

**Ralph Thornton Community Centre Board of Management  
APPROVED Minutes of the Meeting of January 25, 2023**

**Present:**

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

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

**Guest:**

**Regrets:** Councillor Paula Fletcher;

	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. 10-0 Vote in favour;</b>	<b>M: Heather S:Lisa Carried</b>	

	Item	Discussion	Decision	Action / By
2b	<b>Minutes of Last Meeting</b>	<b><u>MOTION:</u> THAT the minutes from the November 23, 2022 Board Meeting of the RTCC Board of Management be approved. 10-0 Vote in favour;</b>	<b>M: Heather S: Lisa Carried</b>	
2c	<b>Business Arising</b>			
<b>3. CONSENT AGENDA MOTIONS / DECISIONS</b>				
3	<b>Approval of Consent Agenda</b>	<b><u>MOTION:</u> THAT the Consent Agenda be approved. 10-0 Vote in favour;</b>	<b>M: Maggi S: Caleb Carried</b>	
3a	<b>Executive Director</b>	John noted that the City of Toronto has made a change in the salary scale of management personnel at Toronto AOCCs. John will be away from January 29 <sup>th</sup> until March 16 <sup>th</sup> . He'll be returning to RTCC on March 17 <sup>th</sup> . In John's absence, Glenn will be the acting ED.		
3b	<b>Manager, Strategic Initiatives</b>  <b>Business Manager</b>	Colleen shared that a grant from the <u>Canadian Red Cross</u> for mental health and well-being has been approved, and will be used to support the Chinese Seniors programs. These monies will provide for one staff person, one day a week, for one year;  Glenn stated that a storage container for renovation supplies (doors and frames) had been delivered to RTCC today; the container takes up two parking spaces at the rear of the building;		

	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
3c	<b>Committee Reports</b>	<i>Board Development and Nominations:</i> a board skills inventory survey will be circulated after this meeting and members are ‘encouraged’ to fill it out promptly; RTCC is planning to host to an Open House on Saturday September 16 <sup>th</sup> , 2023; a gala is being planned for October 21 with the theme of, “Night at the Ritz Thornton”;		Martin
<b>4. STRATEGIC PLANNING UPDATE</b>				
4		Heather shared that interviews will take place with community partners, Peter Tabuns, M.P.P., Councillor Paul Fletcher, building partners, Colleen and Glenn; current board members, past board members and service users, i.e. parents of the ASP children, should have received surveys; external consultants have been selected for this process (Hongmei Cai will facilitate a meeting with RTCC’s Chinese-speaking service users);		Heather
4a	<b>Upcoming Meeting Date/Times</b>	<u>Tuesday March 7<sup>th</sup>, 2023</u> from 6:00p.m. until 9:00p.m. has been chosen as the date and time for a virtual consultation with the RTCC board; <u>Wednesday March 22<sup>nd</sup>, 2023</u> from 6:00p.m. until 9:00p.m. there will be an in-person staff and board meeting at RTCC with the external consultants; <u>Wednesday March 29<sup>th</sup>, 2023</u> from 7:00p.m. until 9:00p.m. RTCC’s monthly, virtual board meeting will take place;		

<b>5. Discussion: DEI Lens to Policy Review</b>				
5		James raised the idea of creating a DEI subcommittee or 'working group' within the O.P.& E. committee to examine policy through this lens; this may involve a re-review of code of conduct policies; Heather suggested that all committees look at the policies they need to review for the year through the DEI lens; Ejay flagged the suggestion of including the word "religion" in the TNC Relationship and Belonging Charter which RTCC adopted in late 2022;		James, Heather, Ejay, Sree;
<b>6. Discussion: Safety and Security Policy</b>				
6		<p>John stated that it is an ongoing challenge to keep the RTCC building safe and secure. While much of this challenge relates to the physical layout and multiple partners operating in RTCC, and ongoing funding and resource limitations, some of the challenges could be addressed with a more clearly defined and shared set of policies and procedures related to safety and security.</p> <p>Examples include having two staff persons on duty at all times (make this a policy) and to have at least one person with first aid training on duty at all times. The beginning of a comprehensive list of policies designed to make the building safe and secure is included in John's attached report to the board. Lisa offered her help with this task and enquired about who has the responsibility for all those in the building at any time? She also suggested bringing together the building's partners on this issue to discover how to keep one and all safe at all times. Heather pointed out that any plan needs to be implementable and sustainable.</p>		John C.

<b>7. Discussion: Proposed By-law Change BD&amp;N</b>			
7		<p>There are two proposed by-law changes.</p> <p>The first proposed by-law change is about changing the composition of the Nominations Committee from ‘no more than three’ persons to ‘a minimum of three persons’.</p> <p>The second proposed by-law change extends a board member’s term from two years to a maximum of three years.</p> <p>It was pointed out that at the next RTCC AGM nine board members are required to be elected. There was a suggestion that extending a board member’s term length may bring more stability to the board.</p>	Heather
<b>8. Discussion: Advocacy Policy</b>			
8		<p>Through the use of Google Jamboard technology, a brainstorm was conducted regarding who and how RTCC can support a cause/campaign. Issues such as the process for assessing support for a campaign, and the required information to approve and/or support a campaign were raised. What are consideration and restrictions in this regard? Sree suggested that RTCC’s advocacy be connected to its values and mission. The policy development was referred back to Executive Committee for further discussion.</p>	Heather/John

10 & 11. In Camera				
10/ 11	<b>In Camera Session</b>	<p><b><u>MOTION:</u> THAT the in camera portion of the Board Meeting of the RTCC Board of Management commence. 10-0 Vote in favour;</b></p> <p><b><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;</b></p>	<p><b>M: Caleb S: James Carried</b></p> <p><b>M: Heather S: Maggi Carried</b></p>	
10/ 11 a.	<b><i>ADJOURNMENT</i></b>	<p><b><u>MOTION:</u> THAT the meeting be adjourned. 10-0 Vote in favour;</b></p>	<p><b>M: Martin S: James Carried</b></p>	