

# MINUTES



## Monthly Board of Directors Meeting

Date: May 28, 2025 Time: 7:00 PM – 9:28 PM  
 Location: Riverdale Auditorium - 2<sup>nd</sup> Floor, Ralph Thornton Community Centre

Present: Heather Simpson, Maggi Redmonds, Wairimu Wamugo, Ejay Tupe, Roger Beharry Lall, Lindsay Williams, Gabbrielle Totesau, Michelle Markwart, Sara Reyes  
 Regrets: Hongmei Cai  
 Guests: Lauren (guest), Allison (Guest), George (Guest) Britney (Guest), Emily (Guest), David Fioretti (Auditor), Lisa Pottie

### Agenda Items

| Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Discussion                                                                                                                                                                                                                        | Decision                                                                            | Action Item                                                                                                                |
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| 1) Welcome and Introductions <ul style="list-style-type: none"> <li>→ Circulate board volunteer hours sheet, return to ED.</li> <li>• Land acknowledgement                             <ul style="list-style-type: none"> <li>→ Appoint person responsible for acknowledgement next meeting</li> </ul> </li> <li>• Declaration of conflict of interest</li> <li>• Introduction of guests present</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                             | The meeting began at 7:00 PM. Ravi welcomed attendees. Maggie delivered the Land Acknowledgment. Board members and guests introduced themselves.. Guests, includes former board member Lisa Pottie.                               | Acknowledgment completed. No conflicts declared.                                    | Volunteer hours sheet to be circulated. Gabby volunteered to deliver the Land Acknowledgment at the next meeting.          |
| 2) Approval of Agenda <ul style="list-style-type: none"> <li>→ <b>Motion:</b> approve agenda</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Heather proposed reordering agenda to prioritize Lisa's brand strategy presentation and the audited financial statements. Agenda was amended to prioritize Lisa's presentation and the audited financial statements at the start. | Motion to approve amended agenda moved by Gabby and seconded by Michelle. Approved. | Motion moved by Gabby, seconded by Michelle.                                                                               |
| 3) Consent Agenda <ul style="list-style-type: none"> <li>→ <b>Motion:</b> approve consent agenda</li> <li>• <i>[any policies requiring routine approvals, correspondence requiring receipt, committee reports with no action items, etc.]</i></li> <li>• Minutes of last meeting                             <ul style="list-style-type: none"> <li>→ <b>Motion:</b> to adopt minutes of last meeting</li> </ul> </li> <li>• Management report</li> <li>• Executive and Personnel Committee report</li> <li>• Board Development and Nominations Committee <i>(report will be circulated in-camera)</i></li> <li>• Governance Committee Report <i>(verbal report will be given)</i></li> </ul> <hr/> <ul style="list-style-type: none"> <li>→ <b>Motion:</b> adopt all items in the consent agenda</li> <li>•</li> </ul> | Included approval of previous minutes, management report, committee reports..                                                                                                                                                     | Motion to adopt consent agenda moved by Lindsay and seconded by Michelle. Approved. | Ensure all future minutes identify one mover and one seconder.<br><br>Committees to prepare year-end reflections for AGM.. |
| 4) Special Item <ul style="list-style-type: none"> <li>• Presentation on Nonprofit Grants</li> <li>→</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Lisa Pottie presented on nonprofit grant strategies, including challenges, funding                                                                                                                                                | Board acknowledged importance of supporting grants and narrative alignment.         | Board to assist with community connections and strategic messaging.                                                        |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | options, board roles, and partnership value.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                      |                                                                                                                            |
| 5) Finance, Premises, and Risk Committee Report <ul style="list-style-type: none"> <li>Q1 Financials               <ul style="list-style-type: none"> <li>→ <b>Motion:</b> Accept Q1 Financial Statement.</li> </ul> </li> <li>Audited Financial Statements (Note: Draft statements circulated; final statements will be circulated ahead of Board meeting).               <ul style="list-style-type: none"> <li>→ <b>Motion:</b> Accept of the Audited Financial Statements and recommend approval by membership at the AGM.</li> </ul> </li> <li>Finance Policy and Procedures: Amending of Section 2 “Reserve Funds”</li> </ul> | David presented audited financials. Sara presented Q1 summary. Updates on reserve fund policy discussed. Heather noted language clarity needed in reserve terminology.<br><br>Qualified opinion related to completeness of donations (standard for small organizations).<br><br>Post-employment benefits were revalued—resulted in an \$18,000 increase, offset by city obligations.<br><br>No material findings in fraud, revenue misstatement, or expenses.<br><br>Final audited statements pending board approval before submission to Auditor General’s office and City Council. | Motion to approve the Q1 financials moved by Sara, Seconded by Lindsay. Motion carried.<br><br>Motion to approve the audited financial statement was moved by Sara, seconded by Ejay. Motion carried | Motion related to Reserve Funds was tabled, management to recirculate policy in Redline format with deadline for comments. |
| 6) <b>Motion:</b> 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.                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                      |                                                                                                                            |
| 7) Business Arising <ul style="list-style-type: none"> <li>Action Items from minutes:               <ul style="list-style-type: none"> <li>→ Update on Membership policy draft</li> <li>→ Committees to prepare year-end reflections and recommendations for upcoming meetings.</li> <li>→ Condo Development Update (Ravi)</li> </ul> </li> <li>Governance Report – <i>Verbal report to be given</i></li> <li></li> </ul>                                                                                                                                                                                                           | Ravi shared updates on membership policy and condo development. No city response yet. Heather recommended a cautious approach.                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Board’s obligation on condo development considered fulfilled.                                                                                                                                        | Committees to complete year-end reflections. Ravi to continue engagement with city officials.                              |
| 8) New Business<br>9) <b>Motion:</b> “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.”                                                                                                                                                                                                                                                                                                                                                                       | Ravi presented a \$3,000 funding request from Rivertowne Nutrition Reserve for the 2025 End-of-Summer BBQ.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Moved by Ejay, seconded by Wairimu. Motion approved.                                                                                                                                                 |                                                                                                                            |
| 10) Announcements and Updates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Reminder to renew memberships and prepare for AGM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Acknowledged.                                                                                                                                                                                        | All board members to renew memberships before AGM.                                                                         |
| 11) In Camera Meeting (Board and Executive Director only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Held.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                      |                                                                                                                            |
| 12) Board Development and Nominations Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                      |                                                                                                                            |
| → In Camera Meeting (Board only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Held.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                      |                                                                                                                            |
| 13) Next Meeting and Adjournment <ul style="list-style-type: none"> <li>Next meeting date:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Next meeting date to be determined.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Meeting adjourned.                                                                                                                                                                                   | Meeting concluded at 9:28 PM.                                                                                              |
| 14) Motion: Adjournment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                      |                                                                                                                            |