

**Ralph Thornton Community Centre Board of Management  
Minutes of the Meeting of April 25, 2018**

**Present:**

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

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

**Regrets:** Paula Fletcher

	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:</b> <b>THAT the meeting agenda be approved.</b>	<b>M: Ryan</b> <b>S: Sharon</b> <b>CARRIED</b>	
2b	Board TO DO List	<ul style="list-style-type: none"> <li>List will be updated</li> </ul>		
2c	Community updates	<ul style="list-style-type: none"> <li>Next Unilever Precinct Planning Study consultation meeting May 10.</li> <li>Waterfront Toronto's Port Lands Flood Protection Stakeholder Advisory Committee</li> <li>Toronto Relief Line Public Meeting</li> <li>TNC Member's Board-ED Dinner re Decent Work, May 30</li> <li>Ontario for All Campaign: <a href="https://ontarioforall.ca/">https://ontarioforall.ca/</a> - provides excellent resources – Julia to be board contact</li> <li>Ontario Police Day Picnic in Jimmie Simpson May 12</li> </ul>		Information
<b>3. CONSENT AGENDA</b>				
3a	Consent agenda approvals	<b>MOTION:</b> THAT the following Consent Agenda decisions and motions be approved, and committee reports be received.	<b>M: Michele</b> <b>S: Graham</b> <b>CARRIED</b>	
3b	March 28, 2018, minutes	<b>MOTION:</b> THAT the minutes of the March 28, 2018, meeting of the RTCC Board of Management be approved as circulated.		Secretary

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3c	<b>Board Development &amp; Nominations</b>  • Committee report	The Committee's report highlighted: • The 2018 Board Self-Assessment procedure • Nine candidates have applied for seven vacancies on the board.  <b>DECISION: THAT the April committee report to the Board be received.</b>		
3d	<b>Organizational Planning &amp; Evaluation</b>  • Committee Report	The Committee's report highlighted: • The 2018 Annual Operating Plan first quarter report.  <b>DECISION: THAT the Board receive the First Quarter Report on the 2018 Annual Operating Plan.</b>  <b>DECISION: THAT the April committee report to the Board be received.</b>		
<i>End Consent Agenda Motions And Decisions</i>				
<b>4. STAFF DISCUSSION</b>				
4a	<b>Executive Director's report</b>	The following items were highlighted: • The Craft Beer and Wine Festival hosted by Riverside BIA included a final event that raised \$3,000 for the RTCC • Upcoming Eats and Beats event, to include a pop-up voting booth for children • Continuing incidents within the building – staff are receiving Naloxone administration training • 2019 budget submission to the City will include formal request to increase core budget to allow for two staff in building at all times, an increase of \$30,000  <b>DECISION: THAT the Executive Director's report to the Board be received.</b>	Information  <b>AGREED</b>	
4b	<b>Program Director's report</b>	The following items were highlighted: • The Metcalf Foundation application for Exploring our Market Potential was not successful. • Educational Supports programming highlights, including full enrolment in the Mentor program; upcoming registration for RAC and staffing recruitment; upcoming registration for summer After School Program.	Information	

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		<ul style="list-style-type: none"> <li>• Financial Literacy programming is under way with the Tax Filer clinic running April 16-18, April 30, May 1-2 and May 5.</li> <li>• Civic Engagement programming includes Democracy FunDamentals, LGBTQ2 TNC-Affinity group, pop up voting, student placements, and volunteer recruitment.</li> <li>• Exchange Loft and Chinese Mentor program evaluations are under way.</li> </ul> <p><b>DECISION: THAT the Program Director’s report to the Board be received.</b></p>	<b>AGREED</b>	
4c	<b>Business Manager’s report</b>	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> <li>• Elevator update: <ul style="list-style-type: none"> <li>○ Work has stalled, with no updated schedule</li> <li>○ An initial quote has come in for \$50,000. Further analysis required.</li> </ul> </li> <li>• Two jobs have been classified, with modest cost savings compared with budget</li> <li>• To date, RTCC has paid \$3,323 more in stat holiday pay compared with previous formula, with allocation being 50/50 core to program</li> <li>• Revenue generating tools – amendments to the space use policy were discussed.</li> </ul> <p><b>DECISIONS:</b></p> <p><b>THAT the amendments to the Space Booking Policy and Procedures as outlined in Appendix A of the Space Use Amendment Report be the basis for communication with space users, and that the final amendments be presented to the Board at the May meeting for final approval, and that the critical path outlined in the report be adopted;</b></p> <p><b>THAT the amendments to the Space Booking Policy and Procedures as outlined in Appendix B of the Space Use Amendment Report be approved for implementation effective 1 July 2018, and that the</b></p>	Information	Business manager

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		<p>critical path outlined in the report be adopted.</p> <p><b>THAT the Business Manager's report to the Board be received.</b></p>	<b>AGREED</b>	
<b>5. COMMITTEE REPORTS</b>				
5a	<b>Executive</b>	<p>The report highlighted:</p> <ul style="list-style-type: none"> <li>• A request from the Ontario Health Coalition to endorse a statement regarding improved levels of care and access to care in Ontario's long-term care homes.</li> <li>• Committee year-end reports</li> </ul> <p><b><u>MOTION:</u> THAT RTCC's Board endorse the Ontario Health Coalition's Joint Statement respecting improved care levels and access to LTC homes.</b></p> <p><b>DECISION: That the April Committee Report be received.</b></p>	<p><b>M: Caleb</b> <b>S: Janet</b> <b>CARRIED</b></p> <p><b>AGREED</b></p>	<p>Committee chairs</p> <p>Exec.</p>
5b	<b>Finance</b>	<p>The report highlighted:</p> <ul style="list-style-type: none"> <li>• The first quarter report shows the RTCC is on budget.</li> </ul> <p><b><u>MOTION:</u> THAT the Board receive the Q1 2018 financial report.</b></p>	<p><b>M: Alan</b> <b>S: Caleb</b> <b>CARRIED</b></p>	
5c	<b>Fundraising &amp; Marketing</b>	<p>The report highlighted:</p> <ul style="list-style-type: none"> <li>• Outstanding items for gala planning.</li> <li>• Guest speaker program considered for fall launch, with more details to be reported following the May gala.</li> <li>• A Fundraising/Donation Policy.</li> </ul> <p><b><u>MOTION:</u> That the draft RTCC Donation Policy be approved.</b></p> <p><b>DECISION: THAT all donation/fundraising activities follow the policy.</b></p>	<p><b>M: Janet</b> <b>S: Ryan</b> <b>CARRIED</b></p> <p><b>Agreed</b></p>	
5d	<b>Membership &amp; Outreach</b>	<p>The report highlighted:</p> <ul style="list-style-type: none"> <li>• Nominations for the 2018 RTCC Community Volunteer Awards: <ul style="list-style-type: none"> <li>◦ Ed Chin</li> </ul> </li> </ul>		

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		<ul style="list-style-type: none"> <li>○ Susan Fletcher</li> <li>○ Bernnitta Hawkins</li> <li>○ Lanny Wong</li> </ul> <p><b>MOTION:</b> THAT the Board approve the nominations for the 2018 Community Volunteer Awards.</p> <ul style="list-style-type: none"> <li>• A budget of \$2,000 for the 2018 AGM on June 13, with two themes proposed.</li> </ul> <p><b>DECISION:</b> THAT the preferred theme of the 2018 AGM special speaker be “Where is democracy going?”</p> <p><b>MOTION:</b> THAT the Board approve the \$2,000 budget for the 2018 AGM.</p> <ul style="list-style-type: none"> <li>• The provincial all candidates meeting will be held Tuesday, May 29.</li> </ul> <p><b>DECISION:</b> THAT the April Committee Report be received.</p>	<p>M: Alan S: Caleb <b>CARRIED</b></p> <p>Agreed</p> <p>M: Sharon S: Alan <b>CARRIED</b></p> <p>Agreed</p>	
<b>6. IN CAMERA SESSION</b>				
6.	In camera session	<p><b>MOTION:</b> That the board go in camera at 8:16 p.m.</p> <p><b>MOTION:</b> THAT the Board move out of camera at 8:28 p.m.</p> <p>The board discussed personnel matters.</p>	<p>M: Alan S: Michele <b>CARRIED</b></p> <p>M: Alan S: Caleb <b>CARRIED</b></p>	
<b>7. ADJOURNMENT</b>				
7.	<b>ADJOURNMENT</b>	<b>MOTION:</b> THAT the meeting be adjourned.	M: Alan <b>CARRIED</b>	