

**Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Meeting of February 26, 2020**

Present:

Board: Ryan Acayan; John Bradford, Christine Chen; Sharon Ho; Alan Lennon; Megan Lorus; Julia Peters AND Janet Routliffe

Staff: John Campey; Colleen Gray; Glenn Gustafson

Guest: Maggie Redmond

Regrets: Caleb Edwards; Paula Fletcher; Hamdi Jimale; Ed Nagy; Ejay Tupe

	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	M: Christine S: Ryan CARRIED	
2b	January 22, 2020, Minutes	<u>MOTION:</u> THAT the amended minutes of the January 22, 2020 meeting of the RTCC Board of Management be approved	M: Ryan S: Sharon CARRIED	Secretary
2c	Community Updates & News	<ul style="list-style-type: none"> • Metrolinx meeting, Community Art Announcement • Coldest Night of the Year event summary, Christine thanked the RTCC for participating and donating 		Information

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		<ul style="list-style-type: none"> Staff would like to congratulate Mark Johnson for his 25 years of service at RTCC <p><u>MOTION:</u> THAT Mark Johnson's 25 years of service at RTCC be recognized and honoured by staff.</p>	<p>M: Janet S: Julia Carried</p>	
3. AGENDA, MOTIONS / DECISIONS				
3a	Consent Agenda	<u>MOTION:</u> THAT the Consent Agenda decisions and motions be approved, and committee reports be received.	M: Megan S: Ryan Carried	
3b	Action List	The board reviewed the outstanding action item lists from the previous board meeting		President
4. COMMITTEE REPORTS				
4a	Executive	<ul style="list-style-type: none"> Discussed RTCC Dropbox procedures and the introduction of a new Advocacy Subcommittee It was decided that the a separate committee was not needed and the advocacy work would be incorporated into the M&O Committee with a draft scope document to be presented at the next meeting Discussed the recommendations put forth by the Truth and Reconciliation Commission of Canada <p><u>MOTION:</u> THAT the RTCC formally adopt the statement of commitment from the Trust and Reconciliation Commission of Canada</p> <p><u>MOTION:</u> TO receive the Executive Report</p>	<p>M: Alan S: Christine Carried</p> <p>M: Alan S: Sharon Carried</p>	

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4b	BD&N	<ul style="list-style-type: none"> • Discussed training session and possible partnership with nearby organizations. The board will notified shortly of possible dates • Reviewed the Plain Language Policy and advised adding a section about the RTCC Style Guide <p><u>MOTION:</u> TO adopt the Plain Language Policy as amended</p> <p><u>MOTION:</u> TO receive the BD&N Report</p>	<p>M: Janet S: Julia Carried</p> <p>M: Ryan S: Julia Carried</p>	
4c	Finance	<ul style="list-style-type: none"> • No Report This Month 		
4d	Fundraising & Marketing	<ul style="list-style-type: none"> • Outlined details of the upcoming cornerstone fundraising event in 2020, discussed the auction and sponsorship processes, reviewed promotion material • A third-party has been confirmed to be host and help create more guest experiences at the event <p><u>MOTION:</u> TO receive the BD&N Report</p>	<p>M: Megan S: Julia Carried</p>	
4e	Membership & Outreach	<ul style="list-style-type: none"> • No Report This Month 		
4f	Operational Planning & Evaluation	<ul style="list-style-type: none"> • Engaged in a board discussion on how to increase RTCC's focus on affordable housing • Reviewed the Strategic Plan Year 3 Priorities <p><u>MOTION:</u> TO formally adopt the Strategic Plan Year 3 Priorities</p> <p><u>MOTION:</u> TO receive the OP&E Report</p>	<p>M: Ryan S: Megan Carried</p> <p>M: Alan S: Ryan Carried</p>	

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5. STAFF REPORTS				
5a	Executive Director	<ul style="list-style-type: none"> Summarized the 2019 Operating Plan started a discussion on planning for the 2020 Operating Plan 		
5b	Manager, Strategic Initiatives	<p>The report summarized the activities for all RTCC programs and highlighted the following:</p> <ul style="list-style-type: none"> After School and PA/strike day programming has been great and very responsive RTCC is ready to start the independent summer camp registration in early March <p>DECISION: THAT the Manager's report to the Board be received.</p>	AGREED	
5c	Business Manager	<ul style="list-style-type: none"> Reviewed on building renovations/upgrades, including updates on the phone line installation and the photocopier lease renewal <p><u>MOTION:</u> THAT the RTCC board delegates the authority of finalizing the new photocopier lease to the Business Manager and Executive Director</p> <p>DECISION: THAT the Manager's report to the Board be received.</p> <p><u>MOTION:</u> THAT the all the RTCC staff reports be received by the board</p>	<p>M: Alan S: Sharon Carried</p> <p>AGREED</p> <p>M: Megan S: Julia Carried</p>	
6. ADJOURNMENT				
6a	ADJOURNMENT	<u>MOTION:</u> THAT the meeting be adjourned	M: Megan S: Julia CARRIED	

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