

**Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Teleconference Meeting of March 25, 2020**

Present:

Board: Ryan Acayan; John Bradford, Christine Chen; Caleb Edwards; Sharon Ho; Alan Lennon; Megan Lorus; Janet Routliffe AND Ejay Tupe

Staff: John Campey; Colleen Gray; Glenn Gustafson

Regrets: Paula Fletcher; Hamdi Jimale; Ed Nagy; Julia Peters

	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	MOTION: THAT the meeting agenda be approved as presented	M: Megan S: Christine CARRIED	
2b	February 26, 2020, Minutes	<ul style="list-style-type: none"> The approval of these minutes will be deferred until further notice. 		Secretary
2c	Community Updates & News	<ul style="list-style-type: none"> Discussions centered around the COVID-19 pandemic The RTCC has been closed since March 21, 2020 Staff have been working with community partners on how to aid marginalized communities and contribute to local food banks Staff continue to work with the city and will provide the board with updates as they come in 		Information

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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: Christine 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 safety issues at RTCC and follow up actions • Reviewed the Personnel Committee duties and the Executive Director review process • Identified 3 areas of governance where the policies can be updated and improved. Timeline and work plan to complete these revisions to be determined 		
4b	BD&N	<ul style="list-style-type: none"> • Nominations Sub Committee proposed to move the board nomination deadline to April 17 • The upcoming education session originally scheduled for April 18 has been postponed indefinitely 		
4c	Finance	<ul style="list-style-type: none"> • Committee reviewed the year-end RTCC financials • After moving 31,000 into reserve funds, the centre generated a surplus of just over 6,000 in 2019. • Discussed the 2020 RTCC budget, identified some areas of concern and certain revisions that were made • Reviewed changes to the 2020 Reserve Fund Plan <p><u>MOTION:</u> THAT the 2020 RTCC year-end financials be received</p>	M: Caleb S: Ejay Carried	

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		<p><u>MOTION:</u> THAT the revised 2020 RTCC Budget be adopted</p> <p><u>MOTION:</u> THAT the revised 2020 RTCC Reserve Fund Plan be adopted</p>	<p>M: Caleb S: Jon B Carried</p> <p>M: Caleb S: Sharon Carried</p>	
4d	Fundraising & Marketing	<ul style="list-style-type: none"> • Due to the COVID-19 pandemic, most of the submitted committee report is no longer valid • There was a discussion about when the event should be scheduled, as well as how to deal with received donations and purchased tickets • Megan wanted the 2 York University communications students, Ammie Chin & Sheera Daly, to be formally commended for their contributions to the event <p><u>MOTION:</u> THAT Ammie Chin & Sheera Daly be commended for their contribution towards the 2020 cornerstone event</p> <p><u>MOTION:</u> THAT the 2020 cornerstone fundraising event be moved to the fall</p>	<p>M: Megan S: Christine Carried</p> <p>M: Megan S: Caleb Carried</p>	
4e	Membership & Outreach	<ul style="list-style-type: none"> • Report outlined the RTCC Volunteer Awards, their criteria and nominations deadline 		
4f	Operational Planning & Evaluation	<ul style="list-style-type: none"> • Reviewed 2020 Operational Plan • Discussed user evaluation and feedback for RTCC space rentals • Identified three areas of focus for the Affordable Housing Priority. 		

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4g	Personnel Committee	<ul style="list-style-type: none"> • Outlined the Executive Director reiview process 		
5. STAFF REPORTS				
5a	Executive Director	<ul style="list-style-type: none"> • Provided an update on how RTCC is dealing with the RTCC COVID-19 • Proposed that RTCC continue to pay non-core staff throughout the month of April <p><u>MOTION:</u> THAT RTCC continue to pay non-core staff throughout the month of April 2020</p> <p>DECISION: THAT the Manager's report to the Board be received.</p>	<p>M: Megan S: Caleb Carried</p> <p>AGREED</p>	
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"> • Programs are currently suspended due to COVID-19 • The Tax Filer Clinic will not be starting this year until further notice • Volunteer Coordinator has been following up with students and volunteers to provide assistance <p>DECISION: THAT the Manager's report to the Board be received.</p>	<p>AGREED</p>	
5c	Business Manager	<ul style="list-style-type: none"> • Reviewed the RTCC COVID-19 pandemic report • Discussed some of the operations and admin process changes, and new ability to complete tasks from home <p>DECISION: THAT the Manager's report to the Board be received.</p>	<p>AGREED</p>	

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		<u>MOTION:</u> THAT the all the RTCC staff reports be received by the board	M: Alan S: Ryan Carried	
6. ADJOURNMENT				
6a	<i>ADJOURNMENT</i>	<u>MOTION:</u> THAT the meeting be adjourned	M: Ryan S: Alan CARRIED	

