

**Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Meeting of October 25, 2017**

Present:

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

Staff: John Campey, Glenn Gustafson

Regrets: Caleb Edwards; Glenn Ewald; Maria Moutsatsos

	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: Michele S: Graham CARRIED	
2b	Board TO DO List	<ul style="list-style-type: none"> • Items were clarified 		
2c	Community updates B. Hawkins Retirement Supporting Decent Work Initiative Unilever Precinct Planning Study	<ul style="list-style-type: none"> • Benita Hawkins, Red Door; Retirement <p>MOTION That the Board commend Benita Hawkins for her contribution to the community and her leadership of the Red Door Shelter over the last XXX years.</p> <ul style="list-style-type: none"> • Advocacy – Supporting Decent Work <p>MOTION That the Board support and endorse the Decent Work Letter by St. Stephen’s House</p> <ul style="list-style-type: none"> • Unilever Precinct Planning Study consultation meeting in late November • SRCPC holding silent auction Saturday, November 11 • Michele attended the Vision Zero town hall • Michele attended a city governance workshop • Jeff highlighted Google Sidewalks consultation November 1 • The Rivertowne Kiddie Parade will happen Saturday 	<p>M: Michele S: Janet CARRIED</p> <p>M: Michele S: Sharon CARRIED</p>	Information John John

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		October 28 in the afternoon, including at the RTCC		
2d	Other	• None		
3. CONSENT AGENDA				
3a	Consent agenda approvals	MOTION: THAT the following Consent Agenda decisions and motions be approved, and committee reports be received.	M: Michele S: Sharon CARRIED	
3b	September 27, 2017, minutes	MOTION: THAT the minutes of the September 27, 2017, meetings of the RTCC Board of Management be approved as circulated.		Secretary
3c	Membership & Outreach • Committee report	The Committee's report highlighted: <ul style="list-style-type: none"> • Planning for Community Matters, including a survey, is under way • Preliminary work on an annual membership survey is under way • The open house will be held in April due to the elevator upgrade DECISION: THAT the October committee report to the Board be received.		
3d	Fundraising & Marketing • Committee Report	The Committee's report highlighted: <ul style="list-style-type: none"> • Work on a draft fundraising plan is under way • The Scotiabank Toronto Waterfront Marathon fundraising has raised \$3,000 and the Glam Camp has raised \$1,500. DECISION: THAT the October committee report to the Board be received.		
<i>End Consent Agenda Motions And Decisions</i>				
4. STAFF DISCUSSION				
4a	Executive Director's report	The following items were highlighted: <ul style="list-style-type: none"> • A renewed memorandum of understanding with the Ralph Thornton Community Organization for 2018-19 • Opportunities for further work with Toronto Neighbourhood Centres on strategic plan priorities, particularly in light of their becoming a United Way agency • Staffing opportunities, including new Communications and Fundraising Assistants • Fundraising activities 		

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		<p>MOTION: THAT the RTCC Board of Management approve the revised Memorandum of Understanding (effective immediately upon signing, terminating December 31, 2019) with the Ralph Thornton Community Organization.</p> <p>MOTION: THAT the Board commend Edward Chin for his contribution to the community and his commitment to Ralph Thornton Community Organization over the last many decades.</p> <p>DECISION: THAT the Executive Director's report to the Board be received.</p>	<p>M: Alan S: Jeff CARRIED</p> <p>M: Michele S: Jeff CARRIED</p> <p>AGREED</p>	<p>Michele, Alan, Jeff, John</p> <p>John</p>
4b	Program Director's report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • After School, Mentor, PA Day programs under way <p>DECISION: THAT the Program Director's report to the Board be received.</p>	<p>Information</p> <p>AGREED</p>	<p>N/A</p>
4c	Business Manager's report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Cooperation with Toronto Neighbourhood Centres on strategies for managing relief staff • The elevator project is expected to run November to March 2018 • Expected and potential disruptions include staging areas in the building, a drop in weekend building use • Work to upgrade the fire system is expected to being in mid-November • The building survey is complete. The work will be used in preparing useful wayfinding, improved marketing, a basis for future capital upgrades, and in the leasing discussions with the library and the Child-Parent Centre. <p>DECISION: THAT the Business Manager's report to the Board be received.</p>	<p>Information</p> <p>AGREED</p>	<p>N/A</p>
5. COMMITTEE REPORTS				
5a	Board Development & Nominations	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> • The October 28 board social activity 		<p>BD&N</p>

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	<ul style="list-style-type: none"> Committee Report 	<ul style="list-style-type: none"> Board development opportunities <p>The committee led a discussion about topics the board would like to consider.</p> <p>DECISION: That the October Committee Report be received.</p>	AGREED	
5b	Executive	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> RTCC's participation in the Unilever Precinct Stakeholder Advisory Committee A board vacancy following Glenn Ewald's resignation A pause in the tenancy working group process at the City of Toronto's request The current satisfactory state of board-staff relations and division of labour Ways of communicating opportunities for board members to represent the RTCC <p>The following DECISIONS concerning the above were taken:</p> <ul style="list-style-type: none"> THAT the RTCC participate in the Unilever Precinct Study Stakeholder Advisory Committee (SAC). THAT Graham Chernoff be appointed to the SAC to represent RTCC. THAT the pending Board vacancy be filled during the normal nominations recruitment cycle. <p>MOTION: THAT the above noted Executive Committee decisions and actions for the period September to October, 2017, be ratified.</p> <p>DECISION: That the October Committee Report be received.</p>	M: Michele S: Alan CARRIED	
5c	Finance <ul style="list-style-type: none"> Q3 report 	<p>The Q3 report highlighted:</p> <ul style="list-style-type: none"> A total deficit of \$13,000 at the end of Q3, compared with a budgeted deficit of \$6,000. This is a result of yet to be invoiced admin expenses, a failure to draw \$12,000 from the 736 Reserve, and 		

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<ul style="list-style-type: none"> Reserve funds 	<p>a failure to receive \$10,000 in small grants.</p> <ul style="list-style-type: none"> The deficit may be offset by higher hall rental revenues and fundraising in Q4. <p>MOTION: THAT the Q3 Report be received.</p> <p>The Committee discussed a review of RTCC’s reserve funds.</p> <p>MOTIONS:</p> <p>THAT The Board direct that the GIC maturing on November 1, 2017 be cashed in and that (a) \$46,000 be taken out for designated projects in 2017-2018, and (b) The remainder of the GIC (\$54,000 plus interest) be reinvested.</p> <p>THAT The Board allocate funding for the following projects from the \$46,000:</p> <ul style="list-style-type: none"> \$2,300 for Kitchen-related purposes by December 2017 (\$1,700 for dishes, glasses, pots etc., and \$600 for carts and misc.) <p>THAT the Board allocate funding for the following purposes:</p> <ul style="list-style-type: none"> From Section 37 funding: \$8,308.82 for wayfinding; \$5,000 for painting 2nd floor common area; \$5,705.62 for painting 3rd floor common area, multi-purpose room; and \$7,000 for refinishing auditorium floor; and From the 736 Outreach funding, \$10,000 for civic engagement 	<p>M: Alan S: Michele CARRIED</p> <p>M: Alan S: Yang CARRIED</p> <p>M: Alan S: Yang CARRIED</p> <p>M: Alan S: Yang CARRIED</p>	<p></p> <p>John/Glenn</p> <p>John/Glenn</p> <p>John/Glenn</p>
<ul style="list-style-type: none"> Budget 2018 	<p>The Committee highlighted the following aspects of the 2018 budget:</p> <ul style="list-style-type: none"> Limitations of RTCC’s fiscal situation Potential Sunday closure An increase in space rental fees The Sunday Escape program is not in the budget; it had been losing \$10,000 per year 	<p>M: Alan S: Yang CARRIED</p>	<p>John/Glenn</p>

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		<p>MOTION: THAT the Board approve a 10% increase in rental rates effective April 1, 2018.</p> <p>MOTION: THAT the Board suspend the Sunday Escape project for 2018 except for periodic programming which can be financially sustainable.</p> <p>MOTION: THAT the Board ratify the 2018 budget as presented.</p>	<p>M: Alan S: Liz CARRIED</p> <p>M: Alan S: Liz CARRIED</p> <p>M: Alan S: Jeff CARRIED</p>	<p>John/Glenn</p> <p>John/Maria</p> <p>John/Glenn</p>
5d	Organizational Planning & Evaluation	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> • Strategic plan year one priorities • Further development of the RTCC stakeholder analysis, including adding "General Community" to the priority list • Upcoming program documentation and evaluation activities: <ul style="list-style-type: none"> ○ In 2018, the Exchange Loft and the Riverdale Adventure Camp will be documented ○ In 2018, the After School and the Exchange Loft programs will be evaluated • Further information concerning the 2016 building census <p>DECISION: THAT the board approve the RTCC Strategic Plan 2018-2022 Year One Implementation Strategy.</p> <p>DECISION: That the September Committee Report be received.</p>	<p>AGREED</p> <p>AGREED</p>	John/OP&E
5e	Personnel	None		
6.	ADJOURNMENT	MOTION: THAT the meeting be adjourned.	M: Alan S: Janet CARRIED	

MOTION: THAT the minutes of the October 25, 2017, meeting of the RTCC Board of Management be approved as circulated.

Moved: Michèle Harding **Seconded:** Sharon Ho:

CARRIED.