

**Ralph Thornton Community Centre Board of Management  
APPROVED Minutes of the Meeting of January 23, 2019**

**Present:**

**Board:** Ryan Acayan; Caleb Edwards; Yang Han; Sharon Ho; Alan Lennon; Megan Lorius; Daniella Moss; Julia Peters; Janet Routliffe; Bill Somerville AND Ejay Tupe

**Staff:** Glenn Gustafson

**Regrets:** John Campey; Paula Fletcher

	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: Caleb</b>  <b>CARRIED</b>	
2b	Board TO DO List	<ul style="list-style-type: none"> <li>List to be reviewed prior to board meetings going forward. Secretary to follow up with individuals who are responsible for outstanding items. Only issues to be reviewed will be discussed at the board meeting.</li> </ul>		Secretary
2c	Community Updates & News	<ul style="list-style-type: none"> <li>Eastview is interested in attending the Risk Assessment workshop on March 30<sup>th</sup>. John will forward the agenda to Eastview once finalized.</li> <li>There will be a community consultation event for the Unilever site on February 13, 2019. Board members were encouraged to attend.</li> </ul>		

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		<ul style="list-style-type: none"> <li>The board discussed the upcoming city vote to increase TTC fares and what RTC can do to prevent it. Bill volunteered to write a letter to the city on behalf of RTC and will be reviewed by the board prior to sending. Other AOCC's will then be invited to join this initiative and support the letter.</li> </ul>		
<b>3. AGENDA, MOTIONS / DECISIONS</b>				
3a	Consent Agenda	<b><u>MOTION:</u> THAT the Consent Agenda decisions and motions be approved, and committee reports be received.</b>	<b>M: Yang</b> <b>S: Megan</b> <b>Carried</b>	
3b	November 28, 2018, minutes	<b><u>MOTION:</u></b>  <b>THAT the minutes of the November 2018, 2018, meeting of the RTCC Board of Management be approved as amended.</b>		<b>M: Daniella</b> <b>S: Julia</b> <b>Carried</b>
<b>4. STAFF DISCUSSION</b>				

	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
4ab	<b>Executive Director's report</b>	<p>The following items were highlighted via conference call:</p> <ul style="list-style-type: none"> <li>• The Toy Repair Café event was very well done but suffered from low attendance.</li> <li>• Safety and security issues were discussed as well as a comparison review with Eastview</li> <li>• RTC Staff were offered a number of training sessions; Conflict De-escalation and Self-Care were two examples highlighted.</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>• Reviewed the Saulter Street Stairwell Gallery: artist profiles, application process and community impact</li> <li>• Update on RTC parking and enforcement</li> <li>• Discussion on auditorium partition history and repair</li> <li>• Manager of Strategic Initiatives job posting</li> <li>• Holiday Staff Coverage proved to be successful</li> </ul> <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>				
5a	<b>Board Development &amp; Nominations</b>	<p>Board knowledge and skill set survey were sent and results to be presented at the next board meeting. The board nomination and interview processes were outlined. Janet Routliffe has volunteered to Chair the Nominations Sub-Committee.</p> <p><b>Decision: THAT the BD&amp;N report to the board be</b></p>	<p><b>AGREED</b></p>	

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		received.		
5b	<b>Executive</b>	<p>RTC updates were discussed, the Communications Plan was briefly reviewed and the 2019 Policy Review schedule was set. The job posting process was discussed and a plan was set to have the candidate in place in March or early April.</p> <p><b>Decision: That the Executive report be received.</b></p>	<b>AGREED</b>	
5c	<b>Finance</b>	No report this month		
5d	<b>Fundraising &amp; Marketing</b>	<p>Planning has started for the upcoming May fundraising gala and this year's theme is "Game of Thornton's". Sharon Ho was acknowledged for her contributions to secure monetary donations and to draft the sponsorship letter. The Communications Plan was presented to the Board.</p> <p><b>Decision: That the F&amp;M report be received</b></p>	<b>AGREED</b>	
5e	<b>Membership &amp; Outreach</b>	<p>Committee delayed meeting to gather more information for the Community Matters session on the issues surrounding commuter rail expansion.</p> <p><b>Decision: That the M&amp;O report be received.</b></p>	<b>AGREED</b>	
5f	<b>Operational Planning &amp; Evaluation</b>	The 2019 Annual Operating Plan was reviewed and the committee agreed to endorse and adopt it. The board had a long discussion about the plan and what options RTC had to better serve its communities.		

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		<b><u>MOTION:</u> THAT the Consent Agenda decisions and motions be approved, and committee reports be received.</b>	<b>M: Ryan S: Ejay Carried</b>	
5g	<b>Personnel</b>	The committee outlined the Executive Director review process for services performed in the 2018 calendar year. The board was asked to submit their completed 2018 Year-End Evaluation to the Personnel Committee by the February board meeting.  <b>Decision: That the Personnel committee report be received.</b>	<b>AGREED</b>	
<b>6. ADJOURNMENT</b>				
5h	<b>Discussion</b>			
6b	<b><i>ADJOURNMENT</i></b>	<b><u>MOTION:</u> THAT the meeting be adjourned.</b>	<b>M: Caleb S: Julia CARRIED</b>	

