

**Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Meeting of February 22, 2023**

Present:

Board: Ryan Acayan; Martin Bryan; Caleb Edwards; Sree Nallamothu; Lisa Pottie; Heather Simpson; James Topham;

Staff: John Campey; Glenn Gustafson; Colleen Gray; Minutes – Rose Scher

Guest:

Regrets: Councillor Paula Fletcher;

	Item	Discussion	Decision	Action / By
1. WELCOMES and UPDATES				
1a	Land Acknowledgement			Heather
1b	Declaration of Conflict(s) of Interest	None;		
1c	Updates	None;		
2. BUSINESS ARISING				
2a	Approval of Agenda	MOTION: THAT the meeting agenda be approved as presented. 8-0 Vote in favour;	M: Caleb S: James Carried	

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2b	Minutes of Last Meeting	<u>MOTION:</u> THAT the minutes from the January 25, 2023 Meeting of the RTCC Board of Management be approved. 8-0 Vote in favour;	M: Caleb S: Lisa Carried	
2c	Business Arising	No business arising		
3. CONSENT AGENDA MOTIONS / DECISIONS				
3	Approval of Consent Agenda	<u>MOTION:</u> THAT the Consent Agenda be approved. 10-0 Vote in favour;	M: Maggi S: Caleb Carried	
3a	Executive Director	Dropped into the meeting briefly. No report this month.		
3b	Manager, Strategic Initiatives Business Manager	New Horizon for Seniors grant approved. Explanation of grant provided and a request to Board signatories to provide signatures to submit for final approval. Two new grant proposals were submitted. One in partnership with Mustard Seed to provide secure digital access for seniors and the second to provide support for the Leadership in Training program. Both are awaiting approval. Update on AODA renovations Kitchen update – Change in scope from current IBI renovations would cost RTCC \$55,000 and result in a space that would hamper future room bookings due to space not being functional and would take approximately 6 to 8 weeks. RTCC approached an		

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		<p>outside contractor for a quote that would greatly reduce cost and create a functional space and be completed in 2 weeks.</p> <p>Discussion among Board regarding available funds, pro and cons for going forward, Treasurer asked for input, potential for City Councillor to assist in obtaining funding/cost coverage by City.</p> <p>MOTION: Subject to Finance Committee review of number and confirm sizeable program surplus of approximately \$45,000, renovations can go ahead.</p> <p>Information on stall of basement reno; rescope of the project – back to 3 months ago.</p>	<p>M: Heather S: Ryan Carried</p>	
3c	Committee Reports	<p>O.P. & E Committee – nothing to add except to ignore piece at the end.</p> <p>Fundraising, Marketing & Membership Committee – nothing to add. Call for donations for Spring auction.</p> <p>Executive Director – Open House in September may be cancelled due to renovations.</p> <p>Treasurer – discuss how renovations are impacting our ability to operate</p> <p>Executive Committee – Q4 financials and Risk Management policy delayed until next meeting. Two policies being tabled –Complaints policy to be addressed through DEI lens.</p> <p>B.D. & N. – Recommending two proposed bylaw changes to policy. Should be made 21 days in advance of AGM. 1) Subcommittee should have no less than 3 members (currently at least 3 members)</p>	<p>James</p> <p>Martin</p> <p>John</p> <p>Caleb</p>	

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		and 2) term of office increased to 3 years from 2 years. Board Skill & Commitment Survey – self-explanatory. Complaints Policy	M: Caleb S: Ejay	
4. Discussion: Board Survey Report				
4		Board survey results – 3 positions are staying, 9 positions are turning over		

5. By-Law Change to be passed at AGM - Motion				
5				
6. Policy Updates				
6a	Complaints - Motion	To be referred for DEI lens review	M: Caleb S: Ejay	

7. Strategic Planning Update				
7		<p>User groups emailed by beginning of last week in February to invite to participate in Strategic Planning;</p> <p>Virtual meeting scheduled for mid March</p> <p>In person meeting scheduled near end of March on date of next Board Meeting. Board meeting moved to March 29</p>	John, Rose	
8. General Community Updates/News				
8		<p>Community Connect – Food bank is going under; Ejay is now on their committee; asked if they is a way RTCC can partner to help food bank continue to operate.</p>	Ejay	
9. In Camera – Board & ED				
10. In Camera – Board Only				
10/11	In Camera Session	<p><u>MOTION:</u> THAT the in camera portion of the Board Meeting of the RTCC Board of Management commence. 10-0 Vote in favour;</p> <p><u>MOTION:</u> THAT the in camera portion of the Board Meeting of the RTCC Board of Management be adjourned. 10-0 Vote in favour;</p>	<p>M: Caleb S: James Carried</p> <p>M: Heather S: Caleb Carried</p>	

10/ 11 a.	ADJOURNMENT	<u>MOTION:</u> THAT the meeting be adjourned. 10-0 Vote in favour;	M: Heather S: Caleb Carried	
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