

**Ralph Thornton Community Centre Board of Management
Approved Minutes of the Online Electronic Meeting of January 26, 2022**

Present:

Board: Ryan Acayan; John Bradford; Caleb Edwards; Amy Grenon; Lisa Pottie; Maggi Redmonds; Ejay Tupe; Sree Nallamothu; Heather Simpson; James Topham AND Dianne Surman

Staff: John Campey; Colleen Gray; Glenn Gustafson, Stephen Devine;

Guest:

Regrets: Paula Fletcher; Abraham Plunkett-Latimer;

	Item	Discussion	Decision	Action / By
1. CALL TO ORDER				
1a	Greetings & introductions	Lisa 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: Caleb S: Maggi Carried	

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2b	November 24, 2021, Minutes	MOTION: THAT the minutes from the November 24, 2021 Board Meeting of the RTCC Board of Management be approved. 11-0 Vote in favour	M: Ryan S: Maggi Carried	
2c	Community Updates & News	<ul style="list-style-type: none"> • Discussion of the sale of Postal Station 'C' at Queen West/Gladstone; the building was sold without community support; John Campey reached out to a local community group to offer support; • Update on the Save Jimmie Simpson! Campaign; trees are coming down "fast and furious" now; there was a Toronto Life profile of The Ontario Line which features the Save Jimmie Simpson! Campaign; • John Bradford attended an East Harbour meeting; one of the issues is the renaming of Lower Cherry Street; • Concerns were expressed regarding the scheduled closure of shelter beds currently located in hotels, and the opportunities which may be available for modular housing in our area. It was agreed to write a letter to Councillor Fletcher sharing our concerns and expressing support for proactive measures to address homelessness in our city and community 		Lisa
4. COMMITTEE REPORTS				

	Item	Discussion	Decision	Action / By
3a	Consent Agenda	MOTION: THAT the Consent Agenda be approved.		
4a	Executive	<ul style="list-style-type: none"> Minutes attached were received 		
4b	BD&N - Nominations Sub-Committee	<ul style="list-style-type: none"> The committee asked for ideas regarding how to keep the continued interest of people who are stepping down at RTCC; There is an internal board survey and the board 'check-up' survey option; 		
4c	Finance	<ul style="list-style-type: none"> The interim year-end financials projects a program deficit of approximately \$40,000 for 2021. The deficit results from maintaining programs while there has been limited fundraising and room rental revenues coming in for some time. RTCC depends on room rentals and fundraising to pay for programming. Staff noted that in 2019 room rentals brought in approximately \$50,000 while in 2021 earned less than \$3,000 in revenues. Fundraising, which had been a steady increase prior to 2020, has been mostly wiped out over the last 2 years For the 2022 budget staff noted the difficulty of budgeting for every contingency; if the risk of COVID would diminish there would be no need for a screener at our front door; the AODA renovations 		

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		<p>will reduce the opportunity for room rentals while construction is taking place. Staff noted that there is a small cushion in unrestricted funds and that RTCC cannot run another large program deficit in 2022.</p> <ul style="list-style-type: none"> • RTCC has some ability to adjust the budget; much of RTCC programming is user fee-based or grant-funded; reducing the hours of operation are the only way to make a significant cut. <p><u>MOTION:</u> Adopt the 2022 global budget. 11-0 Vote in favour.</p> <p><u>MOTION:</u> Receive the 2021 interim financials. 11-0 Vote in favour.</p>	<p>M: Caleb S: Amy Carried</p>	
4d	Fundraising & Marketing	<ul style="list-style-type: none"> • The committee agreed it would be a good idea to host a spring fundraising auction, either online or a hybrid event • The committee will also focus on creating a Circle of Giving, encouraging those who are closest to the Centre to make multi-year pledges of support (board members, former board members, etc) 		
4e	Membership & Outreach	<ul style="list-style-type: none"> • The committee will be launching a membership drive that will include an event called “Murder and Mayhem on Queen East” • They are considering a number of other ideas for community events and promotions 		

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		<ul style="list-style-type: none"> It was agreed that the next AGM would be held on June 15th. 		
4f	Operational Planning & Evaluation	<ul style="list-style-type: none"> The current Strategic Plan which is set to expire in 2022, will be extended by 12 months to allow the new Strategic Plan to be informed by fresh census data from the 2021 Census; Housing will be removed from the Strategic Plan operational plan for 2022-2023, since RTCC has not been successfully able to 'enable or deliver' around the issue; Diversity, Equity, and Inclusion (DEI) will be included as a priority in the Strategic Plan along with food security; food insecurity is a critical issue in the neighbourhood and one that RTCC can do something about, beyond letter writing. <p>Discussion:</p> <ul style="list-style-type: none"> By working in partnership with other agencies RTCC has the potential to be a hub of civic engagement; seniors' housing and food needs intersecting and pointing to the root causes of poverty; highlighted the Housing First model and Homes First; There are seniors who are excited by civic engagement (e.g. including DEI and food security in the Strategic Plan) It was proposed we use a rights-based approach in this work, and moving away from the charity model. Food security will be a big issue; 		

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		<ul style="list-style-type: none"> • There are a number of seniors reliant on Mustard Seed; • Input from the communities that RTCC serves is important for the Strategic Plan; • <p><u>MOTION:</u> THAT the current RTCC Strategic Plan be extended for one year, to the end of 2023. 11-0 Vote in favour.</p> <p><u>MOTION:</u> THAT the RTCC board approve the 2022 RTCC Operational Plan. 11-0 Vote in favour</p>	<p>M: Ejay S: James Carried</p> <p>M: Ryan S: Ejay Carried</p>	
4g	Personnel	<ul style="list-style-type: none"> • No report this month 		
5. STAFF REPORTS				

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5a	Executive Director	<ul style="list-style-type: none"> • RTCC is making a cautious, conservative reopening: many groups want to come back to the Centre; the safety of staff and users is of paramount importance; • The Centre is seeing a slow return of regulars; • The City has distributed a cyber security assessment questionnaire to all agencies and we're responding as best we can; AOCCs do not have the same level of expertise in this area as large agencies such as the TTC and TPL, for example; John C stated that AOCCs have collectively pushed back on the City's requirement due to a lack of necessary resources; • Nellie's is sending RTCC \$9,000 for the last 6 months of space use at RTCC; this amount is yet to be reflected in last year's financials or this year's budget; • Councillor Fletcher is continuing to work with RTCC staff to ensure the Biblio Lofts development next door best benefits the Centre and community; John Campey is working toward some significant benefit such as the use of the planned adjacent ground floor commercial unit to serve as RTCC's Reception area; • John's transition: John is planning to retire as E.D. of RTCC at the end of 2024; by moving to a four day work week in '23 and '24, this creates savings for the Centre's coordinator positions; a 4-day week this year is dependent on other staff circumstances. 		

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5b	Manager, Strategic Initiatives	<ul style="list-style-type: none"> • The After School Program was closed for the first two weeks of January because, with schools being closed, ASP was obligated to close; From January to June of 2021 ASP was only open for 6 weeks, thus no fees were generated; Planning for the next P.A. day and March Break Camp is underway; the Mentor Program's Canada Summer Jobs grant has just ended however we are hoping for more funding from CSJ; Planning is underway for our tax clinic which will be offered initially at least, virtually; There were 131 Exchange Loft users In November and 76 in December. • the Chinese Seniors Program has decided to apply for a New Horizons Grant to create a gardening program; the Wellness Line is back up and running again 		
5c	Business Manager	<ul style="list-style-type: none"> • RTCC's current payroll system is being wound down in March of 2022; RTCC is planning to transition to ADP's "Workforce on the Go" product; the new system has various functions, including an HR information system; • A report was presented recommending RTCC adopt the new, replacement system; • Staff were informed of the change during a recent meeting; • MOTION: THAT the ADP payroll system Workforce Now be adopted and approved by RTCC; 11-0 Vote in favour; • Regarding air conditioning on the third floor of RTCC, a message has been sent to New Horizons 	M: Caleb S: Amy Carried	

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		<p>asking for an extension of the capital portion of the grant -- \$10,000. The whole project was initially budgeted at between \$20,000 and \$30,00; A call was held with the project manager at the City; the project estimate may be revised to \$35,000 but significant ventilation and air flow issues are not yet addressed. The delays and the increased cost estimates mean this project may not be able to proceed.</p>		
6. ADJOURNMENT				

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6a	Other Business	<ul style="list-style-type: none"> • Policy Review - It was noted that in order for a policy review to take place all Executive Committee members must have viewing access to Dropbox; • Ralph Thornton Community Organization (RTCO) – this is RTCC’s charitable arm which is able to issue charitable receipts; there is a full separation between both RTCC and RTCO; • John Campey spoke to a Memo of Understanding between RTCO and RTCC; RTCO is requesting a change in the MOU to extend the movement of monies from RTCO to RTCC from 30 days to 90 day; • MOTION: THAT the MOU between RTCC and RTCO be approved; 11-0 Vote in favour; • Lisa solicited ideas for discussion at upcoming board meetings; Sree will be looking at land acknowledgements for the next meeting; Lisa suggested that the board craft a land acknowledgement together; • Ejay suggested offering honorariums to people using RTCC to speak to how/why they need the Centre; • Amy suggested this could represent the diversity of the community RTCC serves by hearing from service users, community partners/organizations in a “commentator” role; 	<ul style="list-style-type: none"> • • John Campey • M: James • S: Caleb • Carried • Lisa, Ejay, Amy, James, Ryan 	

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		<ul style="list-style-type: none"> • James would like to hear stories about community users and the Centre; • Ryan suggested having space users speak at board meetings; 		
6b	<i>ADJOURNMENT</i>	<u>MOTION:</u> THAT the meeting be adjourned. 11-0 Vote in favour	M: Dianne S: Caleb Carried	

Note: The meeting was preceded by an orientation session for new Board members.

OP&E Report February 2022

Due to board approval of the postponement of formulating a new strategic plan and the DEI preliminary report still being in process, our committee deferred our meeting to next month. Will have updates for the board for March meeting.