

**Ralph Thornton Community Centre Board of Management  
APPROVED Minutes of Wednesday, January 24, 2024**

**Present:**

**Board:** Martin Bryan; Hongmei Cai; Ruby Kaliray; McKell Neilson; Lisa Pottie; Maggi Redmonds; Heather Simpson; James Topham; Lindsay Williams;

**Staff:** Colleen Gray; Glenn Gustafson; Lainey Little; Ming Redmonds;

**Guest:** None

**Regrets:** Kelly Davies; Councillor Paula Fletcher; Ejay Tupe

Item	Discussion	Decision	Action/By
<b>1.WELCOMES AND UPDATES</b>			
1a	<b>Land acknowledgement</b> Heather read a land acknowledgment provided by Kelly.		Lindsay will lead the next land acknowledgment.
1b	<b>Declaration of Conflict of Interest</b> None		
1c	<b>Updates &amp; Business Arising</b> Kelly has resigned from the board.  <b>MOTION:</b> <b>THAT Kelly be thanked for her work and dedication to the board.</b>	<b>M: Maggi S: James Carried</b>	Board member to update mailing list.
<b>2. CONSENT AGENDA</b>			
2a	➤ <b>Motion to approve the Consent Agenda as presented</b> <b>Approval of Minutes from November 2023 meeting.</b>  <i>All of the subsequent motions listed within the consent agenda were carried as a result of the consent agenda approval.</i>	<b>M: Lisa S: Martin Carried</b>	

		<b>MOTION:</b> <b>THAT the November 2023 Minutes be approved as presented.</b>		
2b	<b>ED Report</b>	No additions to written report		
2c	<b>Staff Reports</b>	Glenn highlighted that the weeping tiles outside of the building were never connected and that contractors now have to core through the foundation as part of renovations. No additions to program report.		
2d	<b>Committee Reports</b> <ul style="list-style-type: none"> <li>○ <b>Executive and Personnel Committee</b> <ul style="list-style-type: none"> <li>➤ <b>Motion to recognize the many years of support provided to RTCC and the broader community by Susan Serran</b></li> <li>○ <b>Policy Working Group</b></li> </ul> </li> <li>➤ <b>Motion to Approve Policy List</b></li> <li>➤ <b>Motion to Approve the following policies</b> <ul style="list-style-type: none"> <li>○ <b>Child Abuse Prevention and Reporting Policy</b></li> <li>○ <b>Political Activity Policy</b></li> <li>○ <b>Board Member Roles and Responsibilities</b></li> <li>○ <b>FMMO</b></li> </ul> </li> </ul>	Heather noted seeing a request to see the redline version of the policies when reviewing the November Minutes. Redline versions are available and if anyone has any concerns, we can pull the policies out for approval.  FMMO: <ol style="list-style-type: none"> <li>1. Community Matters outreach event is on April 3<sup>rd</sup>. Joy Connelly and Maggi will be planning it. Should anyone have any input, please reach out to Maggi.</li> <li>2. A discussion occurred around what's needed to organize a gala Fundraiser event. The following concerns were highlighted: <ul style="list-style-type: none"> <li>▪ A tight timeline (AGM, Annual Report, Hiring and Orientation for new ED etc.)</li> <li>▪ Extensive staff time which hasn't been laid out.</li> <li>▪ No action plan.</li> </ul> The following requirements for a smaller event identified: <ul style="list-style-type: none"> <li>▪ Significant commitment from board members.</li> <li>▪ Some assistance from staff.</li> <li>▪ A core committee, and all board members onboard to find sponsors, sell tickets.</li> <li>▪ Maggi, McKell and Lindsay will organize a meeting and any interested board members are welcome to join.</li> </ul> </li> </ol>		Maggi will discuss staff resources required for the community outreach event with Colleen.  Lisa will share an event timeline planning document with Ming.  McKell, Lindsay, and Maggi will organize a meeting to discuss holding a smaller spring fundraising event in place of a gala.

		<p><b>MOTION: THAT the many years of support provided to RTCC and the broader community by Susan Serran be recognized.</b></p> <p><b>MOTION: THAT the board approve the Policy List.</b></p> <p><b>MOTION: THAT the following policies be approved:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Child Abuse Prevention and Reporting Policy</b></li> <li>▪ <b>Political Activity Policy</b></li> <li>▪ <b>Board Member Roles and Responsibilities</b></li> </ul>		
<b>3. FINANCE COMMITTEE</b>				
3	<b>Finance Committee</b>	<p>The finance committee did not meet but is arranging a meeting for next month.</p> <p>A discussion occurred about space use at RTCC to determine what stats need to be tracked. It was suggested that at a future meeting, the board look at a high-level summary of user types and a year of optimal results (ex. 2019) to help ID gaps and maximize space use. Lisa will bring this topic back to the Finance committee.</p>		
<b>4. BD&amp;N</b>				
4	<b>BD&amp;N</b>	<p>A summary of the Board Skills and Commitment Survey results was shared. Highlights included the following facts:</p> <ol style="list-style-type: none"> <li>1. We are looking to fill 6 positions.</li> <li>2. Recruitment skills, finance management, legal, and fundraising are areas/skill gaps to be filled.</li> <li>3. Interest in increasing board diversity.</li> <li>4. Operating at an acceptable to good level.</li> <li>5. Need for engagement, mindful communication and use of plain language was identified by new board members.</li> </ol>		Lindsay will share the survey results after the meeting.

		<p>6. Increased Board cohesion would improve perceived effectiveness and engagement.</p> <p>7. Interest in more in-person meetings.</p> <p>8. Strong need for succession planning within the Board.</p> <p>The next steps consist of establishing the process and questions. A Board nominations committee has been created which consists of James, Hongmei, Lindsay, and Ruby. Ejay may renew, Martin will not be renewing but will join a committee and both Lisa and Maggi are undecided.</p>		
<b>5. HIRING COMMITTEE</b>				
5a	<b>Update</b>	11 prescreening interviews were completed before the holidays with 7 candidates participating in first-round interviews. Second round interviews are taking place on Jan 29 <sup>th</sup> and 30 <sup>th</sup> . The final panel meeting is scheduled for Feb 5 <sup>th</sup> .		
5b	<b>Set time/date for special board meeting to discuss /approve final candidate</b>	The hiring committee would like to schedule an additional board meeting to discuss and approve a final candidate.		Heather will send out a doodle poll to book an additional board meeting.
<b>6. BOARD CALENDAR DISCUSSION</b>				
6a	<b>Ensure key board deliverables and necessary discussions are on the Calendar through the AGM</b>	<p>Board members were invited to share additions to the board calendar. The following changes were discussed:</p> <ul style="list-style-type: none"> <li>▪ Moving the risk register review and tracking of space use.</li> <li>▪ Adding the FMMO February 13<sup>th</sup> committee meeting.</li> <li>▪ Adding all committee meetings missing from the March calendar.</li> <li>▪ Adding a FMMO discussion around the AGM to the March meeting.</li> <li>▪ Adding the April 3<sup>rd</sup> Community Matters event.</li> <li>▪ Removing the ED review in April.</li> <li>▪ Adding the Annual complaints report and annual incident reporting to go to the board.</li> </ul>		<p>Lisa and Glenn will discuss moving the risk register review and tracking of space use.</p> <p>Changes to Board calendar will be made by <b>Martin?</b></p>

		<ul style="list-style-type: none"> <li>▪ Adding the Board Self-assessment for April (or May).</li> <li>▪ Being mindful of additional policies that may need to be included in February and March.</li> <li>▪ Adding the Q1 financials and a potential event in May.</li> <li>▪ Adding the presentation of board candidates in May.</li> <li>▪ Presentation by Auditor of financial statements in May.</li> <li>▪ Adding the June 12 AGM</li> </ul> <p>Heather flagged the board should have a script for the AGM and multiple people to help plan and review the necessary elements this year.</p>		
6b	<b>Identify dates for in-person vs. online meetings</b>	The board expressed interest in having in-person meetings for the remainder of the current board (4 meetings).		
<b>7. GENERAL COMMUNITY UPDATES/NEWS</b>				
7	<b>Community Updates</b>	<p>McKell will be attending a Gerrard-Carlaw South &amp; Eastern Transit-Oriented Communities Local Advisory Committee meeting as an RTCC representative on Thursday, February 1<sup>st</sup>. Approximately 25 organizations, some of which include the Turkish Canadian Islamic Trust, Leslieville Historical Society, and TDSB will be present.</p> <p>Heather invited board members to attend the “DAS x SURP Lecture Series: Hemson Simpson Lecture Series by Naama Blonder from Smart Density”. The series will discuss community engagement and multi-stakeholder processes that target demographic groups that have been marginalized and how to have whole city engagement.</p> <p>The South Riverdale Community Health Centre (SRCHC) recently had an open house where they shared a lot of information about their various programs and services. A board member attended.</p>		<p>McKell will update and share information about the committee meeting with the board when available.</p> <p>Heather will circulate information about the Hemson Simpson Lecture Series.</p>
<b>8. IN CAMERA – BOARD &amp; ED</b>				
8	<b>In Camera</b>			

**9. ADJOURNMENT**

9

**Adjournment**

**MOTION:**

**THAT the meeting be adjourned**

**M:**

**S:**