

**Ralph Thornton Community Centre Board of Management**  
**APPROVED Minutes of the Meeting of August 23, 2017**

**Present:**

**Board:** Ryan Acayan; Graham Chernoff; Liz Doyle; Caleb Edwards; Paula Fletcher; Jeff Garkowski; Yang Han; Michèle Harding; Sharon Ho; Alan Lennon; AND Janet Routliffe.

**Staff:** John Campey, Glenn Gustafson, Maria Moutsatsos

**Guest:** Dianne Lau

**Regrets:** Glenn Ewald; Julia Peters

	Item	Discussion	Decision	Action / By
<b>1. CALL TO ORDER</b>				
1a	Greetings & introductions	Michèle called the meeting to order.		
1b	Declaration of conflicts of interest	None		
<b>2. BUSINESS ARISING</b>				
2a	Approval of meeting agenda	<b>MOTION: THAT the meeting agenda be approved.</b>	<b>M: Jeff S: Alan CARRIED</b>	
2b	Board TO DO List	• No update		
2c	Community updates	<ul style="list-style-type: none"> <li>• Ward 30 Community Environment day on Sept. 16, 10 a.m. to 2 p.m., at Jack Layton Way;</li> <li>• Leslieville Beer Fest on Aug. 26;</li> <li>• Launch of Riverside Mural on the Woodgreen Building Aug. 27, 3 p.m.;</li> <li>• A coyote sighting was recorded at Upper Gerrard near Williamson Ravine &amp; Fairmount Park</li> </ul>		Information
<b>3. CONSENT AGENDA</b>				
3a	<b>Consent agenda approvals</b>	<b>MOTION: THAT the following Consent Agenda decisions and motions be approved, and committee reports be received.</b>	<b>M: Michèle S: Sharon CARRIED</b>	
3b	<b>May 17, 2017, and June 14, 2017, minutes</b> including minor amendments	<b>MOTION: THAT the minutes of the May 17, 2017, and June 14, 2017, meetings of the RTCC Board of Management be approved as circulated.</b>		Secretary
3c	<b>Executive</b> • Committee report	The Committee's report highlighted: <ul style="list-style-type: none"> <li>• Continuing discussions about tenancy issues;</li> <li>• John and Glenn are leading identification of tenant</li> </ul>		Executive

	Item	Discussion	Decision	Action / By
		<p>issues.</p> <p><b>DECISION: THAT the Executive report to the Board be received.</b></p>		
3d	<p><b>Membership &amp; Outreach</b></p> <ul style="list-style-type: none"> <li>• Committee Report</li> </ul>	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> <li>• A debrief on the 2017 AGM;</li> <li>• Planned activities for 2017-2018.</li> </ul> <p><b>DECISION: THAT the M&amp;O report to the Board be received.</b></p>		Sharon M&O
3e	<p><b>Board Development &amp; Nominations</b></p> <ul style="list-style-type: none"> <li>• Committee Report</li> </ul>	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> <li>• Planned activities for 2017-2018;</li> <li>• BD&amp;N will contact committee chairs that are responsible for reviewing board policies in the coming year;</li> <li>• The board self-assessment continues to be under review; BD&amp;N will seek more input from new members.</li> </ul> <p><b>DECISION: THAT the BD&amp;N report to the Board be received.</b></p>		Jeff BD&N
3f	<p><b>Fundraising &amp; Marketing</b></p> <ul style="list-style-type: none"> <li>• Committee Report</li> </ul>	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> <li>• The committee could not secure a venue for Glam Camp and proposed to replace the event with a direct donation request campaign;</li> <li>• A proposal that a spring fundraising event be built in to an annual or multi-year fundraising and marketing plan, which will be developed in coming months;</li> <li>• An invitation to participate in the 2017 Scotiabank Waterfront Marathon, Half Marathon, or 5K runs to support RTCC.</li> </ul> <p><b>DECISION: THAT the 2017 Glam Camp be replaced by a direct donation requests.</b></p> <p><b>DECISION: THAT RTCC establish an annual Spring fundraising gala as a primary fundraising tool, and that such an event be built in to annual fundraising and marketing plans.</b></p>		Janet F&M

	Item	Discussion	Decision	Action / By
<b>End Consent Agenda Motions And Decisions</b>				
<b>4. STAFF DISCUSSION</b>				
4a	<b>Program Director's report</b>	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> <li>• Many programs are seeing success in summer 2017;</li> <li>• RTCC is reaching out to parents of program participants (including fundraising opportunities – raised \$1,500 so far);</li> <li>• Exchange Loft needs include more volunteers and increased training for staff to support users in challenging circumstances;</li> <li>• A partnership agreement is under development with WoodGreen and Jimmie Simpson. It will outline roles and responsibilities and seek to improve working relationship among the partners.</li> </ul> <p><b>DECISION: THAT the Program Director's report to the Board be received.</b></p>	<p>Information</p> <p><b>AGREED</b></p>	<p>N/A</p>
4b	<b>Business Manager's report</b>	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> <li>• Continuing building improvements, particularly new paint in many of the building's spaces;</li> <li>• Timing of the elevator upgrade will be determined when the contract is awarded; several other dependent projects are being planned.</li> </ul> <p><b>DECISION: THAT the Business Manager's report to the Board be received.</b></p>	<p>Information</p> <p><b>AGREED</b></p>	<p>N/A</p>
4c	<b>Executive Director's report</b>	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> <li>• Efforts to document relationships with partners, including meetings with local school principals and community organization executive directors;</li> <li>• Staffing supports made possible through an Employment and Social Development Canada grant;</li> <li>• Preparations well in hand for starting the After School Program.</li> </ul> <p><b>DECISION: THAT the Executive Director's report to the Board be received.</b></p>	<p>Information</p> <p><b>AGREED</b></p>	<p>N/A</p>
<b>5. COMMITTEE REPORTS</b>				
5a	<b>Board Development</b>	Board members provided feedback in response to		BD&N

	Item	Discussion	Decision	Action / By
	<b>&amp; Nominations</b> <ul style="list-style-type: none"> <li>Board Orientation Feedback</li> </ul>	discussion questions: <ul style="list-style-type: none"> <li>Materials were well received – request they be distributed ahead of time;</li> <li>Committee overviews well received – request additional focus on roles and expectations</li> <li>Requests for more time for informal discussion and getting to know each other;</li> <li>Suggestion of a primer of community issues, demographics and organizations;</li> <li>Attendance at Board meetings before nominations was useful and should continue to be encouraged.</li> </ul>		
5b	<b>Executive</b> <ul style="list-style-type: none"> <li>Ratification of committee decisions</li> <li>Agency review</li> </ul>	The Executive committee outlined recent decisions made on behalf of the board: <ul style="list-style-type: none"> <li>Approving the nomination of Anjuli Solanki for the 2017 Partnership with RTCC Award;</li> <li>Establishing a Tenancy Working Group, consisting of John Campey, Glenn Gustafson, and Michèle Harding;</li> <li>Delaying the 2017 Executive Committee elections until the September board meeting.</li> </ul> <p><b>MOTION: THAT the above noted Executive Committee decisions and actions for the period June to August, 2017, be ratified.</b></p> Michèle highlighted: <ul style="list-style-type: none"> <li>The City of Toronto is reviewing its agency governance and plans to consolidate bylaws and other governance mechanisms concerning agency governance into a new Municipal Code chapter;</li> <li>Background materials available for review concerning the City of Toronto’s agency review process</li> <li>John to monitor to highlight possible implications for RTCC and AOCCs and report to Executive Committee.</li> </ul> <p><b>DECISION: That the August Committee Report be received.</b></p>	<p><b>M:</b> Michèle <b>S:</b> Liz <b>CARRIED</b></p> <p><b>AGREED</b></p>	All board members John/Executive



	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
		<ul style="list-style-type: none"> <li>○ Mitigation efforts are planned.</li> <li>○ Staff are continuing to monitor expenses.</li> </ul> <p><b>MOTION: THAT the Board receive the Centre’s Second Quarter Report.</b></p> <p><b>DECISION: That the August Committee Report be received.</b></p>	<p><b>M: Alan</b> <b>S: Graham</b> <b>CARRIED</b></p> <p><b>AGREED</b></p>	
5e	<p><b>Organizational Planning &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>• Program descriptions</li> <li>• 2018 strategic planning</li> </ul>	<p>OP&amp;E answered questions from board members about the program descriptions for the Chinese Mentor and After-School programs.</p> <p><b>MOTIONS:</b></p> <p><b>1. THAT the Chinese Mentor Program Description be approved</b></p> <p><b>2. THAT the After-School Program Description be approved.</b></p> <p>OP&amp;E proposes to initiate Board discussion regarding transition from the Renewal Plan to the 2018 Strategic Plan in the fall. The associated strategy was provided to guide assessments.</p> <p>Members are invited to review and provide feedback on the proposed strategy.</p> <p><b>DECISION: That the August Committee Report be received.</b></p>	<p><b>M: Michèle</b> <b>S: Jeff</b> <b>CARRIED</b></p> <p><b>M: Michèle</b> <b>S: Jeff</b> <b>CARRIED</b></p> <p><b>AGREED</b></p>	OP&E/Board members
6.	<b>ADJOURNMENT</b>	<b>MOTION: THAT the meeting be adjourned.</b>	<b>M: Alan</b> <b>S: Liz</b> <b>CARRIED</b>	