: none"> • RTCC Logo 	<p>Janet ...</p> <ul style="list-style-type: none"> • Advised that the new RTCC logo had been implemented and that branding will be occurring throughout the building. • Reminded members that \$10,000 from the capital budget had been allocated to assist with way-finding signage 	Information	Janet/F&M Glenn

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	<ul style="list-style-type: none"> Website 	<p>Janet further advised that:</p> <ul style="list-style-type: none"> Union Communications had started work on renewing the web site and should be completed by Mid-May, with the intent of re-launching in mid-June. Union Communications estimated that \$8,500 was needed to complete the work requested, which exceeded the current approved allocation of \$6,000. <p>MOTION: THAT the Board approve an additional \$2,500 and delegate authority to the Executive Director to enter into a contract, totalling \$8,500, with Union Communications to ensure the completion of the RTCC website.</p>	<p>M: Janet S: Michèle CARRIED</p>	John/Glenn
	<ul style="list-style-type: none"> Spring Affair Gala 	<p>Janet reminded members of the annual Gala Event Spring Affair which will take place on Saturday, May 13th, 2017, to raise money for children’s programming and advised that:</p> <ul style="list-style-type: none"> Several artifacts had been developed to help members solicit both sponsorships and donations for the silent auction. All materials could be accessed via the “2017 Gala Event” folder at https://www.dropbox.com/home/2017%20Gala%20Event The Committee was proposing a budget of \$10,000 with \$5,000 in expenses and a net revenue of \$5,000 <p>MOTION: THAT the Board approve the Budget for the 2017 Spring Affair Gala and fundraising event</p>	<p>M: Janet S: Jeff CARRIED</p>	All members F&M
	<ul style="list-style-type: none"> Committee Report 	<p>DECISION: THAT the F&M report to the Board be received.</p>	<p>AGREED</p>	
5d	<p>Board Development & Nominations</p> <ul style="list-style-type: none"> Board Self- 	<ul style="list-style-type: none"> Alan Reminded members to complete the Board’s annual self-assessment questionnaire by Saturday. 		Board members

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<ul style="list-style-type: none"> Assessment Process • Governance Policy Review Schedule 	<ul style="list-style-type: none"> • Alan highlighted the proposed policy review schedule and strategy for Board governance policies. <p>MOTION:</p> <ul style="list-style-type: none"> • THAT the Board, for purposes of policy reviews, assign to appropriate committees the responsibility for reviewing and, if needed, making recommendations regarding changes to the Board <p>DECISIONS:</p> <ul style="list-style-type: none"> • THAT the Board agrees the present assignment of responsibility for the following policies should remain unchanged: <ul style="list-style-type: none"> • Board Meeting Policies and Procedures – Executive • Consent Agenda – Executive • Finance Policy and Procedures – Finance • Membership Administration Policy and Protocol – Board Secretary & M&O • Political Activity – Executive • Programme Documentation – OP&E • Privacy – Executive • THAT, in the case of the following policies, the Board assigns review/updating responsibility to the following committees: <ul style="list-style-type: none"> • <i>Board Committee Structure & Mandate</i> – each committee should review its mandate periodically, make recommendations to the Executive Committee, which then make any necessary recommendations to the Board; • <i>Board Meeting Policies and Procedures – Executive Committee</i> (which is responsible for Board meetings and therefore are in the best position to review these policies and procedures); • <i>Board Member Conduct, Roles and Responsibilities – BD&N</i> (as part of its board development responsibilities); • <i>Committee Member Conduct, Roles and</i> 	<p>M: Alan S: Sharon CARRIED</p> <p>AGREED</p> <p>AGREED</p>	<p>Committee Chairs</p> <p>Committee Chairs BD&N to monitor</p>

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	<p>Report of <i>in camera</i> meeting</p> <ul style="list-style-type: none"> • Personnel Committee Update (6a) • Approval of Minutes of February 22, 2017 meeting (6b) • Approval of membership applications (6c) 	<p>The Personnel Committee tabled the Executive Director’s 2017 Work Plan, for information.</p> <p><u>The following motions were approved:</u> THAT the Minutes of February 22, 2017 <i>in camera</i> meeting RTCC Board be approved as circulated.</p> <p>THAT 150 membership applications received between June 15th, 2016 and March 22nd, 2017, be approved for the membership term June 15th 2016 to and including June 16, 2017.</p> <p>Of these 150 members:</p> <ul style="list-style-type: none"> • 40.6% were new applications and 59.4% were renewals; • 77% paid the reduced fee and 23% paid the full fee; and • 45% live within and 54%, the majority, live outside of the catchment area. 		Personnel Committee
7.	ADJOURNMENT	<u>MOTION:</u> THAT the meeting be adjourned.	M: Mae CARRIED	

MOTION: THAT the minutes of the March 22, 2017 meeting of the RTC Board of Management be approved.

MOVED: Mae Hum

SECONDED: Alan Lennon

CARRIED

APPENDIX 3: SCHEDULE OF FEES

User Category	Room		Fees (per hour)	Out of Hour Fees (per hour)
A	All Rooms		No Charge	\$60
B	Auditorium	One Section	\$12	\$60
		Two Sections	\$24	
		Full Auditorium	\$36	
		Meeting Room (2 nd Floor)	\$12	
		Third Floor	\$24	
		Mezzanine	\$12	
		Basement	\$18	
Computer Lab	\$24			
C	Auditorium	One Section	\$24	\$90
		Two Sections	\$48	
		Full Auditorium	\$72	
		Meeting Room (2 nd Floor)	\$24	
		Third Floor	\$48	
		Mezzanine	\$24	
		Basement	\$36	
Computer Lab	\$48			
D	Auditorium	One Section	\$36	\$120
		Two Sections	\$72	
		Full Auditorium	\$108	
		Meeting Room (2 nd Floor)	\$36	
		Third Floor	\$72	
		Mezzanine	\$36	
		Basement	\$48	
Computer Lab	\$72			
A, B, C, D	Kitchen	Basic use and preparation	No Charge	\$60
A	Kitchen	Cold Food preparation	\$6	
	Kitchen	Full Kitchen	\$12	
Alcohol use in Kitchen add \$18/hour				
B, C, D	Kitchen	Cold Food preparation	\$12	\$60
	Kitchen	Full Kitchen	\$24	
Alcohol use in Kitchen add \$42/hour				
Holiday Rates (All Users)	Auditorium	One Section	\$162 (\$174 with alcohol served)	
		Two Sections	\$186 (\$210 with alcohol served)	
		Full Auditorium	\$210 (246 with alcohol served)	
		Meeting Room (2 nd Floor)	\$162	
		Third Floor	\$186 (\$210 with alcohol served)	
		Mezzanine	\$162	
		Basement	\$172 (\$186 with alcohol served)	
		Basement Computer Lab	\$186	
		Kitchen (only with room booking)	\$24 (\$60 with alcohol served)	