

# MINUTES

## Monthly Board of Directors Meeting

Date: January 28, 2026  
Location: virtual  
Time: 7:00 PM – 9:00 PM

Present: Wairimu Wamugo (Chair), Ravi Yee Joshi, Lindsay Williams, Amanada Munday, Michele Markwart, Sara Reyes, Allison Macdonald-Buchanan, Ejay Tupe, Gabrielle Totesau, Brittany Rodrigues and Roger Beharry Lall  
Regrets: None  
Guests: None

| Agenda Items                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                              |                                                            |
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| Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Discussion                                                                                                                                                                                                                                                                                                                       | Decision                                                                                                                                     | Action Item                                                |
| <p><i>Chair: "I call this meeting to order."</i></p> <p>1) Welcome and Introductions</p> <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> | <p>The Chair called the meeting to order at 7:05PM.</p> <p>Following welcome and introductions, Amanda Munday delivered the land acknowledgement and encouraged members to reflect on how today's decisions will affect future generations.</p> <p>EJ Tupe volunteered to read the land acknowledgement at the next meeting.</p> |                                                                                                                                              | <p><b>Next Meeting's Land Acknowledgement: EJ Tupe</b></p> |
| <p>2) Approval of Agenda</p> <ul style="list-style-type: none"> <li>→ <b>Motion:</b> approve agenda</li> <li>→ <i>"May I ask for a motion to approve the agenda? Moved? Seconded? All in favour? Opposed? The motion carries (or doesn't carry)"</i></li> </ul>                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                  | <p><b>Motion:</b> "approve agenda"<br/><b>Moved:</b> Roger Beharry Lall<br/><b>Seconded:</b> Lindsay Williams<br/>Carried</p>                |                                                            |
| <p>3) Consent Agenda</p> <ul style="list-style-type: none"> <li>→ <b>Motion:</b> approve consent agenda</li> <li>• [any policies requiring routine approvals, correspondence requiring receipt, committee reports with no action items, etc.]</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> </ul>               |                                                                                                                                                                                                                                                                                                                                  | <p><b>Motion:</b> "adopt all items in the consent agenda"<br/><b>Moved:</b> Sara Reyes<br/><b>Seconded:</b> Lindsay Williams<br/>Carried</p> |                                                            |

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| <ul style="list-style-type: none"> <li>Executive and Personnel Committee report</li> <li>Board Development and Nominations Committee report</li> <li>Governance Committee Report</li> </ul> <hr/> <p>→ <b>Motion:</b> adopt all items in the consent agenda</p> <p><i>Chair: "May I ask for a motion to adopt all the items in the consent agenda, including the adoption of last meetings minutes [and read any other motions in item 3]? Moved? Seconded? All in favour? Opposed? The motion carries (or doesn't carry)"</i></p>                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>4) Finance, Premises, and Risk Committee Report</p> <ul style="list-style-type: none"> <li><b>Please note:</b> the FPR Workplan has been adjusted to review the 2027 Draft Budget in November 2026, with final approval in January 2027.</li> <li>Rivertowne Nutrition Reserve Draw (no action)</li> <li>Sole Source Contract for Building Painting <ul style="list-style-type: none"> <li>→ <b>Motion:</b> "to ratify the Executive Committee's decision of December 2025 to approve this sole source contract of \$10,582 (+ HST) for the additional painting of the building's interior in December 2025."</li> </ul> </li> <li>→ <b>Chair:</b> "Will someone move this motion? Moved? Seconded? Discussion? All in favour? Opposed? The motion carries (or doesn't carry)."</li> </ul> | <p>Sara Reyes clarified updates to the FPR workplan, including a revised budget timeline that will allow the 2027 draft budget to be prepared in November 2026 and approved by Jan 2027.</p>                                                                                                                                                                            | <p><b>Motion:</b> "Ratification of the Executive Committees of December 2025"</p> <p><b>Moved:</b> Brittany Rodrigues</p> <p><b>Seconded:</b> Amanda Munday</p> <p>Carried</p> |                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>5) Business Arising</p> <ul style="list-style-type: none"> <li>EXEC: Confirm revised Board meeting calendar with online/in-person meetings.</li> <li>GOV: Discussion: "Is Board OK to keep moving forward with discussion around bylaws with RTCO, once City signoff is received."</li> <li>GOV: Risk Management Policy <ul style="list-style-type: none"> <li>→ <b>Motion:</b> "to accept the revised Risk Management Policy" with the understanding that it will be up for review again by January 2027.</li> </ul> </li> <li><i>Chair: "Will someone move this motion? Moved? Seconded? Discussion? All in favour? Opposed? The motion carries (or doesn't carry)."</i></li> </ul>                                                                                                      | <p>The Chair noted updates to the circulated Board Work Plan regarding meeting format (online or in person) and a slight reduction in meetings.</p> <p><b>GOV Discussion</b></p> <p>Allison Macdonald-Buchanan presented regarding the 2025 Constitution amendment and follow up on the motion from the floor of the AGM.</p> <p><b>GOV: Risk Management Policy</b></p> | <p><b>Motion:</b> "to accept the revised Risk Management Policy"</p> <p><b>Moved:</b> Amanada Munday</p> <p><b>Seconded:</b> EJ Tupe</p> <p>Carried</p>                        | <p><b>The Governance Committee will refine its recommendation regarding any proposed constitutional amendments and present it to the Board prior to the AGM.</b></p> <p><b>Roger Beharry-Lall will manage relations between the RTCC and the RTCO.</b></p> <p><b>Risk Management Policy will be added to the agenda of the next meeting of the Governance Committee for discussion.</b></p> |
| <p>6) BDN: Skills &amp; Commitment Survey Results</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                             |

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|                                                                                                                                                                                                                                                                                                                                                                | <p>Allison Macdonald-Buchanan presented on the revised Risk Management Policy.</p> <p><b><u>BDN: Skills &amp; Commitment Survey Results</u></b></p> <p>Michele Markwart presented the findings of the Board survey.</p>                                                                                                                                                                                                              |                                                                                                                  |                                                                                                                                                                                                            |
| <p>7) <b><u>New Business</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Draft Strategic Plan</u></b></li> <li>• <b><u>Marketing Working Group Workshop</u></b></li> </ul>                                                                                                                                                                          | <p><b><u>Draft Strategic Plan</u></b></p> <p>The RTCC Executive Director, Ravi Yee Joshi, advised that a draft Strategic Plan, compiled from work over the past 18 months, is now ready for review.</p> <p><b><u>Marketing Working Group Workshop</u></b></p> <p>Lindsay Williams, Marketing Group lead, sought feedback from the Board on the RTCC's mission, vision, and overall messaging to ensure consistent communication.</p> |                                                                                                                  | <p>Members are invited to submit comments or questions by February 10, ahead of the Executive Committee meeting on February 11. Feedback can be submitted via SharePoint or directly to the Executive.</p> |
| 8) Announcements and Updates                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                  |                                                                                                                                                                                                            |
| 9) Book Club Discussion                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                  |                                                                                                                                                                                                            |
| 10) In Camera Meeting (Board and Executive Director only)                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                  |                                                                                                                                                                                                            |
| 11) In Camera Meeting (Board only)                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                  |                                                                                                                                                                                                            |
| <p>12) Next Meeting and Adjournment</p> <ul style="list-style-type: none"> <li>• Next meeting date: <ul style="list-style-type: none"> <li>→ Motion: Adjournment</li> <li>→ <i><b>Chair:</b> "May I ask for a motion to adjourn? Moved? Seconded? All in favour? Opposed? The motion carries (or doesn't carry). We are adjourned."</i></li> </ul> </li> </ul> | <p>Meeting End – 9:00pm</p>                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>Motion:</b> "to adjourn"<br/> <b>Moved:</b> Ejay Tupe<br/> <b>Seconded:</b> Amanda Munday<br/> Carried</p> |                                                                                                                                                                                                            |