

Ralph Thornton Community Centre Board of Management Approved Minutes of the Online Electronic Meeting of March 24, 2021
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Present:

Board: Ryan Acayan; John Bradford; Christine Chen; Caleb Edwards; Amy Grenon; Shiralee Hudson; Alan Lennon; Julia Peters; Abraham Plunkett-Latimer; Lisa Pottie; Maggi Redmonds AND Ejay Tupe

Staff: John Campey; Colleen Gray; Glenn Gustafson

Regrets: Paula Fletcher

	Item	Discussion	Decision	Action / By
1. CALL TO ORDER				
1a	Greetings & introductions	Alan called the meeting to order.		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 presented. 12-0 Vote in favour	M: Caleb S: Julia Carried	
2b	February 24, 2021, Minutes	<u>MOTION:</u> THAT the minutes from the February 24, 2021 Board Meeting of the RTCC Board of Management be approved. 12-0 Vote in favour	M: Ryan S: Caleb Carried	Secretariat
2c	Community Updates & News	<ul style="list-style-type: none"> • Discussions centered around the COVID-19 pandemic and how the RTCC is servicing the community • Discussed how RTCC can support the Asian community in response to recent attacks 		Information

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		<ul style="list-style-type: none"> • Reviewed the ongoing study from the Leslieville Historical Society to designate buildings of heritage value and how RTCC can support. Abraham volunteered to draft a RTCC letter of support as long it does not conflict with any current RTCC mandates. • Reviewed options on how RTCC can help the community with the topic of Canadian mental health. The board was asked to forward any possible ideas or recommendations to Ejay to organize • Caleb provided an update on the recent Villiers Island meeting and related news 		
3. AGENDA, MOTIONS / DECISIONS				
3a	Consent Agenda	<u>MOTION:</u> THAT the Consent Agenda decisions and motions be approved, and committee reports be received. 12-0 Vote in favour	M: Caleb S: Julia Carried	
4. COMMITTEE REPORTS				
4a	Executive	<ul style="list-style-type: none"> • Presented three new policies, asked the board to review and provide for feedback for approval at the following board meeting • Discussed the annual process for John's 2020 Executive Director performance evaluation • Reviewed the RTCC Working at Home Policy <p><u>MOTION:</u> THAT the RTCC Working Home Policy be accepted and adopted. 12-0 Vote in favour</p> <p>DECISION: THAT the Executive report to the Board be received.</p>	M: Alan S: Caleb Carried	AGREED

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4b	BD&N	<ul style="list-style-type: none"> • Discussed the board meeting schedule this year and if there would be any scheduled in the July and August months. This will be deferred until the board has more information about how the city is progressing though the pandemic in the coming months • Update on Board Nomination Committee and process. Members whose terms are expiring this year were asked to inform Maggi if they are planning to reapply • Discussed moving the 2021 RTCC AGM later this year <p><u>MOTION:</u> THAT the RTCC AGM be scheduled in mid to late October 2021. 12-0 Vote in favour</p>	<p>M: John B. S: Maggi Carried</p>	
4c	Finance	<ul style="list-style-type: none"> • Presented the draft 2020 RTCC year-end financials and reviewed how COVID impacted revenue/expenses • Discussed RTCC reserves, staff payroll commitments and funding the upcoming 2022 strategic planning process <p><u>MOTION:</u> THAT the RTCC receives the 2020 Year-end Financial Statements. 12-0 Vote in favour</p> <p><u>MOTION:</u> THAT \$15,000 of unrestricted funds be allocated the Strategic Plan Reserve, to fund the upcoming Strategic Planning process, scheduled to take plan in 2022. 12-0 Vote in favour</p>	<p>M: Julia S: Ejay Carried</p> <p>M: Julia S: Lisa Carried</p>	
4d	Fundraising & Marketing	<ul style="list-style-type: none"> • Reviewed fundraising ideas and possible initiatives • Discussed the idea forgoing the silent auction in favour of a fundraising walk similar to Coldest Night of the Year. The walk could walk past small businesses in the 		

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		<p>area with opportunities for increased patronage and social media activity.</p> <ul style="list-style-type: none"> • The board was supportive of this idea and encouraged F&M to proceed with planning this initiative 		
4e	Membership & Outreach	<ul style="list-style-type: none"> • Discussed the upcoming membership drive and M&O's support for the executing the implementation • Reviewed ideas for upcoming Community Townhall topics and encouraged the board to forward and ideas • Discussed other possible events that RTCC could host such as the Repair Café or team-based trivial online games 		
4f	Operational Planning & Evaluation	<ul style="list-style-type: none"> • Reviewed programming and how RTCC will continue to adapt to the City re-opening measures • Provided updates on Advocacy and Equity Diversity and Anti-Racism. • Discussed the 2022 strategic planning process and how community consultations may be impacted • Shared a presentation about the introductory understanding of systemic racism in the judicial system 		
4g	Personnel Committee	<ul style="list-style-type: none"> • Report in part 2 of the Executive Committee Report 		
5. STAFF REPORTS				
5a	Executive Director	<ul style="list-style-type: none"> • Reviewed how RTCC is dealing with the COVID-19 pandemic and summarized operations from this month • Highlighted the additional funding to continue working with the Chinese-speaking seniors' group and for air-conditioning on the third floor of the Centre 		

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		<ul style="list-style-type: none"> • Provided updates on Community Connect Toronto and the Save Jimmie Simpson campaign • Discussed the current City lockdown and planning for RTCC online events <p>DECISION: THAT the Executive Director report to the Board be received.</p>	AGREED	
5b	Manager, Strategic Initiatives	<p>The report summarized activities for RTCC programs and highlighted the following:</p> <ul style="list-style-type: none"> • After School Program reopening, planning for “April Break” and new registrations • Tax Clinic is progressing well and on pace to equal the number of returns completed last year • New funding will allow expansion of current Seniors programming which will run from Spring 2021 to March 2021 <p>DECISION: THAT the Manager report to the Board be received.</p>	AGREED	
5c	Business Manager	<ul style="list-style-type: none"> • Discussed financial impact of COVID-19 for the year, 2020 year-end financials and 2020 audit • Provided an update on the local union discussions with the Ministry of Labour • Discussed the review and procurement of a new RTCC Photocopier Contract <p><u>MOTION</u>: THAT the RTCC terminate the current agreement with Toshiba and enter into a 5-year lease agreement with Konica Minolta to provide the Centre’s photocopier, on terms acceptable to the Executive Director and Business Manager. 12-0 Vote in favour</p>	M: Alan S: Julia Carried	

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		<p>DECISION: THAT the Business Manager report to the Board be received.</p> <p><u>MOTION:</u> THAT all the RTCC staff reports be received by the board. 12-0 Vote in favour</p>	<p>AGREED</p> <p>M: Alan S: Ryan Carried</p>	
6. ADJOURNMENT				
6a	<i>ADJOURNMENT</i>	<p><u>MOTION:</u> THAT the meeting be adjourned. 12-0 Vote in favour</p>	<p>M: Maggi S: Caleb Carried</p>	