

Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Meeting of May 17, 2017

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

GUESTS: Virginia Lackey and Samantha Slater (Welsh LLP Auditors). **Staff:** John Campey; Maria Moutsatsos and Mark Kovaks.

Regrets: Graham Chernoff; Jeff Garkowski; Marie DeLuca & Paula Fletcher **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, as amended. <ul style="list-style-type: none"> Audit and Finance Reports moved to top of agenda under Business Arising. 	M: Samantha S: Michèle CARRIED	
2b	Board TO DO List	<ul style="list-style-type: none"> Michèle reminded Committee Chairs of the requirement to complete committee year-end reports and recommended next year priorities by June 5th. The report will be used in the Board Orientation session in July. 		Committee Chairs
2c	Community Updates	<ul style="list-style-type: none"> Community Choir Concert – Canada 150 – scheduled for Saturday, May 27th, scheduled for 2:30 pm and 7:30 pm. Children’s Meeting hosted by Peter Tabun, May 23 at RTCC, 6:30-8:30 pm Rivertowne Eats and Beats Festival scheduled for June 3 and 4. RTCC is sponsoring child care and a Root Beer Garden. 		Information
2d	Finance Committee • Auditor’s Report	Virginia Lackey and Samantha Slater briefed the Board on the 2016 Audited Financial Statement and associated management letter, highlighting: <ul style="list-style-type: none"> Treatment of HST and amendment of reporting; Implications of the CRA’s Voluntary Disclosure Programme; Treatment of deferred revenue. No significant 		Glenn/John Finance

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		adjustments required; <ul style="list-style-type: none"> Inconsistent treatment of funds held in trust for other organizations/projects; recommended separate accounting of funds and written agreements. Necessary adjustments to RTCC's practices have already been made; and Petty Cash administration procedures. Practice amendments have been made. They also expressed their appreciation for the cooperation and assistance provided by RTCC staff during the audit.		
3. CONSENT AGENDA				
3	Consent Agenda Approvals	MOTION: THAT the following Consent Agenda decisions and motions be APPROVED as amended	M: Samantha S: Alan CARRIED	
3a	April 26, 2017 Minutes including minor amendments	MOTION: THAT the minutes of the April 26th, 2017 Meeting of the RTC Board of Management be approved as circulated.		Secretary
3b	Staff Reports	DECISION: That the Staff Reports be received.		Staff
3c	Membership & Outreach • Committee Report	The Committee's report highlighted: <ul style="list-style-type: none"> New committee member. AGM logistics and proposed budget. AGM programme, which will feature the new strategic plan. Proposed AGM budget, which is in line with the amount previously identified by the Board. DECISION: THAT the M&O report to the Board be received.		Jeff M&O
3c	Board Development & Nominations • Nominations • Dropbox Policy	Alan advised that: <ul style="list-style-type: none"> The nominations process for new board members had concluded and that a report on qualified candidates would be made in the <i>in camera</i> portion of the meeting. MOTION: That the Dropbox Policy and Administrative Appendix be approved.		Alan BD&N

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	<ul style="list-style-type: none"> Committee Report 	<p>Alan further advised that:</p> <ul style="list-style-type: none"> Reformatting of existing governance policies was underway. The schedule for review of governance policies has been posted to the Dropbox. <p>DECISION: THAT the BD&N report to the Board be received.</p>		
3d	<p>Executive</p> <ul style="list-style-type: none"> Resignation Committee Year-End Reports <ul style="list-style-type: none"> Executive Elections Policy <ul style="list-style-type: none"> Committee Report 	<p>Samantha</p> <ul style="list-style-type: none"> Confirmed that Robin Edgar had resigned due to a move to Ottawa. Reminded Committee Chairs to submit their year-end reports and recommended 2017/2018 priorities, to be included in material for the proposed July 12th Board Orientation meeting. Noted updating of the Executive Elections Policy. <p>MOTION: THAT the Executive Elections Policy be approved.</p> <p>Decision: THAT the Executive Committee Report be received.</p>		Executive
End Consent Agenda Motions And Decisions				
4. STAFF DISCUSSION				
4A	<p>Executive Director, Programme Director, Business Manager Discussion</p>	<p>The following were highlighted:</p> <ul style="list-style-type: none"> Recruitment for the RAC Camp is underway and included candidates from Rivertowne. Spots are still available for the after-school programme. Currently reviewing strategies to address fluctuations in the volunteer pool for both children’s programmes; Special Events scheduled include Eats & Beats, Tree Festival; Pride (in participation with Toronto Neighbourhood Centres); Morse Stock and Dundas St. School Fun Fair. Student Placements have begun; Web site upgrades are mostly complete and the new web site was implemented just before the Spring Affair event. Security upgrades throughout the building. 	Information	N/A

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5. COMMITTEE REPORTS				
5a	Miscellaneous Motions	MOTION: THAT the budget for the 2017 Annual General Meeting be approved.	M: Sharon S: Michèle CARRIED	
5b	Finance Committee <ul style="list-style-type: none"> • 2016 Financial Statement • Approval of 2016 Audited Financial Statement • HST Filing & Voluntary Disclosure 	<p>Alan addressed the Committee’s report respecting accounting misstatements, management responses, and the Committee’s recommendation to not to amend some minor misstatements.</p> <p>He also highlighted</p> <ul style="list-style-type: none"> • A larger deficit than that reported in the Q4 report (\$36,890, compared with \$16,680), due to increased staffing costs 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 • HST filing; and • Accounting practices relating to Reserve funds <p>The Committee recommended approval of the 2016 Audited Financial Statement.</p> <p>MOTION: THAT the 2016 Audited Financial Statement be approved.</p> <p>Alan addressed the committee’s recommendation respecting Voluntary Disclosure relating to 4 years payments.</p> <p>MOTION: THAT the Board authorize the remittance of \$3,000 in conjunction with a voluntary disclosure to the Canada Revenue Agency concerning over-claimed HST input tax credits for 2016</p>	 M: Alan S: Liz CARRIED M: Mae S: Michèle CARRIED	 John/Glenn Glenn
5c	Fundraising & Marketing <ul style="list-style-type: none"> • Spring Affair 	Janet provided a preliminary report respecting the Spring Affair fundraising gala, including preliminary revenue estimates from which costs <i>have been</i> deducted: <ul style="list-style-type: none"> • Net revenue – 11,537 • Sponsorships - \$7,000 	 Janet/F&M	

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	<ul style="list-style-type: none"> • Committee Report 	<ul style="list-style-type: none"> • Ticket sales - \$1,980 • Beverage sales - \$1,223 <p>A full balance report will be provided at the next meeting.</p> <p>The Board congratulated the committee and all participants regarding the success of the event, and expressed special thanks to <i>Blanca</i> and <i>Bryon</i></p> <p>Thank you cards were prepared to thank all contributors and members were reminded to prepare cards for the donors they recruited. Feedback respecting what worked or did not work was invited.</p> <p>DECISIONS:</p> <ul style="list-style-type: none"> • THAT all contributors be thanked on the web site. • That certificates of appreciation be issued to sponsors; • THAT the F&M report to the Board be received 	AGREED	
5c	<p>Organizational Planning & Evaluation</p> <ul style="list-style-type: none"> • Approval of 2018-2022 Strategic Priorities and Plan <ul style="list-style-type: none"> • Committee Report 	<p>Michèle reviewed the draft 2018-2022 Strategic Priorities and Plan and responded to questions. It was agreed that the list of opportunities for impact would be presented in alphabetical order.</p> <p>MOTION: THAT the Board of Management approve and adopt the 2018 - 2022 Strategic Priorities and Plan as presented for implementation effective January 1, 2018..</p> <p>The Committee thanked the members for their participation and contribution.</p> <p>DECISION: THAT the OP&E report to the Board be received</p>	<p>M: Michèle S: Alan CARRIED</p> <p>AGREED</p>	Michèle/John
5D	<p>Board Development and Nominations</p> <ul style="list-style-type: none"> • Orientation Session for New Board 	<p>Alan advised that the Committee proposed that the orientation orientation session for the new Board on Wednesday July 12 from 6:00 to 9:00 pm, and invited all retiring members to participate. The session would replace the regularly scheduled June 26th Board meeting.</p>		BD&N / Alan

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	<ul style="list-style-type: none"> <li data-bbox="275 266 485 326">• Board Self-Assessment <li data-bbox="275 846 470 906">• Committee Transitions <li data-bbox="275 1068 569 1101">• Committee Report 	<p data-bbox="625 168 1367 261">DECISION: THAT the Orientation Session for the new Board be held on Wednesday, July 12th, from 6:00 pm to 9:00 pm.</p> <p data-bbox="625 298 1398 358">Alan highlighted the results of the Board Self-Assessment Report, which showed that</p> <ul style="list-style-type: none"> <li data-bbox="625 363 1377 423">▪ We are doing a reasonably good job (if we do say so ourselves) <li data-bbox="625 428 1241 456">▪ We and the centre have a good leadership <li data-bbox="625 461 1262 553">▪ We need to improve in two areas: <ul style="list-style-type: none"> <li data-bbox="716 493 1262 521">○ orientation to the board and its roles <li data-bbox="716 526 1310 553">○ development opportunities for the board <li data-bbox="625 558 1362 646">▪ We could be doing a better job in terms of reaching out to stakeholders in the community and involving them in the centre <p data-bbox="625 683 1394 808">MOTION: THAT the Board accept the Board self-assessment and assign the BD&N committee to develop a plan to correct the weaknesses identified in the self-assessment.</p> <p data-bbox="625 846 1398 906">The issue of transition for committees, especially where change in the chair was anticipated, raised and discussed.</p> <p data-bbox="625 943 1388 1036">DECISION: THAT the Interim Executive Committee develop a strategy and plan to facilitate committee transitions.</p> <p data-bbox="625 1073 1276 1133">DECISION: THAT the Committee's report be received.</p>	<p data-bbox="1430 168 1556 196">AGREED</p> <p data-bbox="1430 716 1566 808">M: Alan S: Sharon CARRIED</p> <p data-bbox="1430 976 1556 1003">AGREED</p> <p data-bbox="1430 1073 1556 1101">AGREED</p>	<p data-bbox="1717 688 1793 716">BD&N</p> <p data-bbox="1717 943 1955 971">Interim Executive</p>
6. IN CAMERA MEETING				
6.	<i>In camera</i> Meeting	<p data-bbox="625 1203 1398 1263"><u>MOTION:</u> THAT the Board commence the <i>in camera</i> meeting at 8:20 pm.</p> <p data-bbox="625 1365 1367 1425"><u>MOTION:</u> THAT the Board conclude the <i>in camera</i> meeting at 8:50 pm.</p>	<p data-bbox="1430 1203 1587 1295">M: Michèle S: Alan CARRIED</p> <p data-bbox="1430 1333 1577 1425">M: Alan S: Michèle CARRIED</p>	

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	Report of <i>in camera</i> meeting <ul style="list-style-type: none"> <li data-bbox="275 233 569 266">• Approval of Minutes <li data-bbox="275 331 464 396">• Membership Applications <li data-bbox="275 526 554 558">• Board Nominations <li data-bbox="275 786 575 818">• Community Awards 	<p>MOTION: THAT the minutes of the April 26, 2017 <i>in camera</i> meeting be approved as circulated.</p> <p>MOTION: THAT membership applications received between March 22, and May 17th, 2017, be approved for the membership term June 15th 2016 to and including June 16, 2017.</p> <p>MOTION: THAT the following qualified candidates be presented to the membership at the annual general meeting for nomination to the Board of Management</p> <ul style="list-style-type: none"> <li data-bbox="625 656 1373 753">• Ryan Acayan; Elizabeth Doyle; Caleb Edwards; Glenn Edwald; Yang Han; Alan Lennon and Julia Peters. <p>MOTION: THAT the following individuals be nominated to receive the RTCC's Community Awards</p> <ul style="list-style-type: none"> <li data-bbox="625 883 1381 948">• Hongmei Cai in the category of "Contribution to RTCC Governance" <li data-bbox="625 948 1381 1013">• Lynne Patterson in category of "Contribution to Community Betterment" 	<p>M:Michèle S: Liz CARRIED</p> <p>M: Alan S: Janet CARRIED</p> <p>M: Michèle S: Sharon CARRIED</p> <p>M: Sharon S: Alan CARRIED</p>	<p>Secretary</p> <p>Personnel Committee</p>
7.	ADJOURNMENT	MOTION: THAT the meeting be adjourned.	M: Alan S: Liz CARRIED	

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

MOVED: Michèle Harding

SECONDED: Sharon Ho

CARRIED

(August 23, 2017)