

**Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Meeting of February 27, 2019**

Present:

Board: Ryan Acayan; Caleb Edwards; Sharon Ho; Alan Lennon; Janet Routliffe AND Bill Somerville

Staff: John Campey, Glenn Gustafson

Regrets: Paula Fletcher; Yang Han; Megan Lorus; Daniella Moss; Julia Peters; Ejay Tupe

	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	<u>MOTION:</u> THAT the meeting agenda be approved	M: Janet S: Caleb CARRIED	
2b	Board TO DO List	<ul style="list-style-type: none"> • 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. 		Secretary
2c	Community Updates & News	<ul style="list-style-type: none"> • The following events were discussed with regards to RTCC representation and board member attendance: <ul style="list-style-type: none"> ○ Kairos Blanket Exercise program is being held at RTCC on April 10, 2019. ○ OFL is hosting a Take Back Ontario conference on March 25, 2019 ○ TANGO is hosting a Toronto Neighborhoods Summit on April 6, 2019 		

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3. AGENDA, MOTIONS / DECISIONS				
3a	Consent Agenda	<u>MOTION:</u> THAT the Consent Agenda decisions and motions be approved, and committee reports be received.	M: Caleb S: Bill Carried	
3b	November 28, 2018, minutes	<u>MOTION:</u> THAT the minutes of the January 23, 2019 meeting of the RTCC Board of Management be approved.	M: Janet S: Caleb Carried	Secretary
4. STAFF DISCUSSION				
4ab	Executive Director's report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • John thanked the Board and RTCC staff, particularly Glenn Gustafson, for ensuring the Centre ran smoothly in his absence • Presented the RTCC 2019 Operating Workplan • Update on the hiring process for the Manager, Strategic Initiatives position • Update on staff de-escalation building security protocols, partnerships with Eastview and Applegrove and Downtown East training at RTCC on February 28th <p>DECISION: THAT the Executive Director's report to the Board be received.</p> <p><u>MOTION</u> to move in-camera, with RTCC staff present</p>	<p>Information</p> <p>AGREED</p> <p>M: Caleb S: Bill Carried</p>	

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		<u>MOTION:</u> to move out of in-camera	M: Sharon S: Janet Carried	
4c	Business Manager's report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Reviewed the pending capital purchase budget for the RTCC security camera purchase • Update on Community Services Grant • Discussion about complaints against RTCC <p><u>MOTION:</u> to accept the Interim Complaints Policy, to then be formally adopted after review by the OP&E Committee</p> <p>Decision: THAT the RTCC staff report to the board be received</p>	<p>M: Ryan S: Janet Carried</p> <p>AGREED</p>	
5. COMMITTEE REPORTS				
5a	Board Development & Nominations	<p>Update on the Board recruitment and nominations process, the Board skills/knowledge survey results were presented and a discussion followed on how it would help RTCC going forward.</p> <p><u>MOTION:</u> to approve the Executive Limitation Policy without amendment</p> <p>Decision: THAT the BD&N report to the board be received.</p>	<p>M: Ryan S: Bill Carried</p> <p>AGREED</p>	
5b	Executive	<p>Executive discussed updates on RTC security, hiring process, board nominations, year-end financial statements</p> <p>Decision: That the Executive report be received.</p>	AGREED	

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5c	Finance	<p>The RTCC year-end financial statements were presented and reviewed by the board.</p> <p><u>MOTION:</u> to receive the year-end financial statements</p> <p><u>MOTION:</u> to reinvest the GIC, plus earned interest, for a one-year term.</p> <p>Decision: That the Finance report be received</p>	<p>M: Sharon S: Caleb Carried</p> <p>M: Sharon S: Alan Carried</p> <p>AGREED</p>	
5d	Fundraising & Marketing	<p>The board discussed updates on the upcoming 2019 Gala event along with sponsorship and marketing initiatives.</p> <p>Decision: That the F&M report be received</p>	AGREED	
5e	Membership & Outreach	<p>Report highlighted the commuter rail expansion, RTCC volunteer awards and board member nominations.</p> <p>Decision: That the M&O report be received.</p>	AGREED	
5f	Operational Planning & Evaluation	<p>The RTCC 2019 Operational Workplan was presented</p> <p><u>MOTION:</u> that the Board received the 2019 Operational Workplan</p>	<p>M: Caleb S: Bill Carried</p>	
5g	Personnel	No report this month		
6. ADJOURNMENT				

	Item	Discussion	Decision	Action / By
5h	Discussion			
6b	<i>ADJOURNMENT</i>	<u>MOTION:</u> THAT the meeting be adjourned.	M: Bill S: Sharon CARRIED	

