

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

**Present:**

**Board:** Maggi Redmonds; Ejay Tupe; Heather Simpson; Kelly Davies; Martin Bryan; Lisa Pottie; Lindsay Williams; Ruby Kaliray

**Staff:** John Campey; Colleen Gray; Rose Scher

**Guest:**

**Regrets:** Councillor Paula Fletcher; Hongmei Cai; McKell Neilson; James Topham

	Item	Discussion	Decision	Action / By
<b>1. WELCOMES and UPDATES</b>				
1a	<b>Land Acknowledgement</b>	Martin Bryan led the land acknowledge Ejay will lead the land acknowledge for the November meeting		
1b	<b>Declaration of Conflict(s) of Interest</b>	None; Question was raised regarding the recording of the meeting; Rose asked for the recording to enhance the meeting minutes. Recording was initiated. There had been no recording of the September Board meeting.		
1c	<b>Updates &amp; Business Arising</b>	Report from FM&O committee; report from BD&N committee		
<b>2. CONSENT AGENDA</b>				
2	<b>Consent Agenda</b>	<b><u>MOTION:</u></b> <b>THAT the meeting agenda be approved with the addition of reports from FM&amp;O and BD&amp;N.</b>	<b>M: Lisa</b> <b>S: Martin</b> <b>Carried</b>	

	<b>Item</b>	<b>Discussion</b>	<b>Decision</b>	<b>Action / By</b>
2a	<b>Executive Director</b>	<p>See report attached.</p> <p>John added that there was a magic show he attended in the Riverdale auditorium that afternoon as part of the Halloween festivities in the building. He talked about how nice it was to see the building busy again;</p> <p>He also reminded everyone about the Jim Houston Community Room dedication on November 22, and to please RSVP;</p> <p>John also mentioned we hosted the Fran Endicott Social Justice Thinktank event at RTCC. RTCC is in possession of Fran's (and then Pam McConnell's) chair from their forty (40) years in politics;</p> <p>Maggi enquired about donation to the marathon runners and John informed her the closing date is November 13, 2023 and was going to send the link out again</p> <p>John had tabled the quarterly Operational Report. The Aboriginal Relationship audit is on hold until we receive suggested next steps, expected from the consultant in November. John expressed that he would like to see this particular initiative move forward before his departure.</p>		
2b	<b>Staff Reports</b>  <b>Manager, Strategic Initiatives</b>  <b>Business Manager</b>	<p>See report attached; nothing to add.</p> <p>See report attached; brief report about the trenching work in the basement – it is progressing at a good pace.</p>		
2c	<b>Committee Reports</b>	Report from Executive and Personnel committees will be provided later in the meeting;		

	Item	Discussion	Decision	Action / By
		<p>Hiring Committee – reported that they will not be able to finish the hiring process for a new ED by the end of the year;</p> <p>Maggie had some tweaks to the Advocacy Policy and asked who to send them to. She is forwarding them to both John and Heather; she also asked for clarification on the difference between “endorsing” and “supporting” as stated in the report.</p> <p><b>MOTION: Approval of the minutes of the last meeting</b></p> <p><b>MOTION: Approval of the Advocacy Policy with Maggi’s suggested edits</b></p> <p><b>MOTION: Accept the Committee reports</b></p>	<p><b>Move: Maggie</b>  <b>Second: Martin</b>  <b>Carried</b></p>	

**3. FINANCE COMMITTEE**

3a		<p>Finance Committee did not meet; budget was tabled at the last meeting; RTCC budget has been submitted to the City for approval; next meeting will have next quarter report.</p> <p><b>MOTION: Approve submission of RTCC budget to the City</b></p>	<p><b>Move: Lisa</b>  <b>Second: Ejay</b>  <b>Carried</b></p>	
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**4. HOW WE WORK**

4	<b>Discussion</b>	<p>Suggestion was put forward that RTCC staff help support the Board by gathering reports, etc., prepare email/contact to Board – this is under discussion by Executive and staff.</p> <p>Board/Management members asked to flag items that need to be added to meeting agenda at least two (2) weeks in advance;</p>		
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		<p>Lisa discussed use of templates for Committee reports and how to use them;</p> <p>Heather passed on that the Board Zoom account can also be used for Committee meetings; she also mentioned that McKell was to report on Dropbox but will report at next meeting.</p> <p>There was further discussion on how staff can further support the Board.</p>		
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**5. HIRING/TRANSITION PLAN (SEE COMMITTEE REPORTS)**

5	<b>Discussion</b>	<p>Heather reported the job posting will be out in the next two weeks, will be posted for a month; screening and interviews will be done early January 2024; ED should be hired by February 2024.</p> <p>Discussion about interim ED by Executive. The Staff suggestion is that Colleen Gray will fill the role for a defined time period; her position and others as a result of this will be backfilled to support this move.</p> <p>It was posed to the Board if they are comfortable with this plan of action, with concurrence in principle. Full discussion will be had at next Board meeting.</p> <p>Heather spoke to the challenges during the process and brought to the attention of the Board that RTCC is not the only organization to have a failed hiring process;</p> <p>Board members had several suggestions for the hiring process which included providing a timeline of when candidates would hear back after applying; using social media; clarifying the skill sets required; use of city resources, eg. questions/scoring</p> <p>Ejay discussed the risk management aspect of the second attempt to hire an ED; discussion was tabled for next meeting;</p>		
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		<p>There was further discussion about making the job more attractive re: salary, benefits, probation period, signing bonus, posting internally versus externally. John explained the difference in salaries of AOCC staff versus City staff; suggested approaching the City re barriers in hiring new ED related to benefits in particular.</p> <p><b>John has offered to pursue this with the City.</b></p>		
<b>6. WHAT SKILLS DO WE NEED TO PRIORITIZE IN A NEW ED</b>				
6	<b>Discussion</b>	<p>Ejay provided the Board with a survey to help prioritize what is important in the ED role; Board was asked to complete the survey; results were displayed for discussion;</p> <p>Whiteboard exercise: Straw, stick, brick was done; Ejay recorded the results and there was a discussion of what the exercise determined.</p>		
<b>7. GENERAL COMMUNITY UPDATES/NEWS</b>				
7		<p>John had advised the Board of the passing of Jenny Lowell, a former RTCC Business Manager and long-time stalwart of the RTCC community</p> <p><b>MOTION: RTCC send an expression of condolence to the family of Jenny Lowell</b></p>	<p><b>Move: Heather</b> <b>Second: Maggi</b> <b>Carried</b></p>	
<b>8. IN CAMERA – BOARD &amp; ED</b>				
8	<b>In Camera Session</b>			

**9. IN CAMERA – BOARD ONLY**

9

**In Camera  
Session**

**10. ADJOURNMENT**

10

**ADJOURNMENT**

**MOTION: THAT the meeting be adjourned.**

**M:  
S:  
Carried**