

Ralph Thornton Community Centre Board of Management
APPROVED Minutes of the Meeting of Wednesday, September 27, 2023

Present:

Board: Martin Bryan, Kelly Davies, Ruby Kaliray, McKell Neilson, Lisa Pottie, Maggi Redmonds, James Topham & Ejay Tupe.

Staff: John Campey, Glenn Gustafson, Colleen Grey & Ming Redmonds.

Guests: None.

Regrets: Hongmei Cai, Councillor Paula Fletcher, Heather Simpson & Lindsay Williams.

Item	Discussion	Decision	Action/By
1. WELCOMES AND UPDATES			
1a	<p>Land Acknowledgement</p> <p>McKell gave the land acknowledgement.</p> <p>John noted the following: Saturday, September 30th is Truth and Reconciliation Day. Two years ago, AOCCs offered indigenous organizations use of space in any of our buildings - this agreement has been renewed.</p> <p>RTCC is continuing its work on the aboriginal relationship audit with Toronto Neighbourhood Centres.</p> <p>The building will be wrapped in orange as a visible commitment and reminder that this is taking place.</p>		<p>Martin volunteered to issue the next land acknowledgement.</p>
1b	<p>Declaration of Conflict(s) of Interest</p> <p>None</p>		
1c	<p>Regrets & resignation</p> <p>Regrets from Heather, Hongmei, and Lindsay who are all traveling.</p> <p>Regrets from Hailey who has resigned. Maggi thanked her for her contributions to RTCC and noted that the board will need to consider filling the vacancy.</p>		

Item	Discussion	Decision	Action/By
2. POLICY REVIEW AND PROPOSED REVISED AGENDA			
2a	Policy Review & Proposed Revised Agenda Maggi reviewed the RTCC Consent Agenda Policy and revised the agenda accordingly. She noted that financial matters should not be included in the consent agenda and the correct procedure which can be reviewed in the policy.		
2b	Motion: To approve the revised consent agenda. All in favour;	M: Lisa S: James Carried.	

3. CONSENT AGENDA			
3a	Minutes of August 23, 2023 Meeting Minutes approved as part of the consent agenda.		
Item	Discussion	Decision	Action/By
3b	ED Report John informed the board that we received a donation of \$1,700 at the AGM which will be acknowledged appropriately. Motion: To move a vote of thanks to the donor. John reminded the board that the TCS Toronto Waterfront Marathon will be occurring soon and we're looking to increase donations. John has organized for a reception/unveiling of the Jim Houston room immediately before the November 22nd board meeting. Manna Wong, a long-time worker in this area and now school trustee in Scarborough, has been asked to provide a brief educational piece on the local Chinese community at that Board meeting.	M: Lisa S: Maggi Carried	John will send out a doodle poll for the policy group meeting.

Item		Discussion	Decision	Action/By
3c	Program Report	<p>Colleen had nothing to add to the report but welcomed comments and questions.</p> <p>Martin commented that the University of Windsor often has difficulty finding student placements and suggested them as a resource. These placements are usually in person.</p>		Martin will send Colleen University of Windsor student placement information.
3d	Business Manager Report (non-financial)	Glenn informed the board that the grant application for the kitchen was unsuccessful.		
3e	Committee Reports BD&N Executive	<p>Maggi flagged that presenting a slate of Board nominees at the AGM would require a change in the constitution which states we should be looking for more candidates than positions.</p> <p>When Maggi and Heather reviewed the agenda, they agreed all committees should have a date set for a meeting. Heather also suggested that committee work plans be submitted for</p>		
3f	Recording of Board and Committee Meetings Policy	Policy passed as part of the consent agenda.		
3g	ED Performance Review Policy and Procedures	Policy passed as part of the consent agenda.		
3h	Motion to approve all Consent agenda items	Motion: To approve all items on the consent agenda. All in favour;	M: James S: Martin Carried Unanimously	

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4. FINANCE REPORTS			
4a	<p>Eighth Month Report</p> <p>Lisa reported that RTCC is on track and that the program budget is at budget. She also reported that the Global budget/operational budget is coming up and there is an opportunity to shift things around - the bottom line won't change but reallocations will occur all around.</p> <p>Maggi requested funds be allocated for board development. Lisa informed her there's a work plan for when things should happen.</p> <p>Glenn noted the following:</p> <p>There's a deficit for sundry (ex. a deposit from the kitchen for which the balance was paid this month).</p> <p>The board previously approved the kitchen to be funded out of last year's surplus which shows up as a deficit - but we do have the funds.</p> <p>Once the renovations are complete, room rental income will help cover costs.</p> <p>The city budget will come to the board for approval in October and is being tabled at this meeting.</p> <p>Audit fees will increase along with IT.</p> <p>The City has appointed a new auditor (Grant Thornton) and will cover the increased fees.</p> <p>There's a small bump of \$1,000 for the city's EAP (Employee Assistance Program) which has been contracted out to Telus Health. The cost to us will be \$1,100 a year, is included in our core budget, and is required under the collective agreement.</p> <p>The other costs are inflationary on the utilities.</p>		Lisa will provide Maggi with more work plan specifics.

Item	Discussion	Decision	Action/By
5. EXECUTIVE ELECTION RESULTS			
5a	<p>Executive Election Results</p> <p>Kelly presented the executive election results: President - Heather VP - McKell Secretary- Martin Treasurer - Lisa</p> <p>A thank you was issued to everybody who considered running and Maggi thanked Kelly for her excellent work on this.</p>		Martin agreed to take notes for the in camera.
5b	<p>Motion to appoint 2023-24 Executive</p> <p>Motion: To approve the appointed 2023-2024 executive. All in favour;</p>	<p>M: Ruby S: James Carried</p>	

Item	Discussion	Decision	Action/By
6. SUCCESSION PLANNING			
6a	<p>Update</p> <p>James informed the board that the committee working to recommend replacement for John was unsuccessful. The board will restart the process, reposting the job and conducting new interviews.</p> <p>This may affect John's plans. He's willing to do what he can to facilitate a transition, recognizing it might be unlikely someone gets hired before January.</p> <p>Heather will conduct a round of interviews with all those who were involved in the process and will make recommendations to the next hiring committee.</p>		

Item	Discussion	Decision	Action/By
6a	<p>A brief discussion occurred surrounding why some candidates who were on the shortlist withdrew from the process. The following was determined:</p> <p>The candidates were happy with the process. Other available employment opportunities were more attractive. To address this, the working group recommended a screening interview/phone call as a preliminary filter in the process.</p> <p>Maggi thanked everyone for all their work.</p>		
6b	<p>Hiring Panel Selection</p> <p>The composition of the hiring committee will be decided tonight. Heather sent out a survey to determine people's skills for a hiring committee. Completing it was not a requirement for participating. Hailey, Heather, and Hongmei filled it out. Maggi confirmed that Hailey indicated she is willing to serve on this hiring committee as an outside member if the Board wishes.</p> <p>After some discussion, the following hiring panel was proposed:</p> <ul style="list-style-type: none"> • 3 board members (Ejay, Hongmei, and Heather) • 2 staff (to be decided by staff, likely Glenn, representing management and as our HR person & Lainey president of union local) • 1 external person to be solicited by the hiring committee (Hailey and Susanne Berkhart, ED at Applegrove, were suggested). <p>Additional Notes: The panel is to remain consistent over both interviews. Glenn suggested a HR contact at the city who's willing to look over and advise on questions and scoring criteria to help ensure agreement and consistency. City job search interviews are based on talent and have a very specific approach. We have this resource at no cost.</p>		John to provide additional recommendations should neither external person be able to serve.

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		<p>Kelly cautioned that when involving staff, the board must be mindful of their working hours.</p> <p>John shared a succession planning document and offered RTCC's assistance to panel members (ex. providing child care for evening interviews).</p> <p>McKell expressed concerns about the tight timeline and wanted to confirm that everyone understands the time commitments.</p> <p>Ruby expressed concerns about organization fit issues recurring.</p>		
6c	Motion to confirm new hiring panel	<p>Motion: To confirm the hiring panel of Heather, Hongmei and Ejay, 2 staff (to be confirmed) and 1 external party to (be decided by the committee).</p> <p>All in favour;</p>	<p>M: Martin S: Ejay Carried</p>	

Item		Discussion	Decision	Action/By
7. ANY OTHER BUSINESS (AOB)				
7a	AOB	<p>Related to concerns raised about the number of emails Board members receive, Maggi asked board members not to "Reply all" unless all need to know.</p> <p>John suggested that the RTCC administration organize meetings and send out zoom coordinates, proposing that the chair of each group liaise with John about finding a date and send out zoom coordinates.</p> <p>John flagged that the advocacy policy was tabled at the May meeting but was not on the agenda.</p>		Add advocacy policy to October agenda.

Item		Discussion	Decision	Action/By
7b	General Community Updates/News	<p>Ejay reported that the green space between SRCHC and church at Queen St. and Carlaw Ave. has been fenced-off.</p> <p>John commented that hourly patrols within our building are being done more diligently.</p>		
8	In Camera - Board & ED Motion to go in- camera	Motion: To go in camera.	M: McKell S: James Carried	
9	In Camera - Board only	Chair		
	Motion to go in- camera			
	Out of camera Motions to go out of camera & decision	Chair		
	11 October 25 & future meetings	Chair		