

**Ralph Thornton Community Centre Board of Management
Approved Minutes of the Online Electronic Meeting of November 24, 2021**

Present:

Board: Ryan Acayan; John Bradford; Caleb Edwards; Amy Grenon; Lisa Pottie; Maggi Redmond; Ejay Tupe; Sree Nallamothu; Heather Simpson; Dianne Surman; James Topham;

Staff: John Campey; Colleen Gray; Glenn Gustafson; Stephen Devine;

Guest:

Regrets: Paula Fletcher; Abraham Plunkett-Latimer;

	Item	Discussion	Decision	Action / By
1. CALL TO ORDER				
1a	Greetings & introductions	Lisa called the meeting to order.		President
1bc	Declaration of conflicts of interest	None; John shared Land Acknowledgement;		
2. BUSINESS ARISING				
2a	Approval of meeting agenda	MOTION: THAT the meeting agenda be approved as presented. 11-0 Vote in favour	M: Maggi S: Caleb Carried	

	Item	Discussion	Decision	Action / By
2b	October 27, 2021, Minutes	MOTION: THAT the minutes from the October 27, 2021 Board Meeting of the RTCC Board of Management be approved. 11-0 Vote in favour	M: Amy S: Ejay Carried	
2c	Community Updates & News	<ul style="list-style-type: none"> • Maggi shared that the Save Jimmie Simpson campaign is having a tree funeral on November 28th; • Ejay mentioned Valerie Mah for possible recognition in the Portlands street naming; • Lisa mentioned modular housing in Halifax and Homes First; • Caleb mentioned a City report regarding housing stats, the Portlands Advisory Committee and the realignment of Cherry Street; 	Maggi, Ejay, Lisa, Caleb;	
4. COMMITTEE REPORTS				
3a	Consent Agenda	MOTION: THAT the Consent Agenda be approved. MOTION: THAT the Executive Slate be approved	M: Ryan S: Caleb Carried M: Maggi S: Ejay Carried	
4a	Executive			

	Item	Discussion	Decision	Action / By
4b	BD&N - Nominations Sub-Committee	<ul style="list-style-type: none"> • No report this month 	Amy	
4c	Finance	<ul style="list-style-type: none"> • No report this month 		
4d	Fundraising & Marketing	<ul style="list-style-type: none"> • No report this month 		
4e	Membership & Outreach	<ul style="list-style-type: none"> • No report this month 		
4f	Operational Planning & Evaluation	<ul style="list-style-type: none"> • Strategic Plan - the aim is to largely complete this by April, 2022, with Board approval in May for the June AGM; there will be a Strategic Plan audit in January, involving an examination of the previous Strategic Plan and Operational Plan in order to determine if the Strategic Plan did its' job; • Discussion ensued regarding board retreats, dates, times and how long each day would be scheduled for; OP&E will take suggestions and return with plan 		
4g	Personnel	<ul style="list-style-type: none"> • No report this month 		

5. STAFF REPORTS

5a

Executive Director

- 2 recent overdoses at RTCC;
- Staff training is being updated: a first aid course is being offered to staff on December 8th;
- the Toronto Star Santa Claus Fund is using RTCC space to store 500 gift boxes this Christmas;
- the 2022 budget and work plan is in the works and should be ready by year end;
- RTCC is seeing an uptick in building use;
- Volunteer hours - a monthly estimate is needed; Board volunteer hours currently total the equivalent of a full-time staff member; Board members are requested to track their hours and submit them so RTCC has this aggregate information.
- RTCC staff will soon be receiving polo shirts which are currently on order;
- ALL RTCC board members must sign the RTCC confidentiality agreement; Amy and Caleb are currently reviewing and updating such agreements so that board and committee agreements are congruent;

5b	Manager, Strategic Initiatives	<ul style="list-style-type: none"> • Colleen spoke to RTCC's 'collaborations'; • Financial Literacy (FL) workshops were conducted this past summer with LIT participants; FL games were created to use with summer camp participants; there was a discussion about fraud with the Seniors group; Mustard Seed clients were asked what their FL needs are; a discussion about RESPs was held with members of the SRCPC community; All collected research/knowledge will be compiled in a FL library; • In preparation for the New Horizons for Seniors Programme application, seniors were asked what they want to do and planting and gardening was the reply; 		
5c	Business Manager	<ul style="list-style-type: none"> • Glenn is working on the 2022 'global budget'; the City budget work is delayed; • the AODA renovations will mean the third floor kitchenette is being removed, Janice and Susy's offices are being altered, and the third floor and basement washrooms, will be reconfigured; 		

6a	Other Business	<ul style="list-style-type: none"> • Lisa spoke to committee assignments and initiating first Committee meetings - John Bradford is now on BD & N (John will coordinate first meeting); Caleb, as Treasurer, for Finance; Maggi for M & O; • A December 1st social was discussed, a backyard bonfire and inside socializing; being double-vaccinated is a requirement for attendance; John will send out an invitation; • City of Toronto staff, volunteers and students must be double-vaccinated; there is no clear policy yet regarding vaccination requirements for board members and appointees; • Anyone entering RTCC must have both vaccinations, with the exception of individuals making drop offs or pickups, briefly using the washroom, or Exchange Loft patrons. 		
6b	ADJOURNMENT	<u>MOTION:</u> THAT the December meeting be cancelled. 11-0 Vote in favour;	M: Ryan S: Amy Carried	