

<b>Ralph Thornton Community Centre Board of Management</b> <b>Approved Minutes of the Online Electronic Meeting of September 22, 2021</b>
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**Present:**

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

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

**Guest:** William O'Connor; James Topham

**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>MOTION:</b> <b>THAT the meeting agenda be approved as presented.</b> <b>10-0 Vote in favour</b>	<b>M: Caleb</b> <b>S: Shiralee</b> <b>Carried</b>	
2b	August 25, 2021, Minutes	<b>MOTION: THAT the minutes from the August 25, 2021 Board Meeting of the RTCC Board of Management be approved. 10-0 Vote in favour</b>	<b>M: Ryan</b> <b>S: Abraham</b> <b>Carried</b>	Secretariat
	Community Updates & News	<ul style="list-style-type: none"> <li>Discussed Stratford Festival workshop on Land Acknowledgement; Alan thanked the RTCC board and staff for supporting him as RTCC Chair</li> </ul>		

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		<ul style="list-style-type: none"> <li>• EJay Tupe joined the board meeting</li> </ul>		
<b>4. COMMITTEE REPORTS</b>				
3a	<b>Executive</b>	<ul style="list-style-type: none"> <li>• Discussed extending RTCC membership periods for all existing members due to renewal challenges during the pandemic</li> <li>• Reviewed the City's Mandatory Vaccination Policy and the Memorandum of Understanding with Don Valley Community Legal Clinic</li> <li>• Discussed RTCC replacing the building air transfer unit and the upcoming new board member orientation</li> </ul> <p><b><u>MOTION:</u> THAT RTCC extend all memberships without cost for the period March 2020 to the end of 2021 with the possibility of extending this period in the event the pandemic continues to affect the ability of members to renew their membership. 11-0 Vote in favour</b></p> <p><b><u>MOTION:</u> THAT RTCC accept the City Mandatory Vaccination Policy for information and acknowledges its application as described to its employees, volunteers and students. 11-0 Vote in favour</b></p> <p><b><u>MOTION:</u> THAT RTCC, in principle, supports management staff pursuing the replacement of the air transfer unit as part of the AC project. 11-0 Vote in favour</b></p>	<p><b>M: Alan S: Caleb Carried</b></p> <p><b>M: Alan S: Ryan Carried</b></p> <p><b>M: Alan S: Julia Carried</b></p>	

	Item	Discussion	Decision	Action / By
		<p><b><u>MOTION:</u> THAT RTCC approves the Memorandum of Understanding with Don Valley Community Legal Clinic. 11-0 Vote in favour</b></p>	<p><b>M: Caleb S: Abraham Carried</b></p>	
3b	<b>BD&amp;N - Nominations Sub-Committee</b>	<ul style="list-style-type: none"> <li>• No report this month</li> </ul>		
3c	<b>Finance</b>	<ul style="list-style-type: none"> <li>• Julia and Glenn presented the 2020 RTCC Total Operating Budget and 7-month Finance Report</li> </ul> <p><b><u>MOTION:</u> THAT RTCC receive the 2022 Total Operating Budget to be submitted to the City. 11-0 Vote in favour</b></p> <p><b><u>MOTION:</u> THAT RTCC receive the 7-month Financial Report. 11-0 Vote in favour</b></p>	<p><b>M: Julia S: Shiralee Carried</b></p> <p><b>M: Julia S: Caleb Carried</b></p>	
3d	<b>Fundraising &amp; Marketing</b>	<ul style="list-style-type: none"> <li>• No report this month</li> </ul>		
3e	<b>Membership &amp; Outreach</b>	<ul style="list-style-type: none"> <li>• Reviewed the AGM itinerary and upcoming community awards</li> <li>• Discussed options on how to record RTCC board member voting during the online RTCC AGM</li> </ul> <p><b><u>MOTION:</u> THAT the RTCC Chair and Executive Director finalize the voting process for the RTCC Annual General Meeting. 11-0 Vote in favour</b></p>	<p><b>M: Maggi S: Ejay Carried</b></p>	

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3f	<b>Operational Planning &amp; Evaluation</b>	<ul style="list-style-type: none"> <li>• No report this month</li> </ul>		
3g	<b>Personnel</b>	<ul style="list-style-type: none"> <li>• No report this month</li> </ul>		
<b>5. STAFF REPORTS</b>				
4a	<b>Executive Director</b>	<ul style="list-style-type: none"> <li>• Reviewed how RTCC is dealing with the COVID-19 pandemic and summarized operations from the past month</li> <li>• Updates on vaccination for volunteers, program and rental space users</li> <li>• Discussed building maintenance and completion of the offices for Don Valley Community Legal Clinic</li> <li>• Updates on joint RFP with Applegrove, community events and opening up space rentals</li> </ul> <p><b>DECISION: THAT the Executive Director report to the Board be received.</b></p>	<b>AGREED</b>	
5b	<b>Manager, Strategic Initiatives</b>	<p>The report summarized activities for RTCC programs and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Updates on mentor program and exchange loft usage</li> <li>• Registrations for Afterschool program is up to 20 kids, will need to hire new staff and increase space</li> </ul> <p><b>DECISION: THAT the Manager report to the Board be received.</b></p>	<b>AGREED</b>	
5c	<b>Business Manager</b>	<ul style="list-style-type: none"> <li>• Included in Executive Director report</li> </ul> <p><b>DECISION: THAT the Business Manager report to the Board be received.</b></p>	<b>AGREED</b>	

	Item	Discussion	Decision	Action / By
<b>6. ADJOURNMENT</b>				
6a	<b>In-Camera Session</b>	<p><b><u>MOTION:</u> THAT board meeting move in-camera. 11-0 Vote in favour</b></p> <p><b><u>MOTION:</u> THAT RTCC accept the nominees for the three 2021 Community Awards. 11-0 Vote in favour</b></p> <p><b><u>MOTION:</u> THAT RTCC accept the qualified candidates for interim board positions. 11-0 Vote in favour</b></p> <p><b><u>MOTION:</u> THAT the board meeting move out of in-camera. 11-0 Vote in favour</b></p>	<p><b>M: Caleb S: Lisa Carried</b></p> <p><b>M: Ryan S: Amy Carried</b></p> <p><b>M: Alan S: Ryan Carried</b></p> <p><b>M: Ejay S: Lisa Carried</b></p>	
6b	<b>ADJOURNMENT</b>	<b><u>MOTION:</u> THAT the meeting be adjourned. 11-0 Vote in favour</b>	<b>M: Ejay S: Abraham Carried</b>	