

**Ralph Thornton Community Centre Board of Management
Minutes of the Meeting of May 23, 2018**

Present:

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

Staff: John Campey; Maria Moutsatsos

Guests: Megan Lorus; Mark Kovats; Samantha Slater; Ejay Tupe; William Somerville

Regrets: Paula Fletcher; Janet Routliffe

	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: Ryan CARRIED	
2b	Finance	<p>The auditor explained the auditor's report to the board and the draft audited financial statements, including the notes to the statements, and received questions.</p> <p>The deficit shown in the draft audited financial statements is \$63,142.</p> <p>The report highlighted:</p> <ul style="list-style-type: none"> • The draft audited 2017 financial statements and auditor's report to the Board. • The statements present a larger program deficit than what was reflected in the Q4 report, at \$63,142 compared with \$32,293 as reported to the board on April 25. This is a result of accounting practices not reflecting transfers from reserves as revenue and a budgeted \$10,000 from the 736 reserve not being spent, as the Rivertowne project is on hold. • The Finance Committee's recommendation that the Board approve the 2017 finance statements. 		

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		<ul style="list-style-type: none"> The 2015 HST filing issue can be regarded as closed, as there has been no further communication from Canada Revenue Agency. <p>MOTION: THAT the Board approve the 2017 audited financial statements.</p> <p>DECISION: That the May Committee Report be received.</p>	<p>M: Alan S: Yang CARRIED</p> <p>AGREED</p>	
2c	Board TO DO List	<ul style="list-style-type: none"> List updated May 9, 2018 		
2d	Community updates	<ul style="list-style-type: none"> The Unilever Precinct Planning Study consultation has wrapped up. Graham has recommended the board continue to participate in this type of consultation in the future. Waterfront Toronto's Port Lands Flood Protection Stakeholder Advisory Committee has met recently. The Toronto-Danforth provincial all candidates meeting will be May 29 at Applegrove Community Centre. 		Information
3. CONSENT AGENDA				
3a	Consent agenda approvals	MOTION: THAT the following Consent Agenda decisions and motions be approved, and committee reports be received.	<p>M: Michele S: Graham CARRIED</p>	
3b	March 28, 2018, minutes	MOTION: THAT the minutes of the April 25, 2018, meeting of the RTCC Board of Management be approved.		Secretary
3c	<p>Membership & Outreach</p> <ul style="list-style-type: none"> Committee Report 	<p>The Committee's report highlighted:</p> <ul style="list-style-type: none"> The May 29 provincial all candidates meeting at Applegrove Community Centre. Annual general meeting planning, including the provision of notice and arranging for a speaker. <p>DECISION: THAT the May committee report to the Board be received.</p>		
3d	<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 revised program description for the Tax Clinic. The Rivertowne project has stalled due to changes at Social Planning Toronto. A planned user survey for the Exchange Loft. Further amendments to the Space Use Policy 		

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		<p>DECISION: THAT the revised program description (May 2018) for the “Poverty Reduction Through Tax Filing” Project be approved.</p> <p>DECISION: THAT the Board confirm the fee increases and adopt the amendments to the Space Booking Policy and Procedures as outlined in Appendix A of the report, effective September 1, 2018.</p> <p>DECISION: THAT the May committee report to the Board be received.</p>		
<i>End Consent Agenda Motions And Decisions</i>				
4. STAFF DISCUSSION				
4a	Executive Director’s report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Civic engagement activities, including the provincial all candidates’ meeting and the children’s voting booth at Eats and Beats. • Further discussions with partner organizations on using RTCC as an initial assembly point in the event of evacuation at their facilities. • The electrical work on the elevator is almost finished. • Further incidents in the centre. • Thanks for the successful Royal Thornton Affair fundraiser. • Confirmation that Clive Veroni will speak at the AGM on challenges facing democracy. <p>DECISION: THAT the Executive Director’s report to the Board be received.</p>	<p>Information</p> <p>AGREED</p>	
4b	Program Director’s report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Educational Supports programming highlights, including discussions with partners on mentor program learning, enrolment in the Mentor program, After School program and RAC. • Financial Literacy programming: the Tax Clinic resulted in 55 completed returns for \$120,000 in refunds. 	Information	

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		<ul style="list-style-type: none"> Civic Engagement programming includes Democracy FunDamentals, LGBTQ2 TNC-Affinity group, student placements, and volunteer recruitment. A draft Exclusion and revised incident reporting procedure has been developed and staff have received orientation and been provided with the opportunity to provide feedback. <p>DECISION: THAT the Program Director’s report to the Board be received.</p>	AGREED	
4c	Business Manager’s report	Included in Executive Director’s report		
5. COMMITTEE REPORTS				
5a	Board Development & Nominations	<p>The report highlighted:</p> <ul style="list-style-type: none"> The 2017 Board Self-assessment exercise, including recommendations. The board’s self-assessed strengths and weaknesses. <p><u>MOTIONS:</u></p> <p>THAT the Board direct the Executive Committee, in collaboration with BD&N and M&O, to develop a committee recruitment strategy to increase the number of governance volunteers and better reflect the composition of the community.</p> <p>THAT the Board direct the BD&N Committee to establish a skills inventory framework to assess current Board members skills and focus Board recruitment to fill any gaps.</p> <p>THAT the Board direct the BD&N Committee to include a Board development session on risk assessment in the 2018/19 Committee workplan.</p> <p>THAT the Board direct the F&M Committee to bring a report/presentation to the Board as a fundraising refresher to outline the purpose, targets, and Board member expectations related to fundraising.</p>	<p>M: Jeff S: Michele CARRIED</p> <p>M: Jeff S: Michele CARRIED</p> <p>M: Jeff S: Michele CARRIED</p> <p>M: Jeff S: Michele CARRIED</p>	

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		<p>THAT the Board nominate one or more Board members to participate in the Ontario Non-Profit Network conference in October 2018 and report back opportunities for improvement to the Board.</p> <p>THAT the Board nominate the President and Vice-President to participate in regular meetings with other AOCCs and report to the Board through the Executive Committee.</p> <p>THAT the Board direct the Executive Committee to explore opportunities for streamlining Board meetings and report back to the Board with options.</p> <p>DECISION: That the May Committee Report be received.</p>	<p>M: Jeff S: Michele CARRIED</p> <p>M: Jeff S: Michele CARRIED</p> <p>M: Jeff S: Michele CARRIED</p> <p>AGREED</p>	
5b	Executive	<p>The report highlighted:</p> <ul style="list-style-type: none"> • Succession planning. • Committee year-end reports, including recommendations for committee priorities for 2018/2019. • The Report on the City's Agency Governance Review is expected to be tabled in fall 2018. • The Relationship Task Group work is on hold. <p>MOTION: THAT the 2017-2018 Committee Year-End Reports and 2018-2019 Recommendations be approved.</p> <p>DECISION: That the May Committee Report be received.</p>	<p>M: Michele S: Alan CARRIED</p> <p>AGREED</p>	
5c	Fundraising & Marketing	<p>The report highlighted:</p> <ul style="list-style-type: none"> • The May 12 Royal Thornton Affair fundraiser raised approximately \$12,000. • RTCC's participation in the Scotiabank Toronto Waterfront Marathon is planned for October. 		

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		DECISION: THAT the May Committee Report be received.	AGREED	
6. IN CAMERA SESSION				
6.	In camera session	<p>MOTION: That the board go in camera at 8:55 p.m.</p> <p>MOTION: THAT the Board move out of camera at 9:28 p.m.</p> <p>The board discussed membership, and board nomination matters.</p>	<p>M: Yang S: Ryan CARRIED</p> <p>M: Alan S: Julia CARRIED</p>	
7. ADJOURNMENT				
7.	ADJOURNMENT	<u>MOTION:</u> THAT the meeting be adjourned.	M: Alan CARRIED	