

**Ralph Thornton Community Centre Board of Management  
APPROVED Minutes of the Meeting of September 26, 2018**

**Present:**

**Board:** Ryan Acayan; Yang Han; Bernitta Hawkins; Sharon Ho; Alan Lennon; Megan Lorus Daniella Moss; Janet Routliffe; Bill Somerville, AND Ejay Tupe

**Staff:** John Campey; Glenn Gustafson

**Regrets:** Paula Fletcher; Caleb Edwards; Julia Peters

	Item	Discussion	Decision	Action / By
<b>1. CALL TO ORDER</b>				
1a	Greetings & introductions	Alan 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: Janet</b> <b>S: Sharon</b> <b>CARRIED</b>	
2b	Board TO DO List	<ul style="list-style-type: none"> <li>List updated and reviewed, completed items to be removed.</li> </ul>		Secretary
2c	Discussion of Open House	<ul style="list-style-type: none"> <li>Alan led a discussion on the RTCC Open House event that took place on September 15, 2018.</li> </ul> <p><b>MOTION: THAT the RTCC host another Open House event in 2019</b></p>	<b>M: Alan</b> <b>S: Ejay</b> <b>CARRIED</b>	
<b>3. AGENDA, MOTIONS / DECISIONS</b>				
3a	<b>Consent Agenda</b>	<b>MOTION: THAT the Consent Agenda decisions and motions be approved, and committee reports be received.</b>	<b>M: Alan</b> <b>S: Megan</b> <b>CARRIED</b>	
3b	<b>August 19, 2018, minutes</b>	<b>MOTION: THAT the minutes of the August 19, 2018, meeting of the RTCC Board of Management be approved as amended.</b>		Secretary

	Item	Discussion	Decision	Action / By
<b>4. STAFF DISCUSSION</b>				
4ab	<b>Executive Director's report</b>	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> <li>• Strengthening Communities: review of Open House and upcoming RTCC events</li> <li>• Programming: updates on RAC Camp, After School and Mentor programs</li> <li>• Staffing updates and the extension of "Exchange Loft" hours</li> <li>• Multiple student placements to support RTCC programming this term</li> <li>• Strategic Plan review: to completed by John, U of T Urban Studies students and former RTCC President, Michele Harding</li> </ul> <p><b>DECISION: THAT the Executive Director's report to the Board be received.</b></p>	<p>Information</p> <p><b>AGREED</b></p>	
4c	<b>Business Manager's report</b>	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> <li>• Updated Space Booking &amp; Policy Procedures</li> <li>• Building upgrades and converting the second floor coat area to a lockable storage room.</li> <li>• RTCC 2019 Budget update</li> </ul> <p><b>MOTION: THAT the RTCC Staff Reports be accepted</b></p>	<p><b>M: Bill</b> <b>S: Megan</b> <b>CARRIED</b></p>	
<b>5. COMMITTEE REPORTS</b>				
5a	<b>Board Development &amp; Nominations</b>	<p>The report highlighted:</p> <ul style="list-style-type: none"> <li>• RTCC policy review scheduling</li> <li>• Update on risk management learning opportunity</li> <li>• Surveys for old and new RTCC board members</li> </ul>		
5b	<b>Executive</b>	<p>The report highlighted:</p> <ul style="list-style-type: none"> <li>• Review and revision of Board To Do List</li> <li>• RTCC Open House &amp; RTCC Context discussions</li> <li>• Indigenous Cultural Competency Training</li> </ul>		

	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
5c	<b>Fundraising &amp; Marketing</b>	The report highlighted: <ul style="list-style-type: none"> <li>Upcoming 2018 fundraising events</li> <li>Review of Scotiabank Toronto Waterfront Marathon on October 21<sup>st</sup></li> </ul>		
5e	<b>Membership &amp; Outreach</b>	The report highlighted: <ul style="list-style-type: none"> <li>Planning and execution of RTCC Open House</li> <li>Community conversation event to be facilitated by the City of Toronto's Poverty Reduction Office on Oct 2<sup>nd</sup></li> <li>Update on community storytelling outreach events and partnership with Saulter Street Brewery</li> </ul>		
5f	<b>Operational Planning &amp; Evaluation</b>	The report highlighted: <ul style="list-style-type: none"> <li>Recommended RTCC adopt proposed changes to the RTCC Space Use Policy and Procedures</li> <li>Program evaluation updates</li> </ul> <p><b>MOTION: THAT RTCC adopt the proposed changes to the RTCC Space Use Policy and Procedures</b></p>	<b>M: Ryan</b> <b>S: Sharon</b> <b>CARRIED</b>	
		<b>MOTION: THAT all September committee reports be received</b>	<b>M: Ryan</b> <b>S: Sharon</b> <b>CARRIED</b>	
<b>6. ADJOURNMENT</b>				
5g	<b>Discussion</b>	Bernitta Hawkins led a discussion of the Context for RTCC Work in light of recent Provincial decisions.		
6b	<b>ADJOURNMENT</b>	<b>MOTION: THAT the meeting be adjourned.</b>	<b>M: Janet</b> <b>S: Bill</b> <b>CARRIED</b>	