

**Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Online Electronic Meeting of September 2, 2020**

Present:

Board: Ryan Acayan; John Bradford; Christine Chen; Caleb Edwards; Sharon Ho; Alan Lennon; Ed Nagy; Julia Peters AND Ejay Tupe

Staff: John Campey; Colleen Gray; Glenn Gustafson

Regrets: Paula Fletcher; Hamdi Jimale; Megan Lorius; Janet Routliffe

Guests: Amy Grenon; Shiralee Hudson; Maddie Kingston; Lisa Pottie

	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. 9-0 Vote in favour	M: Ejay S: Ryan Carried	
2b	July 22, 2020, Minutes	<u>MOTION:</u> THAT the minutes of the July 22, 2020 Board Meeting of the RTCC Board of Management be approved. 9-0 Vote in favour	M: Ryan S: Caleb Carried	Secretary
2c	Community Updates & News	• Discussions centered around the COVID-19 pandemic and how the RTCC is servicing the community		Information

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		<ul style="list-style-type: none"> • Discussed RTCC endorsing the statement from Migrants Rights Network regarding immigration status reform in Canada • Reviewed the TNC workshop on Anti-Black Racism for Community Non-profit Organizations. Two board members were encouraged to attend. • Notified the board about the upcoming Ontario Non-Profit Network Conference. • Discussed the Lynn Patterson's retirement and impact on the community. It was decided that John will send a letter on behalf of RTCC to Lynn thanking her for her contributions 	AGREED	
3. AGENDA, MOTIONS / DECISIONS				
3a	Consent Agenda	<u>MOTION:</u> THAT the Consent Agenda decisions and motions be approved, and committee reports be received. 9-0 Vote in favour	M: Ejay S: Ryan Carried	
4. COMMITTEE REPORTS				
4a	Executive	<ul style="list-style-type: none"> • Reviewed RTCC operations, staffing coordination and AGM planning around COVID-19 pandemic • Discussed the Executive report, liability implications due to COVID, RTCC policy schedule and the City's proposed changes to the RTCC Constitution that would allow for a virtual Annual General Meeting <p><u>MOTION:</u> THAT the RTCC Constitution be amended to allow the Annual General Meeting to be conducted electronically during a municipal emergency. 9-0 Vote in favour. (see Ralph Thornton CC-197 electronic meeting bill attachment)</p>	M: Ejay S: Ryan Carried	

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		DECISION: THAT the Executive report to the Board be received.	AGREED	
4b	BD&N	<ul style="list-style-type: none"> No report for this month 		
4c	Finance	<ul style="list-style-type: none"> No report for this month 		
4d	Fundraising & Marketing	<ul style="list-style-type: none"> No report for this month 		
4e	Membership & Outreach	<ul style="list-style-type: none"> Discussed the planning details of the RTCC 2020 AGM: online/hybrid attendees, program direction, RTCC Volunteer awards participation from community partners and elected officials Discussed the recommendation to hold the RTCC AGM on Wednesday, October 7, 2020 <p><u>MOTION:</u> THAT the RTCC Annual General Meeting be held on Wednesday, October 7, 2020</p> <p>DECISION: THAT the M&O report to the Board be received.</p>	<p>M: Sharon S: John B., Carried</p> <p>AGREED</p>	
4f	Operational Planning & Evaluation	<ul style="list-style-type: none"> Discussed policies were reviewed by OP&E in December 2019 <p><u>MOTION:</u> THAT the RTCC accept the following policies as amended. 9-0 Vote in favour.</p> <ul style="list-style-type: none"> Data Collection Policy and Evaluation Strategy Program Documentation Policy 	<p>M: Ryan S: Christine Carried</p>	

	Item	Discussion	Decision	Action / By
		<ul style="list-style-type: none"> Reviewed the RTCC Interim Complaints Policy that was passed in February 2019. <p>MOTION: THAT the Interim Status be removed from the RTCC Complaints Policy. 9-0 Vote in favour.</p> <p>DECISION: THAT the OP&E report to the Board be received.</p>	<p>M: Alan S: Caleb Carried</p> <p>AGREED</p>	
4g	Personnel Committee	<ul style="list-style-type: none"> No report for this month 		
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 the last month, including the planning for a limited soft opening on September 8th Provided updates on grant funding, RTCC staffing and programming, with planning details on the return of After School Program and public use of Exchange Loft (see RTCC Return Plan attached) Highlighted status and event updates from the 2020-Q2 Operational Plan <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"> RTCC staff and volunteers gained valuable experience though running programming electronically 		

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		<ul style="list-style-type: none"> • Summary of a successful RAC virtual and in-person Camps, with updated clearing and distancing protocols • Planning updates on proposed Exchanged Lost use, Tax-Clinic virtual appointments and Seniors/After School Programming • Discussed the Leaders-In-Training program with Applegrove and Eastview, how it will translate into placements at RTCC camps and programs next year <p>DECISION: THAT the Manager report to the Board be received.</p>	AGREED	
5c	Business Manager	<ul style="list-style-type: none"> • Discussed staffing and financial impact of centre closure due to COVID-19. • Reviewed RTCC mid-year forecast and City budget submission with an additional salary expense • Updates on RTCC signage and new laptops and workstation to replace failing systems • Staff were commended on their commitment to RTCC <p><u>MOTION:</u> THAT RTCC be recognized and thanked for all their hard work over the past six months. 9-0 Vote in favour</p> <p>DECISION: THAT the Business Manager report to the Board be received.</p> <p><u>MOTION:</u> THAT the all the RTCC staff reports be received by the board. 9-0 Vote in favour</p>	<p>M: Sharon S: Ryan Carried</p> <p>AGREED</p> <p>M: Caleb S: Ryan Carried</p>	
6. ADJOURNMENT				

	Item	Discussion	Decision	Action / By
6a	In-Camera Session	<p><u>MOTION:</u> THAT the meeting move In-Camera at 8:14pm. 9-0 Vote in favour</p> <p><u>MOTION:</u> THAT the 2020-21 slate of nominees for open RTCC Board of Management positions be accepted. 9-0 Vote in favour</p> <p><u>MOTION:</u> THAT the 2019 ED Performance Evaluation be accepted. 9-0 Vote in favour</p> <p><u>MOTION:</u> THAT the meeting move out of In-Camera at 8:29pm. 9-0 Vote in favour</p>	<p>M: Alan S: Ryan Carried</p> <p>M: Sharon S: Alan Carried</p> <p>M: Caleb S: Ryan Carried</p> <p>M: Sharon S: John B. Carried</p>	
6b	<i>ADJOURNMENT</i>	<p><u>MOTION:</u> THAT the meeting be adjourned. 9-0 Vote in favour</p>	<p>M: Alan S: Ryan Carried</p>	