

**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).

**GUESTS:** Peter Clutterbuck; Yang Han and Ryan Acayan.      **Staff:** John Campey; Maria Moutsatsos and Glenn Gustafson.

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

	Item	Discussion	Decision	Action / By
<b>1. CALL TO ORDER</b>				
1a	Greetings & Introductions	Samantha called the meeting to order. The guests were introduced		
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.</b>	<b>M:</b> Samantha <b>S:</b> Jeff <b>CARRIED</b>	
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
<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> Alan <b>S:</b> Mae <b>CARRIED</b>	
3a	<b>March 22<sup>nd</sup>, 2017 Minutes</b> including minor amendments	<b>MOTION:</b> THAT the minutes of the March 22 <sup>nd</sup> , 2017 Meeting of the RTC Board of Management be approved as circulated.		Secretary
3b	<b>Staff Reports</b> • Business Manager	<b>DECISION:</b> That the Staff Reports be received		Staff
3c	<b>Organizational Planning &amp; Evaluation</b>	Michèle advised that the Committee had reviewed and endorsed the staff way-finding proposal.		Michèle/John

	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
	<ul style="list-style-type: none"> <li>Way-Finding</li> <li>Committee Report</li> </ul>	<p><b>MOTION: THAT the Board adopt the names provided to identify the useable spaces in the Building for the purposes of way-finding and marketing.</b></p> <p><b>DECISION:</b> THAT the OP&amp;E report to the Board be received</p>		
3d	<p><b>Membership &amp; Outreach</b></p> <ul style="list-style-type: none"> <li>Committee Report</li> </ul>	<p>Jeff advised that</p> <ul style="list-style-type: none"> <li>No new memberships were recorded in March;</li> <li>Was consulting with stakeholders regarding the best ways to engage the Chinese community;</li> <li>Board members were encouraged to make nominations for the Community Volunteer Awards programme; and</li> <li>AGM planning was underway.</li> </ul> <p><b>DECISION:</b> THAT the M&amp;O report to the Board be received.</p>		Jeff M&O
3c	<p><b>Board Development &amp; Nominations</b></p> <ul style="list-style-type: none"> <li>Committee Report</li> </ul>	<p>Alan advised that:</p> <ul style="list-style-type: none"> <li>The nominations process for new board members was well underway and that interviews were scheduled.</li> <li>The Dropbox and information management policies were still works in progress.</li> <li>Board self-evaluation data are being analyzed and a report to the next meeting was planned.</li> <li>A new Governance Policy Template has been added to the Dropbox folder.</li> <li>The Committee is working on a proposal for orienting new board members.</li> </ul> <p><b>DECISION:</b> THAT the BD&amp;N report to the Board be received.</p>		Alan BD&N
3d	<b>Executive</b>	No Report		
<i>End Consent Agenda Motions And Decisions</i>				
<b>4. STAFF DISCUSSION</b>				
4A	<b>Executive Director, Programme Director, Business Manager Discussion</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Information	N/A



	Item	Discussion	Decision	Action / By
<b>6. IN CAMERA MEETING</b>				
6.	<b><i>In camera</i> Meeting</b>	<p><b><u>MOTION:</u> THAT the Board commence the <i>in camera</i> meeting at 8:20 pm.</b></p> <p><b><u>MOTION:</u> THAT the Board end the <i>in camera</i> meeting at 9:00 pm.</b></p>	<p><b>M:</b> Alan <b>S:</b> Graham <b>CARRIED</b></p> <p><b>M:</b> Michèle <b>S:</b> Graham <b>CARRIED</b></p>	
	<p><b>Report of <i>in camera</i> meeting</b></p> <ul style="list-style-type: none"> <li>• Approval of Minutes of March 22, 2017 meeting (6a)</li> <li>• Personnel Committee Update (6b)</li> <li>•</li> </ul>	<p><b>MOTION:</b> <b>THAT the minutes of the March 22, 2017 <i>in camera</i> meeting be approved as circulated.</b></p> <p>The members reviewed and commented on the Executive Director's 2017 Work Plan.</p> <p><b>Decision: THAT the Executive Director's 2017 Work Plan be received.</b></p>	<p><b>M:</b> Michèle <b>S:</b> Liz <b>CARRIED</b></p> <p><b>AGREED</b></p>	<p>Secretary</p> <p>Personnel Committee</p>
7.	<b><i>ADJOURNMENT</i></b>	<b><u>MOTION:</u> THAT the meeting be adjourned.</b>	<b>M:</b> Alan <b>S:</b> Graham <b>CARRIED</b>	

**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