

**Ralph Thornton Community Centre Board of Management  
Approved Minutes of October 26, 2022**

**Present:**

**Board:** Ryan Acayan; John Bradford; Martin Bryan, Caleb Edwards; Sree Nallamothu; Lisa Pottie; Maggi Redmonds; Heather Simpson; Ejay Tupe;

**Staff:** John Campey; Glenn Gustafson; Colleen Gray; Mark Johnson; Susy Glass; Janice Zhang

**Regrets:** Councillor Paula Fletcher; James Topham

	Item	Discussion	Decision	Action / By
<b>1. CALL TO ORDER – WELCOMES AND UPDATES</b>				
1a	<b>Greetings and Introductions</b>	Heather called the meeting to order.		
1b	<b>Land Acknowledgement</b>	Heather presented the land acknowledgement		
1c	<b>Declaration of Conflict(s) of Interest</b>	None;		
<b>2. BUSINESS ARISING</b>				
2a	<b>Approval of Agenda</b>	<b><u>MOTION:</u></b> <b>THAT the meeting agenda be approved as presented. 10-0 Vote in favour</b>	<b>M: Maggi</b> <b>S: John</b> <b>Carried</b>	

	Item	Discussion	Decision	Action / By
2b	<b>Minutes of Last Meeting</b>	<b><u>MOTION:</u> THAT the minutes from the September 27, 2022 Board Meeting of the RTCC Board of Management be approved. 10-0 Vote in favour</b>	<b>M: James S: Ejay Carried</b>	
2c	<b>Business Arising</b>	The Board of Management Conflict of Interest and Code of Conduct documents were distributed, signed by Board members, and returned.		
<b>3. CONSENT AGENDA</b>				
3a	<b>Consent Agenda</b>	<b><u>MOTION:</u> THAT THE CONSENT AGENDA BE APPROVED</b>	<b>M: Ryan S: Sree Carried</b>	
<b>4. STAFF REPORTS</b>				
4a	<b>Executive Director Report</b>	Report attached John indicated the Antler Breakfast will take place again, virtually, on December 10. The results of the After School Program “snack election” were reported, with Ice Cream winning a majority mandate. One of the candidates, ‘chips,’ were disqualified for presenting misleading information in the campaign.		
4b	<b>Manager, Strategic Initiatives</b>	Manager, Strategic Initiatives report attached.		
4c	<b>Business Manager</b>	Business Manager report attached. It was reported that the renovations in the basement have uncovered a significant issue with the drainage out of the building, and we are pursuing additional resources to address this concern as part of the AODA renovations.		

5. COMMITTEE REPORTS				
5a	<b>Executive</b>	Report Attached		
5b	<b>BD&amp;N</b>	Report Attached		
5c	<b>Fundraising, Marketing and Outreach</b>	Report Attached		
5d	<b>Operational Planning &amp; Evaluation</b>	Report Attached		
5e	<b>Personnel</b>	ED Performance Review to be considered <i>in camera</i>		
5f	<b>Finance Committee</b>	<b><u>MOTION:</u> THAT THE AMENDMENTS TO THE FINANCIAL POLICIES AND PROCEDURES BE TABLED FOR DISCUSSION AND REVIEW AT THE NEXT BOARD MEETING</b>	<b>M: Caleb</b> <b>S: Lisa</b> <b>Carried</b>	
5g	<b>Strategic Planning</b>	The initial timeline for the Strategic Planning process calls for an initial draft to be completed by March. We are pursuing the possibility of a joint RFP with Applegrove, to achieve some budget efficiencies and obtain more robust external resourcing than we could accomplish alone.		
6. OTHER BUSINESS				
6a	<b>Organizational Visioning Exercise</b>	Heather took the Board through an exercise to clarify our shared understanding of the Vision and Mission of the Centre.		
6b	<b>Board Work Planning</b>	Heather led a discussion of our priorities and the timelines needed to accomplish the Board's required and priority tasks leading up to the next AGM in June 2023		

		<p>Highlights of that discussion included:</p> <ul style="list-style-type: none"> <li>• November – Organizational Workplan and Budget</li> <li>• December – Board Social</li> <li>• January – Finalized Budget and succession planning process</li> <li>• February – Draft year-end financials, Strategic Planning ‘retreat’</li> <li>• March – Risk Management and initial Strategic Plan – draft ED posting</li> <li>• April – Board Recruitment deadline</li> <li>• May – Q1 Financials, ED Performance Review, Board Nominations, Volunteer Award Selection, Audited Financial Statements</li> <li>• June – Annual General Meeting</li> </ul>		
6c	<b>General Community Updates/News</b>	Maggi updated on the Save Jimmie Simpson campaign, indicating that one of the possibilities under consideration was placing banners on RTCC.		
6d	<b>Return to In Person Meeting</b>	The Board acknowledged the fact that this was the first ‘in person’ meeting of the Board of Management at RTCC since March, 2022, and celebrated this moment accordingly.		
6e	<b>In Camera Session</b>	<b><u>MOTION:</u> THAT THE BOARD MOVE IN CAMERA</b>	<b>M: Caleb S: Ryan CARRIED</b>	
6f	<b>In Camera (Board Members Only)</b>	<b><u>MOTION:</u> THAT THE EXECUTIVE DIRECTOR PERFORMANCE REVIEW BE APPROVED AS PRESENTED</b>	Carried	
6g	<b>In Camera</b>	<b><u>MOTION:</u> THAT THE BOARD MOVE OUT OF IN CAMERA</b>	<b>M: Caleb S: Ryan CARRIED</b>	

6h	Adjournment	<b><u>MOTION:</u> THAT THE MEETING BE ADJOURNED</b>	<b>M:James S: John Carried</b>	
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