

**Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Meeting of September 25, 2019**

Present:

Board: Ryan Acayan; John Bradford, Christine Chen, Caleb Edwards; Sharon Ho; Alan Lennon; Megan Lorius; Ed Nagy; Julia Peters; Janet Routliffe AND Ejay Tupe

Staff: John Campey; Colleen Gray; Glenn Gustafson

Regrets: Paula Fletcher; Julia Peters

	Item	Discussion	Decision	Action / By
1. CALL TO ORDER				
1a	Greetings & introductions	Alan called the meeting to order.		Vice-President
1bc	Declaration of conflicts of interest	None		
2. BUSINESS ARISING				
2a	Approval of meeting agenda	<u>MOTION:</u> THAT the meeting agenda be approved as amended	M: Sharon S: Ejay CARRIED	
2b	May 22, 2019, Minutes August 28, 2019, Minutes	<u>MOTION:</u> THAT the amended minutes of the May 22, 2019 meeting of the RTCC Board of Management be approved <u>MOTION:</u> THAT the minutes of the August 28, 2019 meeting of the RTCC Board of Management be approved	M: Ryan S: John CARRIED M: Ryan S: John CARRIED	Secretary

	Item	Discussion	Decision	Action / By
2c	Community Updates & News	<ul style="list-style-type: none"> • City of Toronto declared October 2, 2019 as Not-for-Profit Recognition Day and RTCC and will host a luncheon for partners/supporters • Unilever/East Harbour Project update • Election update and RTCC support for easier voting access • Metrolinx and Ontario Subway update. Paula Fletcher will organize an upcoming community meeting and board members were encouraged to attend 		Information
2d	Business Item: Tenant Leases	Staff gave an update on the most recent communication with City of Toronto Real Estate Services and outlined next steps.		John/Glenn
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: Ejay S: Janet Carried	
4. COMMITTEE REPORTS				
4a	Executive	<ul style="list-style-type: none"> • Reviewed monthly updates, RTCC tenant lease and current board member vacancy <p>MOTION: THAT the chair of the Nominations Sub-committee approach the next most qualified candidate and offer her or him the vacancy on the board.</p>	M: Janet S: Ryan Carried	

	Item	Discussion	Decision	Action / By
		MOTION: THAT the RTCC Board of Management would like the South Riverdale Child Parent Centre to remain in the facility	M: Ejay S: Caleb Carried	
4b	BD&N	<ul style="list-style-type: none"> • Update on RTCC board skills assessment and upcoming survey • Discussed Policy Review document and date for 2020 RTCC AGM MOTION: THAT the next RTCC Annual General Meeting will be held on Wednesday, June 10, 2020	M: Janet S: Caleb Carried	
4c	Finance	No Report		
4d	Fundraising & Marketing	<ul style="list-style-type: none"> • Reviewed committee objectives, activities and communications plan • Outlined fundraising events for the year and the upcoming Scotiabank Toronto Waterfront Marathon 		
4e	Membership & Outreach	<ul style="list-style-type: none"> • Discussed RTCC Open House event and reviewed upcoming Community Matters and Federal Election events 		
4f	Operational Planning & Evaluation	No Report		
5. STAFF REPORTS				
5a	Executive Director's report	<ul style="list-style-type: none"> • Reviewed the RTCC Open House event and a discussion followed on how to improve for next year 		

	Item	Discussion	Decision	Action / By
		<ul style="list-style-type: none"> • Provided planning updates on Civic Engagement activities, Toronto Not-for-Profit Recognition Day and upcoming events • RTCC received a grant from Woodgreen Community Services to enhance programming for Chinese Seniors Group <p>DECISION: THAT the Executive Director's report to the Board be received.</p>	AGREED	
5b	Manager, Strategic Initiatives	<p>The report summarized the activities for all RTCC programs and highlighted the following:</p> <ul style="list-style-type: none"> • Mentor Program staffing updates with student placements and user survey results • RTCC 2020 summer camp planning and discussions with other community partners • Update on Margaret's Partnership Classes • Increased programming through workshops and translation services for Chinese seniors groups <p>DECISION: THAT the Manager's report to the Board be received.</p>	AGREED	
5c	Business Manager	<ul style="list-style-type: none"> • Updates on building renovations and labour relations with other AOCC's • Reviewed the RTCC 2020 core budget and all supplementary material <p><u>MOTION:</u> THAT the RTCC 2020 core budget submission to the City of Toronto be approved</p>	M: Caleb S: Christine Carried	

	Item	Discussion	Decision	Action / By
		<p>DECISION: THAT the Manager's report to the Board be received.</p> <p><u>MOTION:</u> THAT the all the RTCC staff reports be received by the board</p>	<p>AGREED</p> <p>M: Ed S: Sharon Carried</p>	
6. ADJOURNMENT				
6a	<i>ADJOURNMENT</i>	<u>MOTION:</u> THAT the meeting be adjourned.	<p>M: Alan S: Caleb CARRIED</p>	

