

**Ralph Thornton Community Centre Board of Management**  
**APPROVED Minutes of the Meeting of January 24, 2018**

**Present:**

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

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

**Regrets:** Liz Doyle

	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	Graham Chernoff – already recused himself from Executive decision on Call to Action item.		
<b>2. BUSINESS ARISING</b>				
2a	Approval of meeting agenda	<b>MOTION:</b> <b>THAT the meeting agenda be approved.</b>	<b>M: JG</b> <b>S: SH</b> <b>CARRIED</b>	
2b	Board TO DO List	<ul style="list-style-type: none"> <li>• Minor updates</li> </ul>		
2c	Community updates	<ul style="list-style-type: none"> <li>• The BIA has invited input on two design initiatives</li> <li>• Unilever Precinct Planning Study consultation meeting</li> <li>• Inclusionary zoning regulations</li> <li>• Lane renamed Lou Kosten lane</li> <li>• Shelter opened on Leslie Street</li> </ul>		Information
<b>3. CONSENT AGENDA</b>				
3a	<b>Consent agenda approvals</b>	<b>MOTION: THAT the following Consent Agenda decisions and motions, as amended, be approved, and committee reports be received.</b>	<b>M: MH</b> <b>S: CE</b> <b>CARRIED</b>	
3b	<b>November 22, 2017, minutes</b>	<b>MOTION: THAT the minutes of the November 22, 2017, meeting of the RTCC Board of Management, as amended, be approved as circulated.</b>		Secretary
3c	<b>Executive Committee</b>	The Committee's report highlighted: <ul style="list-style-type: none"> <li>• General updates on December-January activities</li> <li>• The Tenancy Working Group discussions have been paused at the request of Social Development, Finance and Administration</li> <li>• The Board has supported a coalition of organizations' Call to Action addressed to all candidates in the upcoming provincial election.</li> </ul>		

	Item	Discussion	Decision	Action / By
		<p><b>MOTION: THAT the Executive Committee decisions and actions outlined in the committee report for the period November 23, 2017 to and including January 23, 2018, be ratified.</b></p> <p><b>Note: Graham Chernoff abstained from the Executive Committee’s decision to support the Call to Action.</b></p> <p><b>DECISION: THAT the January committee 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>Continued work on the annual membership survey</li> </ul> <p><b>DECISION: THAT the January committee report to the Board be received.</b></p>		
<i>End Consent Agenda Motions And Decisions</i>				
<b>4. STAFF DISCUSSION</b>				
4a	<b>Executive Director’s report</b>	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> <li>Thanks to the management, staff, and Board for managing during the ED’s vacation.</li> <li>A review of security procedures in light of increasing concern over the severity and frequency of incidents, including work to coordinate procedures with other building partners. ED to report monthly on implementation.</li> <li>The RTCC’s responsibility to comply with City of Toronto directives on political activity, including an acknowledgement by the RTCC of compliance with the City’s Community Grants Policy.</li> </ul> <p><b>MOTION: That the Ralph Thornton Community Centre Board of Management acknowledge its responsibility to comply with the City of Toronto’s community grants policy, particularly as it applies to political activity.</b></p> <p><b>DECISION: THAT the Executive Director’s report to the Board be received.</b></p>	<p>Information</p> <p><b>M: MH</b> <b>S: RA</b> <b>CARRIED</b></p> <p><b>AGREED</b></p>	N/A
4b	<b>Program Director’s report</b>	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> <li>Market Potential Project application with the Metcalf Foundation</li> </ul>	Information	N/A

	Item	Discussion	Decision	Action / By
		<ul style="list-style-type: none"> <li>Continuing programming work in the Children's, Chinese Mentor, Afterschool, PA/March Break, Tax filer clinic programs</li> <li>Upcoming and successful community engagement events</li> <li>New grant applications</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>Update on the elevator project; elevator is expected to return to service around March 12</li> <li>Work on the fire system</li> <li>Work starting on the 2017 audit, fieldwork to occur week of March 19</li> <li>New employment standards have increased the amount of statutory holiday pay for part-time staff</li> </ul> <p><b>DECISION: THAT the Business Manager's report to the Board be received.</b></p>	Information          <b>AGREED</b>	N/A
<b>5. COMMITTEE REPORTS</b>				
5a	<b>Board Development &amp; Nominations</b>	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> <li>The 2018 Board and committee recruitment processes have begun.</li> <li>Members are encouraged to consider potential candidates.</li> <li>The 2018 Board development work plan. Discussion occurred about the content of planned retreat sessions.</li> </ul> <p><b>DECISIONS:</b>  <b>THAT the Board approve the proposed 2018 Board Recruitment Poster and recruitment strategy.</b>  <b>THAT the Board approve the proposed RTCC Committee Recruitment notice.</b>  <b>THAT the Board approve the proposed 2018 Board Development Work Plan, as amended.</b>  <b>THAT the January BD&amp;N Committee Report be received.</b></p>	<b>AGREED</b>  <b>AGREED</b>  <b>AGREED</b>  <b>AGREED</b>	BD&N    All Board members
5c	<b>Finance</b>	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> <li>Preliminary 2017 year-end finances indicate a \$29,000 deficit.</li> <li>A fuller year-end report will be given in February.</li> </ul>		

	Item	Discussion	Decision	Action / By
		<ul style="list-style-type: none"> <li>New employment standards are expected to increase 2018 salary costs by \$10,000 as a result of a new statutory holiday pay calculation formula.</li> </ul> <p><b>DECISION: That the January Committee Report be received.</b></p>	<b>AGREED</b>	
5d	<b>Organizational Planning &amp; Evaluation</b>	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> <li>A draft program evaluation strategy and proposed needs assessment</li> <li>An additional category was added to the 2018 RTCC annual operating plan and minor changes were made.</li> <li>A new tax clinic program is proposed to run once a week February to May, and on a limited schedule through August, funded by a Toronto Neighbourhood Centres grant and part of the 736 Foundation fund. A budget is included in the committee report.</li> </ul> <p><b>DECISION: That the Board approve the 2018 RTCC Evaluation Strategy and the Exchange Loft Preliminary Needs Assessment</b></p> <p><b><u>MOTION:</u> THAT the 2018 Annual Operating Plan be endorsed and adopted by the Board.</b></p> <p><b><u>MOTION:</u> THAT the Board confirm RTCC's participation in the Poverty Reduction Through Tax Filing project and allocate up to \$10,000 per year for the periods 2018, 2019 and 2020 (total of \$30,000 over 3 years) from the "736 Foundation" reserve fund for project purposes.</b></p>	<p><b>AGREED</b></p> <p><b>M: MH S: AL CARRIED</b></p> <p><b>M: MH S: CE CARRIED</b></p>	
5e	<b>Personnel</b>	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> <li>The 2017 Executive Director performance review has begun.</li> <li>Board members are requested to return completed 2017 performance evaluation forms to the Personnel committee chair by February 28, 2018</li> </ul> <p><b>DECISIONS:</b></p> <p><b>THAT Board members will forward their completed evaluation form to the Personnel Committee chair by February 28, 2018.</b></p>	<b>AGREED</b>	All Board members

	Item	Discussion	Decision	Action / By
		<b>THAT the January committee report to the Board be received.</b>	<b>AGREED</b>	
5f	<b>Fundraising &amp; Marketing</b>	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> <li>• The RTCC fundraising plan, including thanks to the Board and the F&amp;M committee for working hard on this plan.</li> <li>• Planning for the May 12, 2018, annual signature event has begun.</li> </ul> <p><b>MOTION: THAT the 2018 Fundraising and Marketing Strategy be approved.</b></p> <p><b>DECISION: THAT the January committee report to the Board be received.</b></p>	<p><b>M: JR</b> <b>S: JP</b> <b>CARRIED</b></p> <p><b>AGREED</b></p>	
<b>6. OTHER BUSINESS</b>				
6a	<b>Inclusionary zoning</b>	<p>Discussion occurred about the letter to the Minister of Housing on new inclusionary zoning regulations.</p> <p><b>DECISION: THAT the Board submit a letter respecting inclusionary zoning to the Ministry of Housing.</b></p>	<b>AGREED</b>	
6b	<b><i>In camera – Executive Committee</i></b>	<p><b>MOTION: THAT the Board go in camera at 8:58 p.m., including the senior staff</b></p> <p>The in camera session addressed membership issues and tenant relationship issues.</p>	<p><b>M: MH</b> <b>S: GC</b> <b>CARRIED</b></p>	
6.	<b>ADJOURNMENT</b>	<b>MOTION: THAT the meeting be adjourned.</b>	<p><b>M: JR</b> <b>S: SH</b> <b>CARRIED</b></p>	
<p><b>MOTION: THAT the minutes of the January 24, 2018 meeting of the Board of Management be approved.</b>  <b>Moved by Yang;                      Seconded by Ryan .....CARRIED</b></p>				