

**Ralph Thornton Community Centre Board of Management  
Approved Minutes of the Meeting of November 23, 2022**

**Present:**

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

**Staff:** John Campey; Glenn Gustafson; Colleen Gray; Stephen Devine (note-taker);

**Guest:**

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

	Item	Discussion	Decision	Action / By
<b>1. WELCOMES and UPDATES</b>				
1a	<b>Land Acknowledgement</b>			Martin;
1b	<b>Declaration of Conflict(s) of Interest</b>	None;		
1c	<b>Updates</b>	None;		
<b>2. BUSINESS ARISING</b>				
2a	<b>Approval of Agenda</b>	<b><u>MOTION:</u> THAT the meeting agenda be approved as presented. 9-0 Vote in favour;</b>	<b>M: Ejay S: Maggi Carried</b>	

	Item	Discussion	Decision	Action / By
2b	<b>Minutes of Last Meeting</b>	<b><u>MOTION:</u> THAT the minutes from the October 26, 2022 Board Meeting of the RTCC Board of Management be approved. 9-0 Vote in favour;</b>	<b>M:Caleb S: John B. Carried</b>	
2c	<b>Business Arising</b>	None;		
<b>3. CONSENT AGENDA MOTIONS / DECISIONS</b>				
3	<b>Approval of Consent Agenda</b>	<b><u>MOTION:</u> THAT the Consent Agenda be approved 9-0 Vote in favour;</b>  The Financial Policies were approved; discussion on changing approval limits was deferred to the January meeting.	<b>M: Maggi S: Martin Carried</b>	
3a	<b>Executive Director</b>	John and others discussed the condominium development next door to RTCC. RTCC will be sending a letter to highlight issues such as garbage disposal, deliveries and pick-up/drop off, for City Planning. There were questions about where the Riverside BIA stands on these issues and whether the SRCPC will be making a representation to the City. RTCC is getting rid of the large kitchen table and is looking for a home for it.		
3b	<b>Manager, Strategic Initiatives</b>  <b>Business Manager</b>	Colleen took time to commend RTCC's child and youth staff for a "great performance" dealing with the CUPE strike. She said that they had risen to the challenges and shown flexibility and resourcefulness.  Glenn's report is attached; No updates to add;		

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3c	<b>Committee Reports</b>	<p>There was some discussion about fundraising plans for 2023. There was discussion regarding how a Strategic Planning day would be structured;</p> <p><b><u>MOTION:</u> THAT the Consent Agenda be adopted as presented, with the additional approval of a special occasion permit for an event at RTCC on December 17, 2022</b></p> <p><b>9-0 Vote in favour;</b></p>	<p><b>M: Caleb</b> <b>S: Lisa</b> <b>Carried</b></p>	
<b>4. FINANCES</b>				
4a	<b>Q3 Statements</b>	<p>It was discussed that most RTCC programmes break even or just below this point.</p> <p><b><u>MOTION:</u> THAT the Q3 financial statements be received.</b></p> <p><b>9-0 Vote in favour;</b></p>	<p><b>M: Maggi</b> <b>S: Ejay</b> <b>Carried</b></p>	
4b	<b>2023 Budget</b>	<p>There was discussion regarding the current state of RTCC's reserves and the desire to begin replenishing them at the end of 2022. It was mentioned that RTCC's ASP programme is running a slight surplus.</p> <p><b><u>MOTION:</u> THAT the RTCC Board of Management adopt the 2023 RTCC draft budget.</b></p> <p><b>9-0 Vote in favour;</b></p>	<p><b>M: Caleb</b> <b>S: Maggi</b> <b>Carried</b></p>	

5. Dual Bottom-Line Matrix				
5a	<b>Executive Director</b>	<ul style="list-style-type: none"> <li>• This is described as a ‘snapshot of this point in time’;</li> <li>• It’s about mission impact and sustainability;</li> <li>• There was discussion about identifying areas in which to seek funding; it was suggested that the Exchange Loft be included in fund-raising proposals</li> <li>• A lack of ‘cross-pollination’ with SRCPC was discussed;</li> </ul>		John C.;
6. OPERATIONAL PLAN				
6	<b>Strategic Plan Implementation Plan - 2023</b>	<ul style="list-style-type: none"> <li>• The draft Strategic Plan Implementation Plan for 2023 was presented for Board approval.</li> <li>• Discussion included taking the board-identified priorities of food insecurity, DEI and succession planning and turning them into action in 2023 – are they reflected in the plan? <ul style="list-style-type: none"> <li>• Educational Supports – there are over 30 participants in RTCC’s ASP programme and two spaces are needed for this, which may impact other space-users;</li> <li>• The Mentor Programme remains online – return to a hybrid model has been delayed to September 2024.</li> <li>• Technological Aptitude – the intention is that the Exchange Loft hours will expand to include</li> </ul> </li> </ul>		John C.;

		<p>Saturday evenings in September 2023, and move back to 7 days a week, 11 hours a day, beginning in 2024. The plan is to speak to users to discover their needs, and to find additional funding for the Exchange Loft;</p> <ul style="list-style-type: none"> <li>• Financial Literacy – RTCC will in 2023 once again operate tax clinic for low-income residents; a financial literacy library is being compiled, with one of its aims being to include this knowledge in children and youth programming at RTCC;</li> <li>• Health and Wellness – this is addressed by our Chinese Senior’s programming, with user groups and partners; RTCC programming challenges social isolation;</li> <li>• Affordable Housing – focus here will be entirely on advocacy.</li> </ul> <p><b><u>MOTION:</u> THAT the RTCC Board of Management adopt the 2023 Operational Work Plan. 9-0 Vote in favour;</b></p>	<p><b>M: Martin S: Lisa Carried</b></p>	
<b>7. GENERAL COMMUNITY UPDATES/NEWS</b>				
7a		<ul style="list-style-type: none"> <li>• Antler Breakfast – an online event once again this year through Eventbrite and Zoom: volunteers are needed on Friday December 9<sup>th</sup> for assembly of food boxes from 10:00a.m. to 2:00p.m. and delivery from 1:00p.m. to 5:00p.m.;</li> </ul>		John C.;

7b	<b>ADJOURNMENT</b>	<b><u>MOTION:</u> THAT the meeting be adjourned. 9-0 Vote in favour;</b>	<b>M: Maggi S: Ejay Carried</b>	
8/9	<b>In Camera Session</b>	<b><u>MOTION:</u> THAT the in camera portion of the Board Meeting of the RTCC Board of Management commence. 9-0 Vote in favour</b>  <b><u>MOTION:</u> THAT the in camera portion of the Board Meeting of the RTCC Board of Management be adjourned. 9-0 Vote in favour</b>	<b>M: Heather S: Lisa Carried</b>  <b>M: Heather S: Lisa Carried</b>	