

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

Present:

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

Regrets: Paula Fletcher; Daniella Moss; Bill Someville

	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: Megan S: Julia 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"> Caleb and Megan presented the most recent updates for the Waterfront Toronto and Flood Protection projects John presented the TNC Community Voices initiative Megan volunteered to be the main RTCC representative for the East Harbour Community Engagement Committee. Ryan will be secondary rep. 		

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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: Sharon S: Caleb Carried	
3b	November 28, 2018, minutes	<u>MOTION:</u> THAT the minutes of the February 27, 2019 meeting of the RTCC Board of Management be approved.	M: Sharon S: Janet Carried	Secretary
4. STAFF DISCUSSION				
4ab	Executive Director's report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Collen Gray has been officially hired as the Manager, Strategic Initiatives, with first day on April 15, 2019 • Presented the RTCC 2019 Operating Workplan • Update on Democracy FUNdamentals course • Sajida Kadri was acknowledged for her strong work as RTCC staff and her departure will allow some restructuring of staff weekend hours <p>DECISION: THAT the Executive Director's report to the Board be received.</p>	<p>Information</p> <p>AGREED</p>	
4c	Business Manager's report	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> • Field work for 2018 audit was completed, with draft audited financial statements ready at the end of April 		

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		<ul style="list-style-type: none"> • Update CCTV cameras and building security • Update on Riverdale Auditorium partition maintenance <p>MOTION: to approve a Sole Source Justificatoin Letter for the partition maintenance in the Riverdale Auditorium</p> <p>MOTION: to amend the 2019 Reserve Budget by re-allocating funds from auditorium floor refinishing to auditorium partition maintenance</p> <p>Decision: THAT the RTCC staff report to the board be received</p>	<p>M: Megan S: Yang Carried</p> <p>M: Caleb S: Yang Carried</p> <p>AGREED</p>	
5. COMMITTEE REPORTS				
5a	Board Development & Nominations	No report this month		
5b	Executive	<p>Executive discussed updates on RTC security, Privacy Policy review, nominations sub-committee and support for the shelter by-law ammendments.</p> <p>MOTION: to adopt the current RTC Privacy Policy as presented</p> <p>Decision: That the Executive report be received.</p>	<p>M: Alan S: Sharon Carried</p> <p>AGREED</p>	
5c	Finance	No report this month		

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5d	Fundraising & Marketing	Janet discussed updates on the upcoming 2019 Gala event along with sponsorship and marketing initiatives. The RTCC board was encouraged to participate in fundraising and volunteering at the event. Decision: That the F&M report be received	AGREED	
5e	Membership & Outreach	No report this month		
5f	Operational Planning & Evaluation	The March 2019 committee meeting report was reviewed Decision: That the OP&E report be received	AGREED	
5g	Personnel	<u>MOTION:</u> to move in-camera <u>MOTION:</u> to move out of in-camera Decision: Approve the 2018 Executive Director Performance Review and Peronnel Committee Report be received Decision: That the Nominations Sub-Committee report be receivedw	M: Alan S: Ryan Carried M: Janet S: Ryan Carried AGREED AGREED	

6. ADJOURNMENT

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

