

**Ralph Thornton Community Centre Board of Management  
Approved Minutes of the Online Electronic Meeting of March 23, 2022**

**Present:**

**Board:** Lisa Pottie; Diane Surman; Amy Grenon; Ryan Acayan; Maggi Redmonds; Abraham Plunkett-Latimer; Heather Simpson; Ejay Tupe; James Topham; John Bradford; Sree Nallamothu

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

**Regrets:** Paula Fletcher; Caleb Edwards

	Item	Discussion	Decision	Action / By
<b>1. CALL TO ORDER</b>				
1a	Greetings & introductions	Lisa called the meeting to order.		President
1b, 1c	Declaration of conflicts of interest	None; Ejay shared Land Acknowledgement in English and Tagalog;		
<b>2. BUSINESS ARISING</b>				
2a	Approval of meeting agenda	<b>MOTION:</b> <b>THAT the meeting agenda be approved as presented.</b> <b>11-0 Vote in favour</b>	<b>M: Maggi</b> <b>S: Ryan</b> <b>Carried</b>	
2b	February 23, 2022, Minutes	<b>MOTION: THAT the minutes from the February 23, 2022 Board Meeting of the RTCC Board of Management be approved. 11-0 Vote in favour</b>	<b>M: Amy</b> <b>S: John B</b> <b>Carried</b>	

	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
		Discussion regarding the availability of minutes post Board Meeting – will endeavor to make the draft minutes available more quickly after the meeting.		
2c	Community Updates & News	<ul style="list-style-type: none"> <li>• Maggi shared the Paula Fletcher is having a community meeting regarding Metrolinx on March 30, at 7 pm. Sree shared the link to the meeting</li> <li>• John C. shared that the Biblio Lofts proposal, adjacent to RTCC, is going forward. There will be a community meeting about this development on April 4.</li> <li>• Ejay mentioned that a temporary shelter in the Days Inn at Kingston &amp; Queen is now scheduled for closure, and suggested RTCC send a letter to the city in this regard. A number of Board members offered to bring back more information to the Board regarding housing advocacy possibilities.</li> <li>• A slight amendment to the proposed statement of expectations of Board members regarding financial support for RTCC was suggested and accepted.</li> </ul>	<b>Maggi, John C, Ejay</b>	
<b>3. CONSENT AGENDA MOTIONS/DECISIONS</b>				
3a	<b>Consent Agenda</b>	<b>MOTION: THAT the Consent Agenda be approved.</b>	<b>M: John B. S: Maggi Carried</b>	
<b>4. COMMITTEE REPORTS</b>				
4a	<b>Executive</b>	<ul style="list-style-type: none"> <li>• No additional report this month</li> </ul>	Lisa	

	Item	Discussion	Decision	Action / By
4b	<b>BD&amp;N - Nominations Sub-Committee</b>	<ul style="list-style-type: none"> <li>No additional report this month</li> </ul>	John 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>Silent auction date set for May 14, 2022;</li> <li>Board members requested to pursue donations</li> </ul>	Lisa	
4e	<b>Membership &amp; Outreach</b>	<ul style="list-style-type: none"> <li>Membership drive ongoing;</li> <li>Event on April 6, 2020;</li> <li>AGM</li> <li>John C. noted there are 25 unrenewed memberships. Asked Board to take on pursuing 2 or 3 of these each</li> </ul>	Amy	
4f	<b>Organizational Planning &amp; Evaluation</b>	<ul style="list-style-type: none"> <li>No additional report this month</li> </ul>	Ejay	
4g	<b>Personnel</b>	<ul style="list-style-type: none"> <li>No report this month</li> </ul>	Lisa	

#### 5. STAFF REPORTS

5a	<b>Executive Director</b>	<ul style="list-style-type: none"> <li>Discussed dropping of mandates by the Province and how RTCC is working with building partners and users to mitigate potential risks. Maintaining our mandatory mask, social distancing occupancy limits until at least April 4.</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Support from the board, users, and staff for cautious approach.</li> </ul>		
5b	<b>Manager, Strategic Initiatives</b>	<ul style="list-style-type: none"> <li>• Report on ongoing programs;</li> <li>• ASP; March Break Camp; Mentor program; Tax Clinic; Seniors Wellness Line; Financial Literacy</li> <li>• No questions</li> </ul>		
5c	<b>Business Manager</b>	<ul style="list-style-type: none"> <li>• Report from Business Manager</li> <li>• Discussion re audit, contractors, payroll, A.O.D.A upgrades</li> <li>• No questions</li> </ul>		
<b>6. OTHER BUSINESS</b>				
6a	<b>Other Business</b>	<ul style="list-style-type: none"> <li>• Discussion re presentations/conversations with service users; expanding BD &amp; N role; open conversations outside of the committee.</li> <li>• Discussion re role of BD &amp; N committee and clarifying its role related to presentations to Board</li> <li>• Discussion of how to gain a better understanding of “why we fundraise”; creating a partnership with users to gain varied contexts and better understand the diverse population RTCC serves</li> <li>• Offer to have BD &amp; N discuss proposals with Executive before presenting to entire Board; wanting guidance on how to bring RTCC “to life” for the Board</li> <li>• Invitation to be confirmed by BD &amp; N for the RTCC service user Ejay proposed to come to next Board meeting</li> </ul>		

6b	<b>Executive Limitation Policy</b>	<ul style="list-style-type: none"> <li>• Two amendments proposed - one clarifying the role of the Executive Director in ensuring financial controls; the second ensuring appropriate measures in place for succession planning.</li> </ul> <p><b>MOTION: That the amendments to the Executive Director Limitations policy be approved.</b></p> <p><b>11-0 Vote in favour</b></p>	<p><b>M: Ejay</b>  <b>S: James</b>  <b>Carried</b></p>	
6b	<b>ADJOURNMENT</b>	<p><b><u>MOTION:</u> THAT the meeting be adjourned.</b></p> <p><b>11-0 Vote in favour;</b></p>	<p><b>M: Maggi</b>  <b>S: Ejay</b>  <b>Carried</b></p>	