

**Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Online Electronic Meeting of November 25, 2020**

Present:

Board: Ryan Acayan; John Bradford; Christine Chen; Caleb Edwards; Amy Grenon; Alan Lennon; Julia Peters; Abraham Plunkett-Latimer; Lisa Pottie; Maggi Redmonds AND Ejay Tupe

Staff: John Campey; Colleen Gray; Glenn Gustafson

Regrets: Paula Fletcher; Shiralee Hudson

Guest: Ulli Groppler

	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. 11-0 Vote in favour	M: Maggi S: Lisa Carried	
2b	October 28, 2020, Minutes	<u>MOTION:</u> THAT the minutes from the October 28, 2020 Board Meeting of the RTCC Board of Management be approved. 11-0 Vote in favour	M: Ryan S: Abraham Carried	
2c	Community Updates & News	<ul style="list-style-type: none"> • Discussions centered around the COVID-19 pandemic and how the RTCC is servicing the community • Discussion about the Fair Pass program cancellation and how RTCC could respond 		Information

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		<ul style="list-style-type: none"> Reviewed Portlands Stakeholder group updates, discussed the proposed changes to the highway ramps and repositioned certain railway tracks Ulli Groppler gave a presentation on Rivertowne and the RTCC's impact over the years. John and the RTCC board thanked Ulli for her great work in the community 		
3. AGENDA, MOTIONS / DECISIONS				
3a	Consent Agenda	<u>MOTION:</u> THAT the Consent Agenda decisions and motions be approved, and committee reports be received. 11-0 Vote in favour	M: Maggi S: Lisa Carried	
4. COMMITTEE REPORTS				
4a	Executive	<ul style="list-style-type: none"> Reviewed updates to Drobox and the board calendar Discussed the renewals of the Consent Agenda and Employment of Relatives Policy <p><u>MOTION:</u> THAT the Consent Agenda Policy be approved as presented. 11-0 Vote in favour</p> <p><u>MOTION:</u> THAT the Employment of Relatives Policy be approved as amended. 11-0 Vote in favour</p> <p>DECISION: THAT the Executive report to the Board be received.</p>	<p>M: Alan S: Caleb Carried</p> <p>M: Alan S: Caleb Carried</p> <p>AGREED</p>	
4b	BD&N	<ul style="list-style-type: none"> Reviewed the administrative details of the committee Discussed Anti-Black Racism, what can be done in the community and how the RTCC Board can help Reviewed the Board Executive Elections Policy 		

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		<u>MOTION:</u> THAT the Board Executive Elections Policy be approved as amended. 11-0 Vote in favour	M: John B. S: Maggi Carried	
4c	Finance	<ul style="list-style-type: none"> • Julia reviewed the financial report, RTCC budget, RTCC 2020-Q3 Financial Statement, Rivertowne funding and rental spaces increases <p><u>MOTION:</u> THAT the 2021 Global Budget as presented be adopted 11-0 Vote in favour</p> <p><u>MOTION:</u> THAT the rental fees as presented be adopted, effective January 1, 2021. 11-0 Vote in favour</p> <p><u>MOTION:</u> THAT the amendment to the Finance Policy and Procedures about the Rivertowne Breakfast Program Reserve be adopted as presented. 11-0 Vote in favour</p>	<p>M: Julia S: John B. Carried</p> <p>M: Julia S: Maggi Carried</p> <p>M: Julia S: Maggi Carried</p>	
4d	Fundraising & Marketing	<ul style="list-style-type: none"> • Reviewed the administrative details of the committee • Discussed RTCC marketing and the creation of a Ralph Loves Local fundraising initiative in January that will support local business and celebrate Valentine's Day <p><u>MOTION:</u> THAT RTCC create a silent auction event to start around January 15, 2021 and finish in the week of Valentine's Day. 11-0 Vote in favour</p>	M: Caleb S: Lisa Carried	
4e	Membership & Outreach	<ul style="list-style-type: none"> • Reviewed proposed changes to the demographic survey included in the RTCC member registration 		

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		<ul style="list-style-type: none"> Discussed the RTCC membership period and impact of changing the end date to December 31st <p>MOTION: THAT RTCC change the year-end of its membership period to December 31st. 11-0 Vote in favour</p>	<p>M: Christine S: Abraham Carried</p>	
4f	Operational Planning & Evaluation	<ul style="list-style-type: none"> Reviewed the administrative details of the committee, new initiatives for the year and how RTCC will augment program delivery during COVID-19 restrictions Discussed transition of RTCC's work in Rivertowne 		
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 this month Discussed the current City lockdown and its impact on RTCC operations and programming <p>MOTION: THAT RTCC remain open under the current terms of the City of Toronto lockdown. 11-0 Vote in favour</p> <p>DECISION: THAT the Executive Director report to the Board be received.</p>	<p>M: Alan S: Caleb Carried</p> <p>AGREED</p>	
5b	Manager, Strategic Initiatives	The report summarized activities for RTCC programs and highlighted the following:		

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		<ul style="list-style-type: none"> • After School Program and Exchange Loft are both running smoothly in-person, with the rest of RTCC programming being delivered online • RTCC successfully hosted its first pandemic flu clinic <p>DECISION: THAT the Manager report to the Board be received.</p>	AGREED	
5c	Business Manager	<ul style="list-style-type: none"> • Discussed financial impact of COVID-19 for this year and how it will affect next year's forecast • Reviewed RTCC staffing and operational procedures around possible COVID situations <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. 11-0 Vote in favour</p>	<p>AGREED</p> <p>M: Ryan S: Caleb Carried</p>	
6. ADJOURNMENT				
6a	ADJOURNMENT	<p><u>MOTION:</u> THAT the meeting be adjourned. 11-0 Vote in favour</p>	<p>M: Alan S: Ryan Carried</p>	