

**Ralph Thornton Community Centre Board of Management
Approved Minutes of the Online Electronic Meeting of October 27, 2021**

Present:

Board: Ryan Acayan; John Bradford; Caleb Edwards; Amy Grenon; Abraham Plunkett-Latimer; Lisa Pottie; Ejay Tupe; Sree Nallamothu; Heather Simpson; James Topham AND Dianne Surman

Staff: John Campey; Colleen Gray; Glenn Gustafson, Rose Scher

Guest:

Regrets: Paula Fletcher; Maggi Redmonds

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

	Item	Discussion	Decision	Action / By
2b	September 22, 2021, Minutes	MOTION: THAT the minutes from the September 22, 2021 Board Meeting of the RTCC Board of Management be approved. 11-0 Vote in favour	M: Amy S: Ryan Carried	Interim President
2c	Community Updates & News	<ul style="list-style-type: none"> • Discussed updates on Affordable Housing Initiative and leveraging RTCC's position with developers • Discussion of Section 37 (City) 	Ejay	
4. COMMITTEE REPORTS				
		<ul style="list-style-type: none"> • Discussed Housing Clusters and the role of grassroots support, parking lot on Pape and Kitchener's initiative • Discussed Portlands Acceleration Initiative and Employment Strategy – at the presentation, no mention was made of schools or Community Centre with expected increase in population for the area. Invitation was extended by Caleb for any other member of the Board to join him at meetings 	Caleb	
3a	Consent Agenda	MOTION: THAT the Consent Agenda be approved.	M: Ejay S: Amy 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	No report this month		
4f	Operational Planning & Evaluation	<ul style="list-style-type: none"> • Diversity, Equity and Anti-Racism assessment consultant has been selected; Lunaria was chosen to conduct the study. 		
4g	Personnel	<ul style="list-style-type: none"> • No report this month 		
5. STAFF REPORTS				

	Item	Discussion	Decision	Action / By
5a	Executive Director	<ul style="list-style-type: none"> • Reviewed how RTCC is dealing with the COVID-19 pandemic and Provincial decision to lift restrictions • Decision made to maintain current occupancy levels to mitigate vaccine checking bottleneck • Updates on vaccination for volunteers, program and rental space users and incorporating City policy into Use of Space agreements • Discussion of year end closing of RTCC (December 25-January 3 inclusive); capacity review for January 3, 2022 • Discussion of new appointees to the Board and City approval • Discussion of vaccination policy for staff & volunteers as per City policy • Discussion of orientation for new Board members • Discussion of Biblio condominium proposal next door; no approvals yet granted; concerns communicated to Councillor Fletcher and City Planning • Suggestion by Abe regarding contacting Heritage Services • Comment by Amy regarding traffic, safety, and other public health concerns • Was noted there are more user groups starting to use RTCC space • Brief update on Antler Breakfast – virtual event planned for December 11. 		

	Item	Discussion	Decision	Action / By
5b	Manager, Strategic Initiatives	<ul style="list-style-type: none"> • Outlined that programs and Exchange Loft usage are starting to come back slowly 		
5c	Business Manager	<ul style="list-style-type: none"> • No report at this meeting 		
6. ADJOURNMENT				
6a	Other Business	<ul style="list-style-type: none"> • New members were asked if there were any questions and received no reply • Question was asked regarding policy development; every committee can draft policy within their area of responsibility • Discussion from new members on how to choose a committee; when committee reports are due – 3rd week of the month; committee meeting schedules – 1st two weeks of the month • Board members should indicate their committee preferences to Lisa by November 3. • Discussion on selecting a permanent Executive; voting will be done at next meeting. The interim Executive is Lisa Pottie, President; Ryan Acayan, Vice President; Ejay Tupe, Secretary; Caleb Edwards, Treasurer & Finance Committee Chair • Discussion about having a Board social before the end of the year; possibility of meeting in person • Discussion regarding choosing Committee chairs (Chairs must be Board members, and (with the exception of the Finance Committee which is chaired by the Treasurer), are selected by the Committee members. 		

	Item	Discussion	Decision	Action / By
6b	<i>ADJOURNMENT</i>	<u>MOTION:</u> THAT the meeting be adjourned. 11-0 Vote in favour	M: Ejay S: Abraham Carried	

Note: The meeting was preceded by an orientation session for new Board members.