

**Ralph Thornton Community Centre Board of Management  
APPROVED Minutes of the Meeting of August 22, 2018**

**Present:**

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

**Staff:** John Campey; Glenn Gustafson

**Regrets:** Paula Fletcher; Daniella Moss

	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	Three items added to the meeting agenda 1) RTCC Finance Policies Review 2) RTCC Committee Member List 3) RTCC News  <b>MOTION:</b> <b>THAT the meeting agenda be approved as amended</b>	<b>M: Janet</b> <b>S: Yang</b> <b>CARRIED</b>	President
2b	Board TO DO List	<ul style="list-style-type: none"> <li>List updated May 9, 2018, most recent list not found</li> <li>Ryan to update as needed for next meeting</li> </ul>		Secretary
2c	Community updates / News	<ul style="list-style-type: none"> <li>Alan led a discussion on RTCC finance policies and board member fiduciary responsibilities</li> </ul>		Information
		<ul style="list-style-type: none"> <li>The slate of RTCC Committee Members were presented</li> </ul> <b>MOTION: THAT the RTCC Committee Members list be received.</b>	<b>M: Julia</b> <b>S: Yang</b> <b>CARRIED</b>	
		<ul style="list-style-type: none"> <li>Only one nomination for each executive position was received. Each nominee confirmed his or her willingness to stand:</li> </ul> <b>MOTION: THAT the following members be appointed as Board Officers:</b>	<b>M: Julia</b> <b>S: Megan</b> <b>CARRIED</b>	

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		<p><b>President: Alan Lennon</b>  <b>Vice-President: Janet Routliffe</b>  <b>Treasurer: Sharon Ho</b>  <b>Secretary: Ryan Acayan</b></p> <p><b><u>MOTION:</u> THAT Board signing authority for Michelle Harding, Jeff Garkowski and Graham Chernoff be rescinded effective immediately, and that the signing authorities be updated to reflect the 2018 Board Officers: Alan Lennon, Janet Routliffe, Sharon Ho and Ryan Acayan</b></p>	<p><b>M: Megan</b>  <b>S: Caleb</b>  <b>CARRIED</b></p>	
<b>3. AGENDA, MOTIONS / DECISIONS</b>				
3a	<b>May 23, 2018, minutes</b>	<b><u>MOTION:</u> THAT the minutes of the May 23, 2018, meeting of the RTCC Board of Management be approved.</b>	<p><b>M: Alan</b>  <b>S: Sharon</b>  <b>CARRIED</b></p> <p><b>M: Sharon</b>  <b>S: Yang</b>  <b>CARRIED</b></p>	Secretary
3b	<b>Memorandum of Understanding Between Eastview &amp; RTCC</b>	<p>The Board reviewed the DRAFT MOU and highlighted:</p> <ul style="list-style-type: none"> <li>• The partnership between Eastview and RTCC to deliver an afterschool program for the 2018-2019 school year</li> <li>• The relationship between Eastview, RTCC and the Boys and Girls Clubs of Canada</li> <li>• The roles and responsibilities for Eastview &amp; RTCC</li> <li>• Section 4) Legal Compliance should be revised to clarify wording and terms regarding indemnification clauses</li> </ul> <p><b><u>MOTION:</u> THAT the DRAFT MOU between Eastview and RTCC be approved as amended.</b></p>		
<b>4. STAFF DISCUSSION</b>				
4a	<b>Executive Director's report</b>	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> <li>• Civic engagement activities, including the Democracy FUN-damentals and City Poverty Reduction Strategy consultation sessions</li> <li>• Updates on summer programming: Summer Mentor and RAC Camps</li> <li>• Congratulated RTCC Children's Program Coordinator,</li> </ul>	Information	

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		<p>Lucille Durand-Smith, on her picking up responsibility for the RAC camp and making it a real success</p> <ul style="list-style-type: none"> <li>• Updates on RTCC Open House event and agreement with the Library &amp; Child-Parent Centre</li> <li>• Further incidents in the centre.</li> </ul> <p><b>DECISION: THAT the Executive Director's report to the Board be received.</b></p>	<b>AGREED</b>	
4b	<b>Business Manager's report</b>	<p>The following items were highlighted:</p> <ul style="list-style-type: none"> <li>• Updates on Elevator Upgrade and current RTCC building projects</li> <li>• Promotion of new Solid Waste Levy policies</li> <li>• Completed a full review of Space Use Policy and Procedures, forwarded change summary to OP&amp;E committee for review</li> </ul> <p><b>MOTION: THAT the RTCC Staff Reports be accepted</b></p>	<b>M: Bill S: Megan CARRIED</b>	
<b>5. COMMITTEE REPORTS</b>				
5a	<b>Board Development &amp; Nominations</b>	No report for this meeting.		
5b	<b>Executive</b>	<p>The report highlighted:</p> <ul style="list-style-type: none"> <li>• Board member committee preferences and selection</li> <li>• Discussion and approval of the Proposal for Adjusting Staffing at RTCC</li> </ul> <p><b>MOTION: THAT the Proposal for Adjusting Staffing at RTCC be adopted.</b></p> <p><b>DECISION: THAT the August Executive Committee Report be received.</b></p>	<b>M: Janet S: Ryan CARRIED</b>  <b>AGREED</b>	
5c	<b>Finance</b>	<p>The report highlighted:</p> <ul style="list-style-type: none"> <li>• RTCC 2019 core budget and submission to the city</li> <li>• 2018-Q2 Financial Statements</li> <li>• Impact of proposed staffing changes will have on current fiscal year financial statements</li> </ul> <p><b>MOTION: THAT the Centre's 2019 draft budget for</b></p>	<b>M: Sharon S: Julia</b>	

	Item	Discussion	Decision	Action / By
		<p><b>submission to the city be approved</b></p> <p><b><u>MOTION:</u> THAT the Centre's 2018 Second Quarter Report be received</b></p>	<p><b>CARRIED</b></p> <p><b>M: Caleb</b> <b>S: Julia</b> <b>CARRIED</b></p>	
5d	<b>Fundraising &amp; Marketing</b>	<p>The report highlighted:</p> <ul style="list-style-type: none"> <li>• Upcoming 2018 fundraising events</li> <li>• Recap of 2018 gala fundraiser</li> <li>• A Royal Thornton Affair – May 12, 2018 Survey Results</li> <li>• Discussion on theme for 2019 gala event</li> </ul> <p><b><u>MOTION:</u> THAT a gala silent auction fundraising event for 2019 be approved</b></p>	<p><b>M: Janet</b> <b>S: Yang</b> <b>CARRIED</b></p>	
5e	<b>Membership &amp; Outreach</b>	<p>The report highlighted:</p> <ul style="list-style-type: none"> <li>• Planning of RTCC Open House on Sep 15<sup>th</sup></li> <li>• Community conversation event to be facilitated by the City of Toronto's Poverty Reduction Office</li> <li>• Potential community storytelling outreach events</li> </ul>		
5f	<b>Operational Planning &amp; Evaluation</b>	<p>The report highlighted:</p> <ul style="list-style-type: none"> <li>• Program staffing changes &amp; impact for OP&amp;E</li> <li>• Exchange Loft &amp; Former Director's Final Reports</li> <li>• Space Use Policy and Procedures review</li> </ul>		
		<p><b><u>MOTION:</u> THAT all August committee reports be received</b></p>	<p><b>M: Julia</b> <b>S: Yang</b> <b>CARRIED</b></p>	
<b>6. ADJOURNMENT</b>				
6.	<b>ADJOURNMENT</b>	<p><b><u>MOTION:</u> THAT the meeting be adjourned.</b></p>	<p><b>M: Alan</b> <b>S: Julia</b> <b>CARRIED</b></p>	