

**Ralph Thornton Community Centre Board of Management
Approved Minutes of the Online Electronic Meeting of May 24, 2023**

Present:

Board: Ryan Acayan; John Bradford; Sree Nallamothu; Lisa Pottie; Maggi Redmonds; Heather Simpson; James Topham; and Ejay Tupe

Staff: John Campey; Glenn Gustafson; Lainey Little; and Ming Redmonds

Guest:

Regrets: Martin Bryan; Caleb Edwards; Councillor Paula Fletcher; and Colleen Gray

	Item	Discussion	Decision	Action / By
	PREMEETNG 6:45 pm Presentation of After School Program	<p>Lainey presented RTCC's Amazing Race and played a video (created by RTCC Staff, Mariah, with edits from Lainey); 2 teams competed in a combination of individual and team challenges; it occurred 2-3 times a week for 6 weeks; The focus was on sportsmanship so both teams won; awards were issued for sportsmanship and the highest point getters on each team; it concluded with a red carpet awards ceremony and goodie bags.</p> <p>The Board thanked Lainey for sharing; positive comments were made about the program; a suggestion for next year's event included - RTCC's Drag Race.</p>		
1. WELCOMES and UPDATES				
1a	Land Acknowledgement	<p>Maggi issued a land acknowledgement by reading excerpts from "A Treaty Guide for Torontonians by the Talking Treaties Collective"; themes included an obligation to ensure governments live up to their promises and to live respectfully with treaties.</p> <p>Heather thanked Maggi for her land acknowledgement; they also reminded everyone to declare any conflicts of interest.</p>		
1b	Declaration of Conflict of Interest	None;		

1c	Introduction of guests present	Staff, Board and guests briefly introduced themselves.		
2. Presentation of the Audit				
2a	Presentation of the Audit	<p>Glenn's Comments:</p> <ul style="list-style-type: none"> ● The City of Toronto is going to tender for the entire package of auditors; ● This is the final year Samatha and Welch will be with us. <p>Samantha's Comments:</p> <ul style="list-style-type: none"> ● The 2022 audit is substantially complete; ● There's nothing to draw your attention; ● Notes and financials are substantially the same as in previous years; ● A management letter with improvement points concerning processes was included; ● Added, for information only, were accounts payable and liabilities; ● Everything else is consistent with previous years. <p>Mark's Comments:</p> <ul style="list-style-type: none"> ● User fees are way higher than in 2021; ● The ASP was robust this year and was principally responsible for the year's program surplus of 46,000; ● Everything else is pretty consistent with expectations; ● Admin deficit goes back to the City for us - \$27,500 for 2022. <p>Samantha confirmed that the auditors received full cooperation from the management team and that</p>		

		there were no concerns; Heather then thanked the auditors for joining the meeting.		
2b	Motion: That the board accepts the results of the 2022 Audit	Motion: THAT the Board accepts the results of the 2022 Audit.	M: Maggi S: Ryan Carried	
3. Business Arising				
3a	Approval of Agenda - Motion	Motion: THAT the meeting agenda be approved as presented.	M: Ejay S: Ryan Carried	
3b	Minutes of Last Meeting - Motion	Motion: THAT the minutes from the April 24, 2023 RTCC Board of Management meeting be approved. Maggi offered slight edits.	M: Maggi S: John B Carried	Lisa to adjust heading on minutes of last meeting to reflect "Minutes", not "Agenda".
3c	Business Arising i. Conflict of Interest/Code of Conduct	None;		
4. Consent Agenda				
4a	ED Report	See "Executive Director's Report" Attached. John noted the following:		

		<ul style="list-style-type: none"> • Lots of time has gone into the strategic plan to get it to where it is tonight; • RTCC is getting staff trained for safety and security and working with staff to optimise the security of the building; • Ming Redmonds, a part-time receptionist, is also now our part-time fundraising and communications coordinator. 		
4b	<p>Staff Reports</p> <p>i) Business Manager</p> <p>ii) Manager, Strategic Initiatives</p>	<p>i) See “Business Manager’s Report” attached. Glenn noted the following:</p> <ul style="list-style-type: none"> • The renovations are ongoing; The City has descoped the basement work from the original contractor and given it to a different firm due to various frustrations and delays; A walkthrough with the new firm’s engineer occurred; It was determined: • We have microfractures of runoff on the 3rd floor; • Roof runoff goes down pipes in the building before hitting the sewer line, draining into the sewer system; • Engineers are going to divert this so it flows into the storm drains. <p>ii) See “Report to the Board” attached. Colleen was not present; Maggi offered slight edits.</p>		<p>Lisa to change wording of anti-asian forum to “anti-asian discrimination” forum in “Report to the Board”.</p>
4c	<p>Committee Reports</p> <p>i. Motion to amend the following:</p> <p>Contribution to RTCC Governance</p>	<p>FMMC Committee:</p> <ul style="list-style-type: none"> • A brief discussion occurred regarding rewording the diversity of opinions clause. Maggi will provide 	<p>M: Maggi S: Ejay Carried.</p>	

<p>and Operations – To recognize individuals who have contributed to the governance and operation of the Ralph Thornton Community Centre.</p> <p>Criteria for the RTCC Governance Award include:</p> <ul style="list-style-type: none"> --Past participation on the RTCC Board of Management, Board Committee, Working Group, or as RTCC staff. --Demonstrated commitment and outstanding contribution to the governance or operations of the Centre above and beyond normal duties. --Length of service with the Ralph Thornton Community Centre. --Demonstrated active promotion and support of the RTCC 	<p>suggestions re: rewording the diversity of opinions clause anon.</p> <p><u>Motion:</u> THAT the Contribution to RTCC Governance and Operations award criteria be amended to include past participation of RTCC staff.</p> <p>The donation, sponsorship and advocacy policies were tabled without a motion.</p>		
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	values and the mission of the organisation.			
5. Treasurer's Report				
5	Thank Auditors - Motion	<p>On May 22, Mark, Glenn and the committee went over the audit; They were satisfied; We're on track and on budget.</p> <p><u>Motion:</u> THAT the auditors be thanked for their work with RTCC over the last 6 years.</p>	M: Ryan S: Sree Carried	
6	Strategic Planning Approve Strategic Plan - Motion	<p>John shared the newest version of the strategic plan, highlighting the change made - the addition of a 3-year breakdown of a board work plan; A 3-year plan was decided upon given the transition of leadership in place to maintain the existing activities of the Centre and create a platform for the new ED to move things forward; John worked closely with Heather to identify specific activities or measurements for each of the 18 priorities; John explained that there are no bold new directions in the breakdown as it's intended to be a broad directional piece.</p> <p>The next steps include: Taking the strategic plan to the AGM for information; Asking the Board for approval of the strategic plan for the AGM; The consultants preparing a final 'presentation' version of the Strategic Plan for presentation at the AGM.</p>	M: Ejay S: James 8-0 vote in favour of Strategic Plan. Carried	John will fix the typo on line 14 to read as "Improve and Diversify our Resource Base."

		<p>A Q&A session occurred which largely focused on measuring success, resource distribution and funding. The following was determined: Staff will use the strategic plan to create the operational work plans which is reported to the board quarterly; Resourcing is part of the planning process; Fundraising efforts will be increased with a goal of increasing fundraising revenue by 50%.</p> <p>John thanked everyone for their active participation and continued work on this strategic plan to create a document that reflects a strong consensus across the Board, staff and partners.</p> <p><u>Motion:</u> THAT the Strategic Plan presented at the board meeting be approved.</p>		
7	<p>General Community Updates/News</p>	<p>Ejay:</p> <ul style="list-style-type: none"> ● If you know anyone who needs food, put them in contact with me for the food bank. <p>Sree:</p> <ul style="list-style-type: none"> ● TNC's "Building a Policy Workshop" is happening on Tuesday, May 30th from 1:30 - 3:30 PM in the RTCC Auditorium; It focuses on building people's capacity to develop policies and advocate around policies that might be of interest; It is open to community members. ● TNC's organising a pride contingent among all centres; TNC has paid the fees and taken care of the permits; Please join us in the march or at our booth. <p>John:</p>		<p>Ejay will respond to Lisa re: the potential of offering pet food at the food bank.</p> <p>Sree will send out Pride info re: contingent and booth.</p> <p>Ruby will email John info to include in RTCC's update.</p>

		<ul style="list-style-type: none"> ● We're back to being able to host big community and market events - the Caribbean board games event had over 150 attendees. <p>Hailee:</p> <ul style="list-style-type: none"> ● Fontbonne Ministries' Volunteer Appreciation Lunch was held at RTCC. <p>Ruby:</p> <ul style="list-style-type: none"> ● On Wednesday, May 31 from 6:30-8 PM in the RTCC Auditorium, we're hosting a community meeting for residents re: developments that build our communities; It's open to residents who work, play and eat in Riverside. <p>The Board thanked guests for attending tonight.</p>		
8	In Camera – Board & ED	<u>Motion:</u> THAT the Board go into camera.	M: Heather S: Lisa Carried	
9	Discussion of board candidate nomination process	<u>Motion:</u> THAT the board come out of in camera	M: Heather S: Lisa Carried	
10	In Camera – Board only	<u>Motion:</u> THAT the board return to in camera	M: Heather S: Lisa Carried	
11.	Motion to Adjourn	<u>Motion:</u> THAT the board adjourn.	M: Heather S: Lisa Carried	