

**Ralph Thornton Community Centre Board of Management  
APPROVED Minutes of the Teleconference Meeting of April 22, 2020**

**Present:**

**Board:** Ryan Acayan; John Bradford, Christine Chen; Caleb Edwards; Paula Fletcher; Sharon Ho; Alan Lennon; Megan Lorius; Ed Nagy; Julia Peters; Janet Routliffe AND Ejay Tupe

**Staff:** John Campey; Colleen Gray; Glenn Gustafson

**Regrets:** Hamdi Jimale

	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>DECISION: THAT the meeting agenda be approved as presented</b>	<b>AGREED</b>	
2b	March 25, 2020, Minutes	<ul style="list-style-type: none"> <li>The approval of these minutes will be deferred until further notice.</li> </ul>		Secretary
2c	Community Updates & News	<ul style="list-style-type: none"> <li>Board members were given an opportunity to share their experience regarding the COVID-19 situation</li> <li>Paula Fletcher gave a detailed breakdown of how the City of Toronto is dealing with COVID-19 and possible next steps in the coming weeks</li> <li>City of Toronto council is planning to create a bylaw that would allow RTCC to conduct board meetings electronically</li> </ul>		Information

	Item	Discussion	Decision	Action / By
<b>3. AGENDA, MOTIONS / DECISIONS</b>				
3a	<b>Consent Agenda</b>	<b>DECISION: THAT the meeting agenda be approved as presented</b>	<b>AGREED</b>	
3b	<b>Action List</b>	The board reviewed the outstanding action item lists from the previous board meeting		President
<b>4. COMMITTEE REPORTS</b>				
4a	<b>Executive</b>	<ul style="list-style-type: none"> <li>• John gave an update on RTCC staffing and operations</li> <li>• Reviewed the Personnel Committee duties and the Executive Director review process</li> <li>• Discussed several urgent decisions that RTCC will have to make due to COVID-19</li> </ul> <p><b>DECISION: THAT the RTCC 2020 AGM be postponed to the fall</b></p> <p><b>DECISION: THAT RTCC staff receive their regularly scheduled pay for the month of May 2020</b></p> <p><b>DECISION: THAT RTCC board of management ratifies the decision of the Executive to waive the requirement for board signatures on cheques over \$5,000</b></p>	<p><b>AGREED</b></p> <p><b>AGREED</b></p> <p><b>AGREED</b></p>	
4b	<b>BD&amp;N</b>	<ul style="list-style-type: none"> <li>• Discussed the status of board nominations and updated interview processes due to COVID-10</li> <li>• Committee will contact applicants to inform them that the AGM will be postponed to the fall</li> <li>• The nominations subcommittee will send out communication closer to the AGM once the date has been finalized</li> </ul>		

	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
4c	<b>Finance</b>	<ul style="list-style-type: none"> <li>• No report this month</li> </ul>		
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>• No report this month</li> </ul>		
4f	<b>Operational Planning &amp; Evaluation</b>	<ul style="list-style-type: none"> <li>• No report this month</li> </ul>		
4g	<b>Personnel Committee</b>	<ul style="list-style-type: none"> <li>• No report this month</li> </ul>		
<b>5. STAFF REPORTS</b>				
5a	<b>Executive Director</b>	<ul style="list-style-type: none"> <li>• Provided an update on how RTCC and other community partners are dealing with the COVID-19</li> <li>• Mustard Seed Coop identified a need for coverage on Sundays and a backup team during the week. John encouraged board members to volunteer</li> </ul> <p><b>DECISION: THAT the Manager's report to the Board be received.</b></p>	<b>AGREED</b>	
5b	<b>Manager, Strategic Initiatives</b>	<p>The report summarized the activities for all RTCC programs and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Programs are currently suspended due to COVID-19</li> <li>• Review options how to hold the Tax Filer Clinic and RTCC Summer camps this year</li> <li>• Volunteer Coordinator has been following up with students and volunteers to provide assistance</li> </ul> <p><b>DECISION: THAT the Manager's report to the Board be received.</b></p>	<b>AGREED</b>	

	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
5c	<b>Business Manager</b>	<ul style="list-style-type: none"> <li>• Reviewed the RTCC COVID-19 pandemic report</li> <li>• Discussed some of the operations and admin process changes, and new ability to complete tasks from home</li> </ul> <p><b>DECISION: THAT the Manager's report to the Board be received.</b></p>	<b>AGREED</b>	
<b>6. ADJOURNMENT</b>				
6a	<b>IN-CAMERA</b>	<p><b>DECISION: THAT the meeting go in-camera</b></p> <ul style="list-style-type: none"> <li>• Discussed staffing issues</li> </ul> <p><b>DECISION: THAT the meeting out of in-camera</b></p>	<b>AGREED</b>	
6b	<b>ADJOURNMENT</b>	<b>DECISION: THAT the meeting be adjourned</b>	<b>AGREED</b>	

