

Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Meeting of **September 27, 2017**

Present:

Board: Ryan Acayan; Graham Chernoff; Liz Doyle; Caleb Edwards; Yang Han; Michèle Harding; Sharon Ho; Alan Lennon; Julia Peters; AND Janet Routliffe.

Staff: John Campey, Glenn Gustafson, Maria Moutsatsos

Regrets: Glenn Ewald; Jeff Garkowski;

	Item	Discussion	Decision	Action / By								
1. CALL TO ORDER												
1a	Greetings & introductions	Michèle called the meeting to order.										
1b	Declaration of conflicts of interest	None										
2. BUSINESS ARISING												
2a	Approval of meeting agenda	MOTION: THAT the meeting agenda be approved.	M: Michèle S: Liz CARRIED									
2b	Election of Board Officers	<ul style="list-style-type: none"> Glenn and Caleb reported that only one nomination for each executive position was received. Each nominee confirmed his or her willingness to stand. MOTION: (1) THAT the following members be appointed as Board Officers: <table style="margin-left: 40px;"> <tr> <td>President:</td> <td>Michèle Harding</td> </tr> <tr> <td>Vice-President:</td> <td>Jeff Garkowski</td> </tr> <tr> <td>Treasurer:</td> <td>Alan Lennon</td> </tr> <tr> <td>Secretary:</td> <td>Graham Chernoff</td> </tr> </table> (2) THAT Board signing authority for Samantha Morrison and Mae Hum be rescinded effective immediately, and that the signing authorities be updated to reflect the 2017 Board officers: Michèle Harding, Jeff Garkowski, Alan Lennon and Graham Chernoff.	President:	Michèle Harding	Vice-President:	Jeff Garkowski	Treasurer:	Alan Lennon	Secretary:	Graham Chernoff	M: Caleb S: Ryan CARRIED M: Michèle S: Liz CARRIED	
President:	Michèle Harding											
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		DIRECTION TO STAFF: To update signing authorities to reflect elected Board Officers.		
2c	Board TO DO List	<ul style="list-style-type: none"> The to do list has been updated to reflect only items that are still in progress. The status boxes of each pending item are now colour coded: red being unknown, yellow being under way for some time, green being new. 		
2d	Community updates	<ul style="list-style-type: none"> Unilever Precinct Planning Study consultation meeting, Sept. 28, 6:30 to 9 p.m., RTCC Michele noted the RTCC political participation policy referring to the Toronto Public Service Bylaw 		Information
3. CONSENT AGENDA				
3a	Consent agenda approvals	MOTION: THAT the following Consent Agenda decisions and motions be approved, as amended, and committee reports be received.	M: Michèle S: Yang CARRIED	
3b	August 23, 2017, minutes	MOTION: THAT the minutes of the August 23, 2017, meetings of the RTCC Board of Management be approved as circulated.		Secretary
3c	Executive <ul style="list-style-type: none"> Committee report 	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> The Relationship Working Group is defining and documenting occupancy operating costs using principles of consistency. This requires an accurate and up-to-date survey of the building. The Executive Committee authorized staff to spend up to \$1,600 from the Capital Reserve Fund to survey the building as soon as possible. RTCC and Eastview Community Centre will host a meeting of east-Toronto AOCCs to discuss the City Governance Review <p>MOTION: THAT the above noted Executive Committee decisions and actions for the period August to September, 2017, be ratified.</p> <p>DECISION: THAT the Executive report to the Board be received.</p>		Executive
<i>End Consent Agenda Motions And Decisions</i>				
4. STAFF DISCUSSION				

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4a	<p>Executive Director's report</p> <p>Special occasion permits</p>	<p>MOTION: That the board approve special occasion permits for the following events:</p> <ol style="list-style-type: none"> 1. Sept. 29-Oct. 1 – Pam Walls – board game convention 2. Oct. 28 – Charlotte Willson – private party 3. Nov. 11 – South Riverdale Child Parent Centre – Silent Auction <p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Continuing discussions with local partners. • A new relationship with York University's Communications Department. • An upcoming staff retreat day. • Staff quickly responded to challenges due to the heat wave in the week of Sept. 24. • Staff are continually responding to challenges among users, particularly in the Exchange Loft. Resources are stretched in this regard. • The ED and management have determined that the RTCC will be closed Dec. 27 to 31 due to a minimal impact on use. The centre will consequently close Dec. 25 opening again Jan. 2. <p>DECISION: THAT the Executive Director's report to the Board be received.</p>	<p>M: Julia S: Alan CARRIED</p> <p>Information</p> <p>AGREED</p>	N/A
4b	Program Director's report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Progress on reporting, establishing and planning programs, including 21 registrants for After School program. • Volunteer program progress. • Halloween party partnership with SRCPC & Queen-Saulter Library: invitation for committees to provide information to share with staff for communicating to participants. • Exchange Loft vision work. • New student placements. 	Information	All committees

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		DECISION: THAT the Program Director's report to the Board be received.	AGREED	
4c	Business Manager's report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Building upgrades, including elevator work starting TBD by Koler; cost will be \$328,000. • Building survey work ran September 25 to 27. Survey expected week of October 2. • The City of Toronto Financial Planning Department has notified RTCC that the 2018 Core budget will be reduced by \$1,000 to reflect changes in Hydro rate accounting. • The Centre has also been requested to provide options to reduce the 2018 Budget to equal the 2017 allocation. Reducing staff hours would be the only option available. • A case will be built to present this to Financial Planning that a reduction in staff hours would result in a reduction of services. <p>DECISION: THAT the Business Manager's report to the Board be received.</p>	<p>Information</p> <p>AGREED</p>	N/A
5. COMMITTEE REPORTS				
5a	<p>Board Development & Nominations</p> <ul style="list-style-type: none"> • Board development needs • Board social activity 	<p>Alan highlighted:</p> <ul style="list-style-type: none"> • The various responses to the 2017 board survey. • An invitation to committees to begin conversations about these recommendations. <p>DECISION: THAT the Board receive the recommendations put forward by BD&N and that Committee Chairs take into consideration recommendations relevant to their Committees.</p> <p>In 2017 board members indicated they would like to socialize with other board members. The committee proposes two or more social events, including a fall walking tour.</p>	AGREED	BD&N, all committees

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		<p>DECISION: THAT the Board approve the proposed neighbourhood walking tour as a Board social activity on October 28.</p> <p>DECISION: That the September Committee Report be received.</p>	<p>AGREED</p> <p>AGREED</p>	
5b	Finance	None		
5c	Fundraising & Marketing	<p>The committee had a guest speaker, who provided ideas for establishing fundraising plan and commented on existing resources being on the right track. The speaker's materials will be made available to the board.</p> <p>DECISION: That the September Committee Report be received.</p>	<p>AGREED</p>	
5d	<p>Membership & Outreach</p> <ul style="list-style-type: none"> • Community events 	<p>The committee proposes to organize an annual survey of members, working with other committees.</p> <p>DECISION: That M&O add "Conduct annual survey of RTCC members" to the committee's annual priorities.</p> <p>The committee proposes four community events:</p> <ul style="list-style-type: none"> • Community Matters • All Candidates Meeting for the provincial election • Open House/Member Appreciation, requiring a budget of a maximum of \$1,000 for food, honoraria for performers, promotion and extra staff time. <ul style="list-style-type: none"> ○ Suggested dates are Saturday, February 24, or Saturday, March 3. • Annual Meeting <p>MOTION: THAT the Board authorize the expenditure of up to \$1,000 to host an open house and membership appreciation event, pending an approved event budget submitted by the Membership & Outreach committee.</p>	<p>AGREED</p> <p>M: Sharon S: Janet CARRIED</p>	

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		DECISION: To receive the September report, with the direction that the timing of the four community events be reviewed.	AGREED	
5e	Organizational Planning & Evaluation <ul style="list-style-type: none"> Stakeholder discussion 	<p>The committee led a discussion of stakeholder interests, including:</p> <ul style="list-style-type: none"> The three priority stakeholder groups for 2018 under consideration are RTCC partners, local political representatives/candidates, and centre users. This model will be updated continually as the strategic plan is implemented. <p>DECISION: That Board members provide feedback on the stakeholder analysis, including any gaps in knowledge that committees may identify. Due October 12.</p>	AGREED	Board members/ committees
5f	Personnel <ul style="list-style-type: none"> Committee Report 	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> Plans for developing an HR handbook and starting the ED's 2017 performance review. A proposed lieu time policy. <p>MOTION: THAT the Board approve the Lieu Time Policy.</p> <p>DECISION: THAT the September report to the Board be received.</p>	M: Graham S: Caleb CARRIED	Graham Personnel
6.	ADJOURNMENT	MOTION: THAT the meeting be adjourned.	M: Alan S: Sharon CARRIED	