

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

**Present:**

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

**Staff:** John Campey; Colleen Gray; Glenn Gustafson

**Regrets:** Paula Fletcher

	Item	Discussion	Decision	Action / By
<b>1. CALL TO ORDER</b>				
1a	Greetings & introductions	Alan called the meeting to order.		President
1bc	Declaration of conflicts of interest	None		
<b>2. BUSINESS ARISING</b>				
2a	Approval of meeting agenda	<b><u>MOTION:</u> THAT the meeting agenda be approved as amended</b>	<b>M: Ejay S: Julia  CARRIED</b>	
2b	October 23, 2019, Minutes	<b><u>MOTION:</u>  THAT the amended minutes of the October 23, 2019 meeting of the RTCC Board of Management be approved</b>	<b>M: Sharon S: Megan  CARRIED</b>	Secretary
2c	Community Updates & News	<ul style="list-style-type: none"> <li>• Unilever/East Harbour Project update</li> <li>• Updates on local condo developments</li> <li>• Upcoming fundraising events for Nellie`s in 2020 and the Antler Breakfast at RTCC in December</li> </ul>		Information

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		<p><b><u>MOTION:</u></b> THAT RTCC congratulate Lainey Little on her election as local CUPE President</p> <p><b><u>MOTION:</u></b> THAT RTCC and formally support the ONN Decent Work Charter</p>	<p><b>M: Alan</b> <b>S: Megan</b> <b>Carried</b></p> <p><b>M: Alan</b> <b>S: Ryan</b> <b>Carried</b></p>	
<b>3. AGENDA, MOTIONS / DECISIONS</b>				
3a	<b>Consent Agenda</b>	<b><u>MOTION:</u></b> THAT the Consent Agenda decisions and motions be approved, and committee reports be received.	<b>M: Megan</b> <b>S: Sharon</b> <b>Carried</b>	
3b	<b>Action List</b>	The board reviewed the outstanding action item lists from the previous board meeting		President
<b>4. COMMITTEE REPORTS</b>				
4a	<b>Executive</b>	<ul style="list-style-type: none"> <li>Reviewed monthly updates, local development projects, staffing update and ONN Decent Work Charter</li> </ul>		
4b	<b>BD&amp;N</b>	<ul style="list-style-type: none"> <li>Discussed board training and possible joint training sessions with Eastview Neighborhood Community Centre</li> <li>Identified the 2020 Board Nominations Subcommittee members and initial planning</li> </ul>		
4c	<b>Finance</b>	<ul style="list-style-type: none"> <li>Reviewed RTCC 2019-Q3 financials, options to modify the 2020 Reserve Plan and plans to consolidate the GIC investments</li> </ul>		

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		<p><b><u>MOTION:</u> TO receive the RTCC 2019-Q3 Financials</b></p> <p><b><u>MOTION:</u> TO adopt the RTCC 2020 Reserve Plan as modified</b></p> <p><b><u>MOTION:</u> TO add 5,000 from the 2019 surplus to the Strategic Plan Reserve</b></p> <p><b><u>MOTION:</u> TO add 16,963.52 from the 2019 surplus to the Capital Reserve</b></p> <p><b><u>MOTION:</u> TO add 10,012.70 from the 2019 surplus to the Program Stabilization Reserve</b></p> <p><b><u>MOTION:</u> TO adopt the RTCC GIC strategy below:</b></p> <ol style="list-style-type: none"> <li>1) That the two GICs be consolidated into a single GIC on December 31, 2019;</li> <li>2) That the principal from the two GICs be reinvested for a one-year term, maturing on 30 December 2020;</li> <li>3) That all interest earned by both of the GICs be reinvested into the new GIC;</li> <li>4) That \$ 21,963.52 be drawn from the Ralph Thornton Community Centre's deposit account and invested in the GIC.</li> </ol>	<p><b>M: Caleb S: Sharon Carried</b></p> <p><b>M: Caleb S: John B. Carried</b></p> <p><b>M: Caleb S: Julia Carried</b></p> <p><b>M: Caleb S: Ejay Carried</b></p> <p><b>M: Caleb S: Ed Carried</b></p> <p><b>M: Caleb S: Megan Carried</b></p>	

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		<b><u>MOTION:</u> THAT the Finance Policies and Procedures be approved as amended.</b>	<b>M: Caleb S: Sharon Carried</b>	
4d	<b>Fundraising &amp; Marketing</b>	<ul style="list-style-type: none"> <li>• Outlined details of the upcoming cornerstone fundraising event in 2020</li> <li>• Board members were encouraged to attend the Antler Breakfast coming up in December</li> </ul>		
4e	<b>Membership &amp; Outreach</b>	<ul style="list-style-type: none"> <li>• No Report This Month</li> </ul>		
4f	<b>Operational Planning &amp; Evaluation</b>	<ul style="list-style-type: none"> <li>• No Report This Month</li> </ul>		
<b>5. STAFF REPORTS</b>				
5a	<b>Executive Director's report</b>	<ul style="list-style-type: none"> <li>• Summarized the ER report, highlighted recent RTCC events and congratulated Janice Zhang for the positive media coverage of the Mentor Program in the most recent Beach Metro News.</li> <li>• Update on the recent work with Rivertowne and push for this position to be a permanent full-time position going forward</li> <li>• Reviewed the Year 3 Strategic Operational Priorities in detail with the board</li> </ul> <p><b><u>MOTION:</u> THAT the Year 3 Strategic Operational Priorities be approved</b></p> <p><b>DECISION: THAT the Executive Director's report to the Board be received.</b></p>	<p><b>M: Alan S: Christine Carried</b></p> <p><b>AGREED</b></p>	

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5b	<b>Manager, Strategic Initiatives</b>	<p>The report summarized the activities for all RTCC programs and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Margaret's Partnership Class programming and staff update, curriculum building and positive feedback review</li> <li>• Attendance Seniors user group programming was higher than expected, need to plan for increased users</li> </ul> <p><b>DECISION: THAT the Manager's report to the Board be received.</b></p>	<b>AGREED</b>	
5c	<b>Business Manager</b>	<ul style="list-style-type: none"> <li>• Reviewed on building renovations/upgrades, included updates on the auditorium floor, south stairwell, and alarm and motion system.</li> <li>• Part-time staffing updates and upgrade funding</li> </ul> <p><b>DECISION: THAT the Manager's report to the Board be received.</b></p> <p><b><u>MOTION:</u> THAT the all the RTCC staff reports be received by the board</b></p>	<p><b>AGREED</b></p> <p><b>M: Alan S: Hamdi Carried</b></p>	
<b>6. ADJOURNMENT</b>				
6a	<b>In-Camera</b>	<p><b><u>MOTION:</u> THAT the meeting go in-camera</b></p> <p><b><u>MOTION:</u> THAT RTCC move forward with the proposed staffing decision</b></p>	<p><b>M: Sharon S: Caleb CARRIED</b></p> <p><b>M: Sharon S: Caleb CARRIED</b></p>	

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		<b><u>MOTION:</u> THAT the meeting go out of in-camera</b>	<b>M: Caleb S: Janet CARRIED</b>	
	<b><i>ADJOURNMENT</i></b>	<b><u>MOTION:</u> THAT the meeting be adjourned.</b>	<b>M: Janet S: Ejay CARRIED</b>	

