

**Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Meeting of August 23, 2023**

Present:

Board: Martin Bryan; Hongmei Cai; Kelly Davies; Ruby Kaliray; Hailee Morrison; McKell Neilson; Lisa Pottie; Maggi Redmonds; Heather Simpson; James Topham; Ejay Tupe; Lindsay Williams;

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

Guest:

Regrets: Councillor Paula Fletcher;

Item	Discussion	Decision	Action/By
1. Welcomes And Updates			
1a	Land Acknowledgement	Meeting Called to order at 7:08 PM. Heather issued a land acknowledgment, drawing from personal childhood experiences that touched upon the land stewardship of indigenous peoples and the expropriation of unceded territories to build the Trent Canal system.	McKell to issue the next land acknowledgment.
1b	Declaration of Conflict(s) of Interest	None;	
1c	Updates	None;	
2. Business Arising			
2a	Approval of Agenda - Motion	MOTION: THAT the meeting agenda be approved as presented. 12-0 Vote in favour (all in favour);	M: James S: Martin Carried
2b	Minutes of Last Meeting - MOTION <u>i) May Board meeting minutes</u> <u>ii) June: Post AGM Board meeting</u>	i) MOTION: THAT the minutes from the May 24 , 2023 Board Meeting of the RTCC Board of Management be approved. All in favour; ii) MOTION: THAT the minutes from the June 14, 2023 Board meeting be approved. All in favour;	i) M: James S: Lindsay Carried ii) M: Lisa S: Ejay Carried

2c	Business Arising	None;		
3. Consent Agenda Motions / Decisions				
3a	Staff Reports i. <u>Program Update</u>	i) Colleen highlighted the success and integration of the three summer programs: RAC Camp, Summer Mentor Camp, and the LIT Program. She emphasised how supportive the summer program staff have been for each other and for the kids, in addition to the organisation's help in facilitating this.		
3b	ED Report i. <u>Executive Director Report</u> ii. <u>Quarterly organisational workplan update</u> iii. <u>Comprehensive Safety and Security Policies and procedures</u>	<p>i) John acknowledged and thanked Colleen for her exceptional handling of a challenging situation in supporting camp counsellors and staff, who exhibited an overall commendable performance.</p> <p>ii) John provided an update on the progress of the organisational work plan; He highlighted that blank areas indicate pending or unattainable tasks, discussed renovation issues, and emphasised the need for budgeting details from the city; He mentioned that the quarterly organisational work plan is not board-approved but rather serves to observe operational aspects; He also stated that RTCC's main programs are running smoothly, and they are on track to achieve their anticipated goals; Kelly inquired about priorities and John explained that the 'priority' column is sometimes used in planning to determine prioritisation.</p> <p>iii) John presented a framework for a comprehensive safety and security policy and procedures document to the board for feedback. The discussion encompassed missing policies and procedures, needed reclassification, or required clarification.</p> <p>Ruby identified missing areas such as Disaster Recovery (DR) and Business Continuity Planning (BCP) and Lisa suggested looking into the city's policies; Martin raised the need to discuss substance use policies and the associated terminology, including the placement of the naloxone policy. Lisa clarified that the board reviews policies, different committees have distinct responsibilities for</p>		Board Members with work plan questions will email or call John.

		<p>their creation and that policies can originate from staff or the board; John underscored the significance of formulating positive and encouraging policies, rather than punitive ones; Maggi highlighted the importance of ensuring the policies are practical and tailored to the organisation's needs.</p> <p>Glenn provided an update on the renovations, noting that basement work is scheduled to commence in mid-October, following a delay caused by unexpected findings; The basement project entails a complete excavation and demolition of the CPC washroom, with an estimated 3-4 months of work from initiation to final handoff; Glenn mentioned that the painting process has been progressing slowly and highlighted ongoing issues with data lines for network connectivity; He also confirmed that the kitchen work is on track, with the start date set for this Saturday.</p>		
3c	<p>Committee Reports</p> <p>i. Executive / Personnel</p> <ul style="list-style-type: none"> ● Committee Report ● MOTION: table ED Performance Review and Recording of Meetings policy <p>iii. Organisational Planning and Evaluation Committee - no report</p> <p>iv. Board Development and</p>	<p>i) Committee Report:</p> <p>Heather indicated the ED Performance Review and Recording of Meetings policy being tabled for 1 month; She cautioned it may take longer if there's a need to examine things from a DEI perspective, stating opportunities to address issues with the executive committee exist (during the meeting or afterward).</p> <p>Ejay pointed out that a component of the recording policy involved the utilisation of AI-generated notes -they were implemented in the current meeting and scheduled for deletion upon receipt of the meeting notes agenda.</p> <p>MOTION: THAT the ED Performance Review and Recording of Meetings policy be tabled. All in favour.</p> <p>iii) No report;</p> <p>iv) No report;</p>	<p>i) M: Kelly S: Martin Carried</p> <p>viii) M: Martin S: Lisa Carried</p> <p>ix) M: Lisa S: Martin Carried</p>	<p>Heather will update the event invite start time to 12:45 PM.</p> <p>John will set up childcare coverage for Sunday September 10th if provided advanced notice.</p> <p>Maggi and Heather will send out a</p>

	<p>Nominations - no report</p> <p>v. Retreat planning working group - no report</p> <p>vi. Fundraising, Marketing and Membership Committee - no report</p> <p>viii. MOTION: Approve Fundraising Policy</p> <p>ix. MOTION: Approve Consent Agenda</p>	<p>v) Planned by Maggi and Heather, a half-day session will take place at RTCC on Sunday, September 10th, starting promptly at 1:00 PM and concluding at 5:00 PM. The main focus of the meeting will be on introductions, work planning, and transition planning. Heather highlighted the emphasis on work planning during the fall and early winter, with the board planning from September to June and RTCC's plans spanning from June to December. She expressed her intention to achieve alignment between the board's work plan and the organisational work plan, encompassing the period from January to December.</p> <p>vi) No report;</p> <p>viii) MOTION: THAT the RTCC fundraising policy be approved. All in favour;</p> <p>ix) MOTION: THAT the Consent Agenda be approved. All in favour;</p>		<p>package for the Retreat Planning Working Group.</p> <p>All attendees are to review the package in advance of the meeting.</p>
<p>4. Finance Committee</p>				
4a	<p>Treasurer's Report - Q2 Financials</p> <p>i. Update</p> <p>ii. 6 month with forecast</p> <p>iii. MOTION: Receive Q2 Financials</p> <p>iv) Addendum to Treasurer's Report.</p>	<p>i & ii) Lisa informed the board that RTCC is performing well in terms of budgeting and that any variances mentioned in Glenn's report are primarily due to timing; During Glenn's absence, John and Lisa also conducted a thorough review, and everything appeared to be in good order.</p> <p>iii) MOTION: THAT the Q2 financials be received. All in favour.</p> <p>iv) The City of Toronto issued an RFP to 59 firms, receiving responses from two and qualifying one—Grant Thornton; Audit fees have increased across the board; Agency audit fees are expected to rise from \$7,000-\$11,000 to \$22,000-\$29,000</p>	<p>iii) M: Lisa S: Ruby Carried</p>	<p>Lisa will append the write up and send it as an addendum to the board meeting notes.</p>

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		cost is the city's responsibility); There is a possibility that City of Toronto legislation will implement a more cost-effective review mechanism, though it involves a longer-term process requiring provincial approval; Instead of conducting full audits for small organisations like Ralph Thornton, the approach might shift towards reviews.		
5. General Community Updates/News				
5a	General Community Updates and News	Maggi provided updates on construction noise, while McKell discussed the impact of construction on the community; Lisa suggested utilising Paula Fletcher's newsletter as a resource for transportation updates.		
6. Succession Planning (brief discussion re. next steps with posting, etc.)				
6a	i) Succession Planning Update ii) Succession Planning Discussion iii) MOTION: To Adjourn.	i) James provided a brief update on succession planning: three qualified candidates have been selected from the initial interviews. ii) The board has not yet defined the priority personal characteristics for the next Executive Director (ED); A discussion ensued about the qualities they would and would not want to see in RTCC's next ED. The discussed desired qualities included technical expertise, financial management skills, diversity, representation, non-profit experience, community support, collaboration, project management, versatility, integrity, reliability, honesty, empathy, inclusivity, humility, and active listening; emphasis was also placed on the role of the ED in branding and representation. The board expressed concerns about undesirable qualities such as micromanagement and conflict avoidance, underscoring the importance of a candidate driven by more than just the job title.	iii) M: McKell S: James Carried	

		<p>John stressed the need to capture discussed qualities and the importance of an agent of change; He cautioned against changes without understanding staff dynamics, citing past challenges; He also emphasised the ED's role as a partnership builder, motivator, and community commitment holder, with integrity, confidence, trust, and valuing the organisation being crucial values.</p> <p>iii) MOTION: THAT the meeting be adjourned at 8:20 PM.</p> <p>All in favour.</p>		
7. In Camera – Board & ED				
8. In Camera – Board only				