## Ralph Thornton Community Centre Board of Management APPROVED Minutes of the Meeting of October 24, 2018

Present:

**Board:** Ryan Acayan; Caleb Edwards; Yang Han; Sharon Ho; Alan Lennon; Megan Lorius; Daniella Moss; Julia Peters; Janet

Routliffe; AND Ejay Tupe

<u>Staff</u>: John Campey; Glenn Gustafson Regrets: Paula Fletcher; Bill Somerville

	Item	Discussion	Decision	Action / By
		1. CALL TO ORDER		-
1a	Greetings & introductions	Alan 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: Julia S: Sharon CARRIED	
2b	Board TO DO List	List updated and reviewed, completed items to be removed.		Secretary
2c	Community Updates & News	<ul> <li>Alan Lennon provided an status update on First Nations Traning</li> <li>Alan and Megan reviewed items discussed at the 2018 Ontario Non-Profit Network conference</li> <li>Board decided to not replace Bernitta Hawkins with an interim board member</li> </ul>		
		3. AGENDA, MOTIONS / DECISIONS	1	
3a	Consent Agenda	MOTION: THAT the Consent Agenda decisions and motions be approved, and committee reports be received.	M: Caleb S: Sharon CARRIED	
3b	September 26, 2018, minutes	MOTION: THAT the minutes of the September 26, 2018, meeting of the RTCC Board of Management be approved as amended.	M: Caleb S: Janet CARRIED	Secretary

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		4. STAFF DISCUSSION		
4ab	Executive Director's report	The following items were highlighted:  • Update on the passing of resident near RTCC and report on staff during and after the incident  • Programming: updates on community and civic engagement events at RTCC  • Staffing update for the new Manager of Strategic Initiative positon  • Exchange Loft and Reception are now open eleven hours a day, seven days week  • Communication and Urban Studies Student updates  • Discussion on strategic planning and what the 2019 operational workplan will highlight	Information	
		DECISION: THAT the Executive Director's report to the Board be received.	AGREED	
4c	Business Manager's report	<ul> <li>The following items were highlighted:</li> <li>IT issues: new server and security camera updates</li> <li>RTCC now on waiting list for Bell Box Mural program</li> <li>Building notes: local artists to display in south stairwell and kitchen inventory purchases</li> <li>2019 Global Budget update</li> </ul> MOTION: THAT the RTCC Staff Reports be accepted	M: Bill S: Megan CARRIED	
		5. COMMITTEE REPORTS		
5a	Board Development & Nominations	The report highlighted:  Volunteer Toronto board develop training options  Three-month check-in with new board members  Board Assessment Matrix initiative		
5b	Executive	<ul> <li>The report highlighted:</li> <li>Incident reporting and staff recognition</li> <li>Consent Agenda policy and Political Activity policy were reviewed and approved</li> </ul>		

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		<ul> <li>Initiative to meet regularly with the President, Vice- President and Executive Director in other east-end AOCCs.</li> </ul>		
5c	Finance	The report highlighted: Full review of the RTCC 2019 Budget  MOTION: THAT RTCC board adopt the 2019 Budget as presented  MOTION: THAT RTCC board adopt the 2019 Reserve Plan as presented  MOTION: That upon maturity of the GIC on 1 November 2018, the RTCC Board reinvest \$23,000 and interest for a one year term, with the balance of the GIC placed in the RTCC deposit account to fund the 2019 Reserve Plan.	M: Sharon S: Yang CARRIED  M: Sharon S: Ejay CARRIED  M: Sharon S: Janet CARRIED	
5d	Fundraising & Marketing	The report highlighted:  Update on creating a draft communications plan  Creation of sub-committee to create comm. plan draft		
5e	Membership & Outreach	<ul> <li>The report highlighted:</li> <li>Planning and execution of All-Candidates meeting and Storytelling Series.</li> <li>Review of the multiple events held at RTCC during September and October</li> </ul>		
5f	Operational Planning & Evaluation	The report highlighted:  • Update on Urban Studies South Riverdale team RTCC  • Review of user survey templates for the Mentorship and After School programs.  MOTION: THAT RTCC adopt the proposed changes to the RTCC Space Use Policy and Procedures		

	Item	Discussion	Decision	Action / By		
		MOTION: THAT all October committee reports be received	M: Ryan S: Sharon CARRIED			
	6. ADJOURNMENT					
5g	Discussion	The RTCC Board reviewed the options for marginalized individuals in the South Riverdale are and what RTCC can do to help.				
6b	ADJOURNMENT	MOTION: THAT the meeting be adjourned.	M: Daniella S: Janet CARRIED			