

**Ralph Thornton Community Centre Board of Management  
APPROVED Minutes of the April 26, 2023**

**Present:**

**Board:** Ryan Acayan; John Bradford; Martin Bryant; Caleb Edwards; Sree Nallamothu; Maggi Redmonds; Heather Simpson; Ejay Tupe;

**Staff:** John Campey; Colleen Gray; Ming Redmonds (note -taker);

**Guest:** Kelly Davies; Kiran Chaudhry; Randy Warrington; Steve Tinkle;

**Regrets:** Councillor Paula Fletcher; Glenn Gustafson; James Topham; Lisa Pottie;

	Item	Discussion	Decision	Action/By
<b>1. Welcomes and Updates</b>				
1a	Land Acknowledgement	Caleb read the linked 519 land acknowledgement, noting RTCC should consider creating a commitment - ( <a href="https://www.the519.org/land-acknowledgement/">https://www.the519.org/land-acknowledgement/</a> ).		Maggi volunteered to lead the land acknowledgement at the next meeting.
1b	Declaration of Conflict of Interest	None;		
1c	Updates	<ul style="list-style-type: none"> <li>• John has tendered his resignation/retirement as of Jan. 2024 and the hiring process to replace him has started</li> <li>• There is a longer period of time in camera for the board for which the ED will not be invited.</li> </ul>		Heather
<b>2. Business Arising</b>				
2a	Approval of Agenda - <b>Motion</b>	<b><u>Motion:</u></b> <b>THAT the agenda be approved as presented.</b>	<b>M:Caleb</b> <b>S: Ryan</b> <b>Carried</b>	
2b	Minutes of Last Meeting - <b>Motion</b>	<b><u>Motion:</u></b> <b>THAT the minutes from the March 29, 2023 RTCC Board of Management meeting be approved.</b>	<b>M:Maggi</b> <b>S: Sree</b> <b>Carried</b>	
2c	Business Arising i. Conflict of Interest / Code of Conduct	None;		
<b>3. Consent Agenda Motions/Decisions</b>				

3a	ED Report	<p>Report Attached;</p> <ul style="list-style-type: none"> <li>● Renovations have created challenges accessing space which may affect summer camp programming;</li> <li>● Wenlin Huang has left RTCC and the vacancy will be filled by current part time and relief staff;</li> <li>● Fundraising and communications needs have been flagged as pressing issues in strategic planning (see action item);</li> <li>● Community Volunteer Award Nomination applications are due Sunday, April 30th.</li> </ul>		John will create a part time fundraising and communication coordinating position.
3b	Staff Reports			
3bi	3bi) Business Manager	i) Report attached;		Glenn will look at ASP surplus from Jan-June to apply to Camp.
3bii	3bii) Manager, Strategic Initiatives	<p>ii) Report attached;</p> <ul style="list-style-type: none"> <li>● City of Toronto Children’s Services grant requires board of Management approval of summer camp information;</li> <li>● Canada Summer Jobs funding was approved for 8 positions on Friday, April 21;</li> <li>● Agencies across the board are experiencing reduced funding;</li> <li>● Additional applications for funding have been submitted (ex. provincial subsidies for 4 positions; Riverdale Share for camp) and further advocacy will occur (ex. discussions with Eastview, Applegrove, and our local MP)</li> </ul>		Colleen
3c	Committee Reports			

3ci)	i) Finance	i) Report attached;		Caleb will send Finance Committee members an email regarding the audit.
3cii)	ii) Executive	ii) Report attached;  <ul style="list-style-type: none"> <li>An amendment to the “Executive Committee” report for discussion item “staffing” is required;</li> </ul>		“Can Xu” must be replaced with “Wenlin”.
3ciii)	iii) Fundraising, Marketing, Membership	iii) Report attached;  A discussion around the AGM Rummage sale occurred. It was suggested: <ul style="list-style-type: none"> <li>small items and plants cost a nominal amount;</li> <li>clothing will not be sold;</li> <li>bags should be provided</li> </ul>		Martin requested board members bring small items and plants to the AGM rummage sale.
3civ)	iv)OP&E	iv) Report attached;  To expand accessibility of complaint reports, 2 recommendations were suggested: <ol style="list-style-type: none"> <li>To let people write in their preferred language.</li> <li>To implement pictograms in the complaint process.</li> </ol>		Ejay
3cv)	v) BD&N	v) Report attached;  <ul style="list-style-type: none"> <li>We have 8 board positions and 14 applications;</li> <li>The August ½ day planning session is not necessarily in place of the board meeting - This will be fixed;</li> </ul>		Heather
3cvi)	vi) Succession Planning	vi) Report attached;  <ul style="list-style-type: none"> <li>Job description shared for city review by April 28th; however, no response received.</li> </ul>		Heather

3cvii)	<b>Motion to approve the following policies previously tabled at March 2023 meeting of the Board:</b> <ul style="list-style-type: none"> <li>• Board meeting policies and procedures</li> <li>• Consent Agenda</li> <li>• Risk Management</li> </ul>	vii) <u>Motion:</u> <b>THAT the policies previously tabled at the March 2023 meeting of the Board (Board meeting Policies and Procedures, Consent Agenda, and Risk Management) be approved.</b>	vii) <b>M:Caleb  S:John  Carried</b>	
3cviii )	<b>Motion to approve the summer camp program for 2023 (as per program manager report)</b>	viii) <u>Motion:</u> <b>THAT the summer camp program for 2023 be approved.</b>	viii) <b>M:Caleb  S:John  Carried</b>	
<b>4. Treasurer's Report</b>				
4		None; Audit is underway, Q1 results and Year End will be presented at May board meeting.		
<b>5. Succession Planning</b>				
5		The board discussed where to post and circulate the ED job description as well as potential leads on candidates. The following was determined: <ul style="list-style-type: none"> <li>• It will be posted on Charity Village &amp; RTCC's website.</li> </ul>		Board member's personal lists: Caleb - former law group; Heather - canva

		<ul style="list-style-type: none"> <li>It will be circulated through AOCCs, TNC (Ex. TNC's BIPOC group) and board members' personal lists.</li> </ul>		<p>instagram graphic for SETSI (Social Economy Through Social Inclusion);  John - Greenwood local community board;  Ryan - CSAE - Canadian Society for Association Executives;  Sree - Black HR Professionals Connecting Networks &amp; Ontario Not For Profit Network.</p>
<b>6. Strategic Planning</b>				
6		<p>John shared printed copies of the Strategic Plan Framework which identified 2 pillars of focus, 3 main objectives, and multiple priorities for the next 3 years. John asked the board the following questions and recorded their answers.</p> <p>Q1 - What is your number 1 priority?  Q2 - What's personally most interesting/exciting to you?  Q3 - What is the "least" important priority?  Q4 - What are your 2nd and 3rd top priorities?</p>		<p>Board feedback will be incorporated into a refined strategic plan which John will present at the next meeting.</p>
<b>7. General Community Updates/News</b>				
7		<p>Ejay will send out an email regarding the food bank; 20 appointments are now available for families in need.</p>		
<b>8. In Camera – Board &amp; ED</b>				
8		<p><b><u>MOTION:</u> THAT the in camera portion of the Board Meeting of the RTCC Board of Management commence.</b></p>	<p><b>M: Ejay S: Caleb</b></p>	

		8-0 Vote in favour;	Carried	
<b>9. In Camera – Board only</b>				
<b>9</b>		<b><u>MOTION:</u> THAT the in camera portion of the Board Meeting of the RTCC Board of Management be adjourned. 8-0 Vote in favour;</b>	<b>M: Ejay S: Caleb Carried</b>	
<b>10. Adjournment</b>				
		<b><u>MOTION:</u> THAT the meeting be adjourned. 8-0 Vote in favour;</b>	<b>M: Ejay S: Caleb Carried</b>	