

Ralph Thornton Community Centre Board of Management

APPROVED Minutes of the Meeting of November 22, 2017

Present:

Board: Graham Chernoff; Liz Doyle; Caleb Edwards; Jeff Garkowski; Yang Han; Michèle Harding; Sharon Ho; and Julia Peters.

	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: Jeff S: Sharon CARRIED	
2b	Board TO DO List	<ul style="list-style-type: none"> Items were clarified 		
2c	Community updates	<ul style="list-style-type: none"> Unilever SAC and community meetings on-going 		Information
2d	December & January Board Meetings	<ul style="list-style-type: none"> The December meeting will be cancelled The next meeting will be January 24, 2018, at 6 p.m. 		
3. CONSENT AGENDA				
3a	Consent agenda approvals	MOTION: THAT the following Consent Agenda decisions and motions be approved, and committee reports be received.	M: Michèle S: Sharon CARRIED	
3b	October 25, 2017, minutes	MOTION: THAT the minutes of the October 25, 2017, meeting of the RTCC Board of Management be approved as circulated.		Secretary
3c	Executive Committee	The Committee's report provided updates on: <ul style="list-style-type: none"> A pause in the activities of the Tenancy Working Group; the group is monitoring the situation Actions arising out of the board self-assessment – tabling the issue of board intrusion into operational 		Executive
	<ul style="list-style-type: none"> Committee report 			

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		<p>detail and implementing the strategy to inform board members of opportunities for community involvement</p> <ul style="list-style-type: none"> • A letter sent to the City Manager’s Office concerning the City Agency Governance Review <p>MOTION: THAT the above noted Executive Committee decisions and actions for the period October 25 to November 23, 2017, be ratified.</p> <p>DECISION: THAT the November committee report to the Board be received.</p>		
3d	<p>Board Development & Nominations</p> <ul style="list-style-type: none"> • Committee Report 	<p>The Committee’s report highlighted:</p> <ul style="list-style-type: none"> • Liz Doyle, Alan Lennon and Ryan Acayan have volunteered as the Nominations Subcommittee; the subcommittee requests board members to consider potential nominees • Committee recruitment of community members, involving committee chairs • A Board Development Work plan for 2018 <p>DECISION: THAT the November committee report to the Board be received.</p>		<p>All board members</p> <p>Committee chairs</p>
3e	<p>Organizational Planning & Evaluation</p> <ul style="list-style-type: none"> • Committee Report 	<p>The Committee’s report highlighted:</p> <ul style="list-style-type: none"> • A review of draft strategies for program documentation and evaluation for programming arising within Civic Engagement, Educational Supports and Technological Aptitude, including the Exchange Loft • A review of a draft 2018 annual operating plan <p>DECISION: THAT the November committee report to the Board be received.</p>		
<i>End Consent Agenda Motions And Decisions</i>				
4. STAFF DISCUSSION				
4a	<p>Executive Director’s report</p>	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • City and partner relationships, with meeting set for Nov. 29 • Dec. 15 Antler Breakfast fundraiser for the Rivertowne 	Information	N/A

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		<p>Breakfast Program in partnership with Riverside BIA, Rivertowne Safety First, and sponsors</p> <ul style="list-style-type: none"> • Strategic plan implementation, including community engagement (Harm Reduction in South Riverdale with SRCHC) and financial literacy (application to become a tax filing centre) • 436 people attended the RTCC/Library/SRCPC Halloween Party • ONN conference participation, including session on strategies for non-profit sector contributing to Reconciliation • Building closure Dec. 25 to Jan. 1 inclusive • John will be away Dec. 9 to Jan. 16, with Maria delegated as acting ED <p>MOTION: THAT the board approve a special occasion permit for Community Matters Toronto for December 15 conditional upon the organization meeting RTCC's requirements</p> <p>DECISION: THAT the Executive Director's report to the Board be received.</p>	<p>M: Caleb S: Jeff CARRIED</p> <p>AGREED</p>	
4b	Program Director's report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Human resources issues, including hiring, scheduling, minimum wage increase impacts • Impacts the elevator modernization will have on programs • Upcoming data collection and evaluation activities • Initial discussions about RTCC's role in community animation • Student placements <p>DECISION: THAT the Program Director's report to the Board be received.</p>	<p>Information</p> <p>AGREED</p>	N/A
4c	Business Manager's report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Building issues, including tree maintenance, elevator modernization, fire system upgrade, accessibility 	<p>Information</p>	N/A

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		audit, some work delays, and kitchen purchases <ul style="list-style-type: none"> • The 2017 audit is expected to begin Dec. 18 • Staff have determined that weekend users will not be affected by the elevator closure during January and February, therefore the building will not close on weekends during the elevator closure • An accessibility audit report will be available in December • The City budget process launches Nov. 30 <p>DECISION: THAT the Business Manager’s report to the Board be received.</p>	AGREED	
5. COMMITTEE REPORTS				
5a	Fundraising & Marketing <ul style="list-style-type: none"> • Committee Report 	The Committee’s report highlighted: <ul style="list-style-type: none"> • A draft fundraising plan, which board members are invited to review and provide feedback by Dec. 15 • Some suggestions were offered <p>DECISION: That the November Committee Report be received.</p>	AGREED	All board members
5b	Membership & Outreach <ul style="list-style-type: none"> • Committee report 	The Committee’s report highlighted: <ul style="list-style-type: none"> • Work with the South Riverdale Community Health Centre on a Community Matters forum concerning the opioid crisis to be held in March • Work on membership surveys continues • An open house will be on April 14 to coincide with National Volunteer Week • Work on a democracy educational activities relating to upcoming elections and a possible workshop <p>DECISION: That the November Committee Report be received.</p>	AGREED	
5c	Personnel <ul style="list-style-type: none"> • Committee report 	The Committee’s report highlighted: <ul style="list-style-type: none"> • Work on the Executive Director’s 2017 Annual Performance Review has begun 		

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		<ul style="list-style-type: none"> Board members will be asked to provide input once the formal process begins in January <p>DECISION: That the November Committee Report be received.</p>	AGREED	
5d	Finance	No report		
6. OTHER BUSINESS				
6a		No other Business		
7	<i>ADJOURNMENT</i>	<u>MOTION:</u> THAT the meeting be adjourned.	M: Caleb S: Yang CARRIED	

MOTION: That the minutes of the November 22, 2017 meeting of the RTCC Board of Management, as amended, be approved.

MOVED: Jeff

SECONDED: Sharon

CARRIED

(January 24, 2018)