

**Ralph Thornton Community Centre Board of Management  
APPROVED Minutes of the Online Electronic Meeting of June 17, 2020**

**Present:**

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

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

**Regrets:** Hamdi Jimale; Janet Routliffe

**Guests:** Suzanne Burkhardt; Mark Kovats; Samantha Slater

	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><u>MOTION:</u> THAT the meeting agenda be approved as presented. 10-0 Vote in favour</b>	<b>M: Megan S: Ejay Carried</b>	
2b	May 27, 2020, Minutes	<b><u>MOTION:</u> THAT the minutes of the May 27, 2020 Special and Board Meetings of the RTCC Board of Management be approved. 10-0 Vote in favour</b>	<b>M: Sharon S: Megan Carried</b>	Secretary
2c	Community Updates & News	<ul style="list-style-type: none"> <li>• Discussions centered around the COVID-19 pandemic and how the RTCC is servicing the community</li> <li>• Councillor Paula Fletcher raised three items:</li> </ul>		Information

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		<ol style="list-style-type: none"> <li>1) There are at least 4 applications for legal marijuana storefronts on Queen Street opposite the centre side by side. There are also other applications for these stores in the RTCC immediate area. Alan to draft a letter to the AGCO objecting to there being that many stores in the area.</li> <li>2) Paula suggested that RTCC get an update from Peter Tabuns on the Metrolinx Relief Line as it is moving ahead quickly with little or no environmental assessment or community consultation.</li> <li>3) In response to Black Lives Matter, there will be motions at Toronto City Council on June 29<sup>th</sup> to rearrange police funding and provide those monies to community programming.</li> </ol>		
<b>3. AGENDA, MOTIONS / DECISIONS</b>				
3a	<b>Finance Committee Report &amp; Audit</b>	<ul style="list-style-type: none"> <li>• Reviewed the 2019</li> <li>• Committee reviewed the RTCC Audit of Fiscal Year 2019 and discussed the audit report</li> <li>• Suzanne and Mark presented the RTCC Audited Financial Statements and Audit Report</li> </ul> <p><b><u>MOTION:</u> THAT the RTCC 2019 Audit Report be approved. 10-0 Vote in favour</b></p>	<b>M: Caleb S: Julia Carried</b>	
				President
<b>4. COMMITTEE REPORTS</b>				
4a	<b>Executive</b>	<ul style="list-style-type: none"> <li>• Reviewed RTCC operations, staffing coordination and event planning</li> <li>• Discussed the 2019 audit review, John, Glenn and Collen were commended for the financial management</li> </ul>		

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		<ul style="list-style-type: none"> <li>Decided that RTCC will hold the next board meeting on July 22, 2020</li> <li>Reviewed RTCC's current financial position and discussed the option of allowing RTCC management to use restricted funds as required during the City-imposed COVID emergency.</li> </ul> <p><b>MOTION: THAT the RTCC Board of Management allow RTCC management staff to use the amounts found in the restricted reserve accounts as needed for operational purposes during the City-imposed COVID emergency. 10-0 Vote in favour</b></p>	<p><b>M: Alan</b> <b>S: Megan</b> <b>Carried</b></p>	
4b	<b>BD&amp;N</b>	<ul style="list-style-type: none"> <li>Sharon will be Interim Chair until the new committee members for the upcoming year are selected</li> <li><b>See Committee Year-end Report and Proposed Activities</b></li> </ul>		
4c	<b>Finance</b>	<ul style="list-style-type: none"> <li><b>See Committee Year-end Report and Proposed Activities</b></li> </ul>		
4d	<b>Fundraising &amp; Marketing</b>	<ul style="list-style-type: none"> <li>Megan reviewed the recent committee discussions and how RTCC could proceed with a cornerstone event later this year</li> <li><b>See Committee Year-end Report and Proposed Activities</b></li> </ul>		
4e	<b>Membership &amp; Outreach</b>	<ul style="list-style-type: none"> <li>Discussed RTCC event cancellations, volunteer award nominations and RTCC Open House planning</li> <li><b>See Committee Year-end Report and Proposed Activities</b></li> </ul>		

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4f	<b>Operational Planning &amp; Evaluation</b>	<ul style="list-style-type: none"> <li>Reviewed current RTCC programming and summer camp planning</li> <li>Discussed proposed policy addition and amendment</li> </ul> <p><b>MOTION: THAT the RTCC adopts the RTCC Space Use Policy Amendment and RTCC Program Payment and Refund Policy. 10-0 Vote in favour</b></p> <ul style="list-style-type: none"> <li><b>See Committee Year-end Report and Proposed Activities</b></li> </ul>	<p><b>M: Ryan S: Alan Carried</b></p>	
4g	<b>Personnel Committee</b>	<ul style="list-style-type: none"> <li>Caleb compiled the Executive Directory Summary reviews and will present a summary to the committee for review in July</li> </ul> <p><b>MOTION: THAT the RTCC Committee Year-end Report be accepted. 10-0 Vote in favour</b></p>	<p><b>M: Alan S: Jon B Carried</b></p>	
<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 the last quarter</li> <li>Provided an update on grant funding and salary commitments regarding the Rivertowne Community Coordinator position</li> <li>Discussed RTCC staffing and presented RTCC salary reduction solution</li> </ul> <p><b>MOTION: THAT the proposed Salary Reductions staffing solution be adopted. 10-0 Vote in favour</b></p> <p><b>DECISION: THAT the Manager's report to the Board be received.</b></p>	<p><b>M: Alan S: Megan Carried</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>• Staff are engaging students in the After-School Program through virtual online sessions twice a week</li> <li>• Staff facilitated training with families in the Mentor Program and are now conducting weekly meeting online</li> <li>• RTCC Summer Camp planning a hybrid online and in-person camp for four weeks in August</li> <li>• Discussed how to move all existing programming online later this year</li> </ul> <p><b>DECISION: THAT the Manager's report to the Board be received.</b></p>	<b>AGREED</b>	
5c	<b>Business Manager</b>	<ul style="list-style-type: none"> <li>• Discussed staffing and financial impact of centre closure due to COVID-19</li> <li>• Reviewed possible building operations in response to City requirements</li> </ul> <p><b>DECISION: THAT the Manager's 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. 10-0 Vote in favour</b></p>	<p><b>AGREED</b></p> <p><b>M: Alan</b> <b>S: Ryan</b> <b>Carried</b></p>	
<b>6. ADJOURNMENT</b>				
6a	<b>ADJOURNMENT</b>	<p><b><u>MOTION:</u> THAT the meeting be adjourned. 10-0 Vote in favour</b></p>	<p><b>M: Alan</b> <b>S: Ryan</b> <b>CARRIED</b></p>	