

**Ralph Thornton Community Centre Board of Management  
APPROVED Minutes of the Meeting of November 28, 2018**

**Present:**

**Board:** Caleb Edwards; Yang Han; Sharon Ho; Alan Lennon; Megan Lorus; Daniella Moss; Julia Peters; Janet Routliffe; AND Ejay Tupe

**Staff:** John Campey; Glenn Gustafson

**Regrets:** Paula Fletcher; Ryan Acayan, Bill Somerville **Guests:** Jane Drumm, Chantal Lee, Emily Paradis and Naima Raza

|                            | 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><br><b>THAT the meeting agenda be approved</b>   | <b>M: Julia</b><br><b>S: Sharon</b><br><br><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                         | Community Updates & News             | <ul style="list-style-type: none"> <li>Megan attended Broadview and Eastern Flood Protection plan meeting.</li> <li>There will be a meeting on Dec.5 at RTCC on flood protection option. That will be opportunity for community to look at the options and participate in a Q&amp;A.</li> <li>Ejay said St. John the Compassionate is looking for volunteers.</li> </ul> |   |             |

|                                       | Item                             | Discussion   | Decision   | Action / By  |
|---------------------------------------|----------------------------------|--|--|--|
|                                       |                                  | <ul style="list-style-type: none"> <li>• Alan attended a city consultation on regulation changes. (notes in Additional board packages)</li> <li>• Alan asked for feedback to his suggested statement from RTCC regarding the regulations by Dec.2.</li> </ul> <p><u>MOTION:</u> As a result of consultation, a letter will go to planning department from RTCC</p> <ul style="list-style-type: none"> <li>• Ontario for All will be holding a meeting on Dec.7 from 1-4 pm at 26 Wellington St. Alan asked if any other board members can attend. Ejay will attend.</li> <li>• City of Toronto has a report with suggestions on changing the number of councillors appointed to boards, size of boards. Meghan offered to look closely at the report to see how it may affect the centre.</li> </ul> | <p><b>M: Julia</b><br/><b>S: Caleb</b></p> <p><b>CARRIED</b></p> |  |
| 2d                                    | Community Presentation           | <ul style="list-style-type: none"> <li>• Jane Drumm, Chantal Lee and Naima Raza from the U of T urban studies program presented the findings from their study of the effects of gentrification on the East Asian Community in South Riverdale.</li> </ul>  |  |  |
| <b>3. AGENDA, MOTIONS / DECISIONS</b> |                                  |  |  |  |
| 3a                                    | <b>Consent Agenda</b>            | <b><u>MOTION:</u> THAT the Consent Agenda decisions and motions be approved, and committee reports be received.</b>  | <p><b>M: Ejay</b><br/><b>S: Yang</b><br/><b>Carried</b></p>      |  |
| 3b                                    | <b>October 24, 2018, minutes</b> | <p><b><u>MOTION:</u></b></p> <p><b>THAT the minutes of the October 24, 2018, meeting of the RTCC Board of Management be approved as amended.</b></p>   |  | <p><b>M: Janet</b><br/><b>S: Sharon</b><br/><b>Carried</b></p> |

|                             | Item                               | Discussion   | Decision                                | Action / By |
|-----------------------------|------------------------------------|--|---|-------------|
| 3c                          | <b>Doodle Poll Results</b>         | The risk assessment workshop will be on March 30, 2019. John will invite other AOCCs to attend.  |   |             |
| <b>4. STAFF DISCUSSION</b>  |                                    |  |   |             |
| 4ab                         | <b>Executive Director's report</b> | <p>The following items were highlighted:</p> <p>City would provide more staff training pertaining to the security issues. John pointed out that security issues are becoming more widespread through Toronto. RTCC needs to move as quickly as possible to address internal communication issues</p> <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> <p>The system has migrated to the new server without any problems.</p> <p>The city's security will upgrade RTCC's security cameras and provide an additional eight cameras. There isn't any confirmed start or completion date.</p> <p>RTCC has requested that the entire building be re-keyed.</p> <p><b>Decision: THAT the RTCC staff report to the board be received</b></p> | <p><b>AGREED</b></p>                    |             |
| <b>5. COMMITTEE REPORTS</b> |                                    |  |   |             |

|    | <b>Item</b>                                | <b>Discussion</b>  | <b>Decision</b>                          | <b>Action / By</b> |
|----|--|--|--|--------------------|
| 5a | <b>Board Development &amp; Nominations</b> | <p>BD&amp;N is continuing to work on its skills matrix, a three month check-in with new board members and collecting information from former board members.</p> <p><b>Decision: THAT the BD&amp;N report to the board be received.</b></p>   | <b>AGREED</b>                            |                    |
| 5b | <b>Executive</b>                           | <p>One highlight of the report was that Janet will post an updated board calendar to Dropbox.</p> <p><b>Decision: That the Executive report be received.</b></p>   | <b>AGREED</b>                            |                    |
| 5c | <b>Finance</b>                             | <p>Highlights of the report included:</p> <p>The Finance committee received the third quarter finance report along with the forecast for 2018. The projected surplus for 2018 will be reduced because the Canada Summer Jobs grant was received and less than \$17,000.</p> <p>The forecast takes into account the gapping of one management position, a two-week leave of absence by the Executive Director and increased reception hours.</p> <p><b>Motion: That the third quarter financial statements be received.</b></p> | <b>M: Sharon<br/>S: Yang<br/>CARRIED</b> |                    |
| 5d | <b>Fundraising &amp; Marketing</b>         | <p>Highlights of the report included:</p> <p>The committee created a communications plan, which will be presented at the board meeting in January.</p> <p><b>Decision: That the F&amp;M report be received</b></p>   | <b>AGREED</b>                            |                    |

|    | <b>Item</b>                                  | <b>Discussion</b>  | <b>Decision</b> | <b>Action / By</b> |
|----|--|--|-----------------|--------------------|
| 5e | <b>Membership &amp; Outreach</b>             | <p>Highlights of the report included:</p> <p>The committee discussed the membership survey which was distributed through a weblink last summer. Twelve responses were received. Most of the responses said they liked the inclusivity of the centre. Most responses also said the street presence and signage for the centre could be improved.</p> <p>The survey will be updated to gather feedback beyond the membership list.</p> <p>RTCC will host a Community Matters session for Metrolinx in the first week of February.</p> <p><b>Decision: That the M&amp;O report be received.</b></p> | <b>AGREED</b>   |                    |
| 5f | <b>Operational Planning &amp; Evaluation</b> | No report  |                 |                    |
| 5g | <b>Personnel</b>                             | <p>Highlights of the report included:</p> <p>The job posting for Manager, Strategic Initiatives is still pending classification from the city before the job can be posted.</p> <p>John discussed the work plan and the work that still needs to be done regarding strategic planning, community partnerships and marathon sponsorships.</p> <p><b>Decision: That the Personnel committee report be received.</b></p>  | <b>AGREED</b>   |                    |

|                       | Item               | Discussion   | Decision                                     | Action / By |
|-----------------------|--------------------|--|--|-------------|
| <b>6. ADJOURNMENT</b> |                    |  |  |             |
| 5h                    | <b>Discussion</b>  |  |  |             |
| 6b                    | <b>ADJOURNMENT</b> | <b><u>MOTION:</u> THAT the meeting be adjourned.</b> | <b>M: Daniella<br/>S: Meghan<br/>CARRIED</b> |             |