

AGENDA



Monthly Board of Directors Meeting

Date: May 28, 2025 Time: 7:00 PM – 9:00 PM
Location: Riverdale Auditorium - 2nd Floor, Ralph Thornton Community Centre, 765 Queen St. E., Toronto ON

Chair: Heather Simpson
Attendees: Board, ED, Managers, Union Representative, Administrative Support, Invited Guests.
Documents: Board Package Circulated by Email

Agenda Items

Topic	Facilitator	Time allotted
1) Welcome and Introductions → Circulate board volunteer hours sheet, return to ED. <ul style="list-style-type: none">Land acknowledgement → Appoint person responsible for acknowledgement next meetingDeclaration of conflict of interestIntroduction of guests present	Chair	5 mins
2) Approval of Agenda → Motion: approve agenda	Chair	5 mins
3) Consent Agenda → Motion: approve consent agenda <ul style="list-style-type: none">[any policies requiring routine approvals, correspondence requiring receipt, committee reports with no action items, etc.]Minutes of last meeting → Motion: to adopt minutes of last meetingManagement reportExecutive and Personnel Committee reportBoard Development and Nominations Committee (report will be circulated in-camera)Governance Committee Report (verbal report will be given) → Motion: adopt all items in the consent agenda	Chair	5 mins
4) Special Item <ul style="list-style-type: none">Presentation on Nonprofit Grants	Guest Lisa Pottie	30 mins
5) Finance, Premises, and Risk Committee Report <ul style="list-style-type: none">Q1 Financials → Motion: Accept Q1 Financial Statement.Audited Financial Statements (Note: Draft statements circulated; final statements will be circulated ahead of Board meeting). → Motion: Accept of the Audited Financial Statements and recommend approval by membership at the AGM.Finance Policy and Procedures: Amending of Section 2 "Reserve Funds"	Chair	15 mins

→ Motion: Amend monitoring of Section 2 Reserve Funds within Finance Policy and Procedures such that: <i>"The Centre will take reasonable measures to maintain a Minimum Unrestricted Cash Balance greater than the sum of the amount stipulated within the operational reserve (2.1.1) and the internally restricted reserves (2.2) which are composed of the Capital Reserve, Governance Reserve, Program Stabilization Reserve, Payroll Stabilization Reserve, and Kitchen Upkeep Reserve."</i> Minimum Unrestricted Cash Balance is to be calculated as Cash less Deferred Revenue.		
6) Business Arising <ul style="list-style-type: none"> Action Items from minutes: <ul style="list-style-type: none"> → Update on Membership policy draft → Committees to prepare year-end reflections and recommendations for upcoming meetings. → Condo Development Update (Ravi) Governance Report – <i>Verbal report to be given</i> 	Chair	20 mins
7) New Business <ul style="list-style-type: none"> → Motion: "Approve of up to \$3,000 of the Rivertowne Nutrition Reserve to be transferred to Suzette Saunders, TCHC tenant representative for the food and equipment costs associated with the 2025 Rivertowne End-of-Summer BBQ." 	Chair	5 mins
8) Announcements and Updates	Chair	5 mins
9) In Camera Meeting (Board and Executive Director only) <ul style="list-style-type: none"> Board Development and Nominations Report 	Chair	30 mins
10) In Camera Meeting (Board only)	Chair	10 mins
11) Next Meeting and Adjournment <ul style="list-style-type: none"> Next meeting date: <ul style="list-style-type: none"> → Motion: Adjournment 	Chair	0 mins