

**Ralph Thornton Community Centre Board of Management  
APPROVED Minutes of Wednesday, November 22, 2023**

**Present:**

**Board:** Martin Bryan, Hongmei Cai, Kelly Davies, Ruby Kaliray, McKell Neilson, Lisa Pottie, Maggi Redmonds, Heather Simpson, James Topham, Ejay Tupe and Lindsay Williams.

**Guest:** Manna Wong.

**Staff:** John Campey, Colleen Grey and Ming Redmonds (Minutes).

**Regrets:** Councillor Paula Fletcher and Glenn Gustafson.

Topic	Notes	Decision	Action/By
<b>1. WELCOMES AND UPDATES</b>			
1a	<b>Land acknowledgement – McKell</b> <ul style="list-style-type: none"> <li>○ Appointment of person responsible for January land acknowledgement</li> </ul>	Ejay provided a land acknowledgement.	Kelly will provide the next land acknowledgement.
1b	<b>Declaration of Conflict of Interest</b>	None.	
1c	<b>Updates &amp; Business Arising</b>	McKell thanked everyone for putting together a wonderful retirement event for John.	
<b>2. IN CAMERA DISCUSSION – BOARD ONLY</b>			
2a	<b>In Camera Discussion – Board Only</b>		
<b>3. CHINESE COMMUNITY HISTORY IN SOUTH RIVERDALE/EAST TORONTO</b>			

3a	<b>Presentation from Manna Wong</b>	<p>John introduced Manna Wong, a TDSB School Trustee in Ward 20, who has dedicated nearly 30 years to working locally in Riverdale.</p> <p>Manna provided a concise overview of the Chinese community's history in Toronto and Riverdale, tracing back to the arrival of the first Chinese person, Sam Quing, in Toronto in 1878, up to the present day. They underscored the significance of collaboration with local government and community organisations in addressing heritage preservation and evolving landscapes. The Save Chinatown campaign emerged in response to changing demographics and economic conditions. Manna also highlighted instances of racism and discrimination during events like SARS and COVID-19, prompting community initiatives for inclusivity and forward-thinking, such as "China Town Beyond 2050." The presentation concluded by emphasising the shared responsibility to provide, enable, and advocate in alignment with the strategic plan. The board expressed gratitude to Manna for their informative presentation.</p> <p>Maggi suggested that FMMO create a Community Matters piece related to the Chinese community, focusing on its historical evolution. Manna recommended that RTCC connect with individuals at the SEAS Centre in Regent Park to learn more about their community service initiatives.</p>		<p>Manna will share the "Save Chinatown" reports with the board.</p> <p>Someone from the board will follow up with Manna.</p>
<b>4. CONSENT AGENDA</b>				
4a	<b>Minutes of October 25</b>	<p>Heather noted that the October 25th Board Meeting Minutes should be a consent agenda item and need to be approved.</p> <p><b>Motion: That the minutes from the October 25th, 2023 Board Meeting be approved.</b> All in favour.</p> <p>Heather noted that there are two motions in the Consent Agenda which will not be included as they will be passed elsewhere.</p> <p><b>Motion: That the Consent Agenda be approved.</b> All in favour;</p>	<p><b>M: Martin</b> <b>S: McKell</b> <b>Carried</b></p> <p><b>M: Lisa</b> <b>S: Ejay</b> <b>Carried</b></p>	<p>John will share the Indigenous Audit report.</p>

4b)	<b>Ed Report</b>	John reported that the first meeting of local agency organisation leadership, convened by RTCC, took place earlier today, with significant interest in making this a regular, periodic conversation - next meeting to be held early January at RTCC. RTCC will be partnering with a small academic Repair Café Action Research Project through Seneca college. They hope to be able to develop a model to create a sustainable repair café and if it goes well, RTCC could become an anchor and partner for the program. The indigenous audit tool has come in and John will share the report shortly. John thanked the board and their predecessors for their support, highlighted the operational plan, and opened up the floor to questions and comments.		
4c)	<b>Staff Report</b>	Colleen flagged that RTCC is facing challenges in securing in-person volunteers for the Mentor Program. If anyone has connections that we can leverage for a partnership in fundraising or a group of volunteers, please reach out to her. Lindsay shared that Kelly has a volunteer for Financial Literacy, and her office has 3-4 desktops they might be willing to donate to the Exchange Loft. Ejay would be happy to discuss with Colleen potential faith groups to reach out to for volunteers.		
4d)	<b>Committee Reports</b>	<ul style="list-style-type: none"> <li>i) Executive and Personnel Committees: Heather announced that a performance review copy will be going out to all of you and that it was supposed to be sent out separately with the board package.</li> <li>ii) BD&amp;N: Lindsay reported the group is working on an assessment with the goal of having it ready for the January meeting.</li> <li>iii) FMMO: There is an End-of-Year (EOY) appeal planned. Ejay volunteered to create the one-page fundraising pitch for EOY, and Lisa volunteered to track down last year's direct ask documents. Lisa later mentioned that she could assist in developing the one-pager. Ejay announced June 12th as the tentative Annual General Meeting (AGM) date and stated that timelines for events would be provided in January. The fundraising goal for this year is \$25,000, and events will include new ideas leveraging RTCC's strengths (e.g., child care for a Valentine's date night) as well as current and past events (e.g., Toronto Waterfront Marathon and Open House). John volunteered to pursue the possibility of reinstating the May</li> </ul>		<p>Lisa will find and share last year's EOY fundraising materials.</p> <p>Ejay and/or Lisa will create an EOY 1 page pitch.</p>

		<p>“Cornerstone” event, likely in a scaled down model. In the new year, discussions will be held on renaming and/or dividing FMMO. Maggi is scheduled to meet with a longtime housing activist to explore a community matters session on the topic of gentrification. Heather suggested including the co-op expansion, and John recommended discussing other non-profit housing options.</p>		
<b>5. FINANCE COMMITTEE</b>				
5a	<b>Presentation of Finance Committee Report</b>	Lisa informed the board that the 8 month report has been received.		
5b	<b>Q2 Financials</b>			
5c	<p><b>Presentation of 2024 RTCC Operational Budget</b></p> <p><b>i) Motion to approve the Q2 Financial Statements</b></p> <p><b>ii) Motion to approve the 2024 RTCC Operational Budget</b></p>	<p><b>i) Motion: That the board approves the Q2 financial statements.</b> All in favour.</p> <p><b>ii) Motion: That the board approves the 2024 RTCC Operational Budget.</b> All in favour.</p> <p>A discussion emerged regarding the augmentation of funds available to the board to aid in supporting the ED transition. Initially, \$1000 was allocated, and it was decided that the board would enhance this amount by combining it with the funds designated for the two-week orientation of the outgoing ED and renaming them as expenses associated with supporting the ED transition.</p> <p><b>iii) Motion: That the global budget be approved with the amendment to rename the 2 week orientation of the outgoing ED as “Support for Transition”.</b> All in favour.</p>	<p><b>i) M: Lisa S: Martin Carried</b></p> <p><b>ii) M: Lisa S: McKell Carried</b></p> <p><b>iii) M: Lisa S: McKell Carried</b></p>	
<b>6. POLICY REVIEW</b>				
6a	<b>Motion to Table Policy List</b>	John compiled a concise introduction to all policies, encompassing those under which RTCC operates, along with the City's HR policies, to create a comprehensive list. Anything beyond the policies listed as of the year-end is not considered a policy at RTCC. If you identify a policy	<b>M: Lindsay S: Heather Carried</b>	Ejay will send John an email about a policy not present.

	<p><b>Motion to Table the following policies for approval</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Child Abuse Prevention and Reporting Policy</b></li> <li><input type="checkbox"/> <b>Political Activity Policy</b></li> <li><input type="checkbox"/> <b>Board Member Roles and Responsibilities</b></li> </ul>	<p>gap or have any proposed changes, kindly forward them to him by mid-December.</p> <p>Heather verified that a redline copy of the policies will be made available.</p> <p><b>Motion: That the following policies be tabled: the Policy List, Child Abuse Prevention and Reporting, Political Activity and Board Member Role and Responsibilities.</b> Carried.</p>		
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**7. PROPOSED BY-LAW AMENDMENT**

7a	<p><b>Motion to approve the proposed by-law Amendment as presented in the Executive Committee Report</b></p>	<p>There is an issue with the bylaws wherein, during online board meetings, the board operates outside the scope defined by the bylaws. This discrepancy arises from how virtual meetings were initially articulated. Luckily, a clause was added, permitting the board to amend the bylaws on this specific issue. The board may amend the bylaw as presented in the report to continue to meet online as necessary.</p> <p><b>Motion: That the proposed by-law Amendment be approved as presented in the Executive Committee Report.</b> Carried.</p> <p>Heather noted that this does not need to be voted on at the AGM but should be reported on. This will need to be included in the AGM package and agenda.</p>	<p><b>M: Heather S: Ejay Carried</b></p>	
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**8. MOU WITH RALPH THORNTON COMMUNITY ORGANIZATION**

8a	<p><b>Motion to approve the Memorandum of Understanding with Ralph Thornton Community Organization</b></p>	<p>Discussion of the draft MOU focused on the need to clarify the exact relationship between RTCC and RTCO, given the shared 'branding' of the two organisations and the need to ensure that RTCO's activities remain closely aligned with RTCC over the long term.</p> <p>No motion was made, and it was decided that a final copy of the draft MOU would be circulated and distributed for approval in December.</p>		<p>John will send the board the final clean copy of the MOU.</p>
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**9. HIRING COMMITTEE AND TRANSITION PLAN**

9a	<b>Motion to approve the proposed Transition Plan as presented in the Personnel Committee Report</b>	<p>The posting is live, and we have received over 80 applications through LinkedIn. The deadline for applications is December 11th, and the objective is to finalise a shortlist by December 18th. Pre-screening calls will be conducted to confirm salary expectations, willingness to work evenings, and the ability to work in person at the centre. Pre-screening and scheduling calls for interviews will take place in early January, with the goal of completing interviews by late January or early February. On Monday, the committee established the pass-fail criteria for shortlisting interviews. In December, we will present the key criteria and scoring to the board.</p> <p>There will be a transitional period during which we will need an interim Executive Director (ED). The proposal from the staff team suggests having Colleen transition into the ED role, with Lainey assuming Colleen's responsibilities, Mariah taking over Lainey's role, and other ASP staff filling in for Mariah.</p> <p><b>Motion: That the proposed Transition Plan be approved as presented in the Personnel Committee Report.</b> All in favour.</p>	<b>M: Lisa S: Maggi Carried</b>	
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**10. GENERAL COMMUNITY UPDATES/NEWS**

10a	<b>General Community Updates/News</b>	<p>McKell attended a "5 Good Ideas" webinar for aspiring board directors and highly recommends it. It was led by Richard Powers and provided an incredible amount of valuable content. There's one on succession planning tonight. If you can't make it for the live webinar, you can still register, and the video will be available a week later. People can also sign up for the Maytree mailing list.</p> <p><b>Motion: That the meeting be adjourned at 9:32 PM.</b> All in favour.</p>	<b>M: Heather S: Hongmei Carried</b>	McKell will circulate the link to the webinar.
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**11. IN CAMERA – BOARD & ED**

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