

**Ralph Thornton Community Centre Board of Management  
APPROVED Minutes of the Online Electronic Meeting of October 28, 2020**

**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
<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>12-0 Vote in favour</b>	<b>M: Ejay</b> <b>S: Maggi</b> <b>Carried</b>	
2b	September 2, 2020, Minutes	<b>MOTION: THAT the minutes from the September 2, 2020 Board Meeting of the RTCC Board of Management be approved. 12-0 Vote in favour</b>  <b>MOTION: THAT the minutes from the September 23, 2020 Board Meeting of the RTCC Board of Management be approved. 12-0 Vote in favour</b>	<b>M: Ryan</b> <b>S: Julia</b> <b>Carried</b>  <b>M: Ryan</b> <b>S: Julia</b> <b>Carried</b>	
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"> <li>Reviewed the virtual assembly event held by the Ontario Health Coalition</li> <li>Discussion about the Fair Pass program, possible deposition option and how RTCC should respond</li> <li>Reviewed the Ontario Bill 218 and Minister's Zoning Orders, how they affect the community and RTCC's options for response</li> </ul>		
2d	Business Arising	<ul style="list-style-type: none"> <li>The RTCC committee member structure was discussed and approved</li> <li>The following slate of nominations for the 2020-21 RTCC Board of Management Executive Committee were accepted  President: Alan Lennon  Vice-President: Caleb Edwards  Treasurer: Julia Peters  Secretary: Ryan Acayan</li> </ul>		
<b>3. AGENDA, MOTIONS / DECISIONS</b>				
3a	Consent Agenda	<b>MOTION: THAT the Consent Agenda decisions and motions be approved, and committee reports be received. 12-0 Vote in favour</b>	<b>M: Caleb S: Ryan Carried</b>	
<b>4. COMMITTEE REPORTS</b>				
4a	Executive	<ul style="list-style-type: none"> <li>Reviewed proposed committee member selections</li> <li>Discussed the 2020-Q3 RTCC financial statements</li> </ul> <b>DECISION: THAT the Executive report to the Board be received.</b>	<b>AGREED</b>	
4b	BD&N	<ul style="list-style-type: none"> <li>No report for this month</li> </ul>		

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4c	<b>Finance</b>	<ul style="list-style-type: none"> <li>• Caleb reviewed the RTCC 2020-Q3 financial statements and report</li> <li>• Discussion centered around COVID's continued impact on RTCC finances and the After School Program</li> </ul> <p><b><u>MOTION:</u> THAT the RTCC 2020-Q3 Financial Report be received. 12-0 Vote in favour</b></p>	<p><b>M: Caleb S: Ryan Carried</b></p>	
4d	<b>Fundraising &amp; Marketing</b>	<ul style="list-style-type: none"> <li>• No report this month</li> </ul>		
4e	<b>Membership &amp; Outreach</b>	<ul style="list-style-type: none"> <li>• A report can be found in the Executive Director's report</li> <li>• The M&amp;O committee and M&amp;O Chair Julia Peters were thanked for their contributions toward hosting a successful 2020 RTCC AGM virtual event</li> </ul>		
4f	<b>Operational Planning &amp; Evaluation</b>	<ul style="list-style-type: none"> <li>• No report for this month</li> </ul>		
4g	<b>Personnel Committee</b>	<ul style="list-style-type: none"> <li>• No report for this month</li> </ul>		
<b>5. STAFF REPORTS</b>				
5a	<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 this month</li> <li>• Discussed the City's decision to stop RTCC staffed community engagement work in Rivertowne, its impact on the community and the RTCC financial processes associated with the related funding</li> <li>• Reviewed the 2020 RTCC virtual AGM</li> </ul> <p><b>DECISION: THAT the Executive Director report to the Board be received.</b></p>	<p><b>AGREED</b></p>	

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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>• After School Program and Exchange Loft are both running smoothly with the new guidelines in place</li> <li>• Updates on new Seniors Virtual Cafe programming and Leaders In Training programming in partnership with Eastview and Applegrove</li> <li>• Planning for the upcoming RTCC virtual Halloween event</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>• Discussed financial impact of COVID-19 for this year and how it will affect next year's forecast</li> <li>• Reviewed RTCC staffing and operational procedures around possible COVID situations</li> <li>• Discussed the elevator maintenance contract and reviewed the Elevator Maintenance Report</li> </ul> <p><b><u>MOTION:</u> THAT RTCC enter into an agreement with PACE Elevators for the ongoing maintenance of the elevator. 12-0 Vote in favour</b></p> <p><b>DECISION: THAT the Business Manager report to the Board be received.</b></p> <p><b><u>MOTION:</u> THAT the all the RTCC staff reports be received by the board. 12-0 Vote in favour</b></p>	<p><b>M: Alan</b> <b>S: Lisa</b> <b>Carried</b></p> <p><b>AGREED</b></p> <p><b>M: Alan</b> <b>S: Ryan</b> <b>Carried</b></p>	
<b>6. ADJOURNMENT</b>				

	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
6a	<b><i>ADJOURNMENT</i></b>	<b><u>MOTION:</u> THAT the meeting be adjourned. 12-0 Vote in favour</b>	<b>M: John B. S: Amy Carried</b>	