Ralph Thornton Community Centre Board of Management UNAPPROVED Minutes of the Meeting of April 26, 2017

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

<u>GUESTS</u>: Peter Clutterbuck; Yang Han and Ryan Acayan. <u>Staff</u>: John Campey; Maria Moutsatsos and Glenn Gustafson.

Regrets: Marie DeLuca & Paula Fletcher **Absent:** Jordana Wright

	Item	Discussion	Decision	Action / By
		1. CALL TO ORDER		
1a	Greetings &	Samantha called the meeting to order.		
	Introductions	The guests were introduced		
1b	Declaration of Conflicts	None		
	of Interest			
		2. BUSINESS ARISING		
2a	Approval of Meeting Agenda	MOTION: THAT the meeting agenda be approved.	M: Samantha S: Jeff CARRIED	
2b	Board TO DO List	Michèle briefly reviewed outstanding items.		
2c	Community Updates	• Noted that a new bookstore (Queen Books) had opened at Queen and Logan and a new bistro had opened at the former Brickyard Grounds site.		Information
2d	Strategic Planning Discussion	• The members and guests participated in an exercise to finalize strategic planning options facilitated by Peter Clutterbuck.	Refer Decisions to OP&E for action	OP&E
	· ·	3. CONSENT AGENDA		
3	Consent Agenda Approvals	<u>MOTION</u> : THAT the following Consent Agenda decisions and motions be APPROVED as amended	M: Alan S: Mae CARRIED	
3a	March 22 nd , 2017 Minutes including minor amendments	MOTION: THAT the minutes of the March 22 nd , 2017 Meeting of the RTC Board of Management be approved as circulated.		Secretary
3b	Staff Reports Business Manager 	DECISION: That the Staff Reports be received		Staff
3с	Organizational Planning & Evaluation	Michèle advised that the Committee had reviewed and endorsed the staff way-finding proposal.		Michèle/John

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	• Way-Finding	MOTION: THAT the Board adopt the names provided to identify the useable spaces in the Building for the purposes of way-finding and marketing.		
	Committee Report	DECISION : THAT the OP&E report to the Board be received		
3d	Membership & Outreach	Jeff advised that • No new memberships were recorded in March;	-	Jeff M&O
	Committee Report	 Was consulting with stakeholders regarding the best ways to engage the Chinese community; Board members were encouraged to make nominations for the Community Volunteer Awards programme; and AGM planning was underway. 		
		DECISION : THAT the M&O report to the Board be received.		
3c	Board Development & Nominations	 Alan advised that: The nominations process for new board members was well underway and that interviews were scheduled. 		Alan BD&N
	Committee Report	 The Dropbox and information management policies were still works in progress. Board self-evaluation data are being analyzed and a report to the next meeting was planned. A new Governance Policy Template has been added to the Dropbox folder. The Committee is working on a proposal for orienting new board members. 		
		DECISION : THAT the BD&N report to the Board be received.		
3d	Executive	No Report		
		End Consent Agenda Motions And Decisions		
		4. STAFF DISCUSION		
4A	Executive Director, Programme Director, Business Manager Discussion	• The Business Manager provided an update respecting facility upgrades (elevator replacement, sprinkler system and way-finding), and demonstrate the renewed web site which is scheduled to launch in mid-May.	Information	N/A

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		 The Programme Director advised that interviews for RAC camp staff were underway; we were currently registering participants for the LGBTQ camp; and HRDC had approved 8 staff positions. The Executive Director reported on the success of the Wine Fest which generated \$1,000 in donations for children's programmes, and efforts to build relations with local organizations and businesses. 		
		5. COMMITTEE REPORTS		
5a	 Finance Audited Financial Statement 	 Graham advised that: The Committee had reviewed the draft audited statement for 2016. Several issues requiring clarification had been identified and are being addressed. 		Graham/Finance/ Glenn
		• Decision: THAT the Committee's report he received	AGREED	
5b	Fundraising & Marketing • Spring Affair • Website	 Decision: THAT the Committee's report be received Janet Advised that 50 plus items had been donated for the silent auction and that 80 tickets had been sold and paid for. She reminded members to submit payments as soon as possible. Advised that sponsorships had been secured GOLD - thanks to Sharon's and Paula's efforts SILVER thanks to Jeff (Lura Consulting & Quince Flowers) COPPER - (Il Ponte and Re/Max) Emphasized the need for increased ticket sales. Advised that brochures were being developed and would be available for distribution soon Advised that child care, including a snack, would be 	Information	Janet/F&M All members
	• Committee Report	 provided for participants; and Reviewed the Gala Work Plan. DECISION : THAT the F&M report to the Board be received .	AGREED	F&M

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	6. IN CAMERA MEETING				
6.	In camera Meeting	MOTION: THAT the Board commence the <i>in camera</i> meeting at 8:20 pm.	M: Alan S: Graham CARRIED		
		MOTION: THAT the Board end the <i>in camera</i> meeting at 9:00 pm.	M:Michèle S: Graham CARRIED		
	 Report of <i>in camera</i> meeting Approval of Minutes of March 22, 2017 meeting (6a) 	MOTION: THAT the minutes of the March 22, 2017 <i>in camera</i> meeting be approved as circulated.	M:Michèle S: Liz CARRIED	Secretary	
	 Personnel Committee Update (6b) 	The members reviewed and commented on the Executive Director's 2017 Work Plan.		Personnel	
	•	Decision: THAT the Executive Director's 2017 Work Plan be received.	AGREED	Committee	
7.	ADJOURNMENT	MOTION: THAT the meeting be adjourned.	M:Alan S: Graham CARRIED		

MOTION: THAT the minutes of the April 26, 2017 meeting of the RTC Board of Management be approved.

MOVED: Samantha Morrison

SECONDED: Alan Lennon

CARRIED

May 17, 2017