MINUTES

Monthly Board of Directors Meeting

Date: May 27, 2026 Time: 7:00 PM – 9:00 PM
Location: Riverdale Auditorium - 2nd Floor, Ralph Thornton Community Centre, 765 Queen St. E., Toronto ON

Present: Ravi Yee Joshi, EJay Tupe, Heather Simpson, Allison Macdonald-Buchanan, Ruby Kaliray, Amanda Munday, Brittany Rodrigues, Roger Beharry-Lall, Sarah Reyes, Michelle Markwart, Wairimu Wamugo (chair)
Regrets: Lindsay Williams
Guests: Prospective Board Candidate, David Fioretti (Doane)

Agenda Items

Topic	Discussion	Decision	Action Item
1) Welcome and Introductions • Land acknowledgement → Appoint person responsible for acknowledgement next meeting • Declaration of conflict of interest • Introduction of guests present	The Chair called the meeting to order at 7:02pm. There was a Land acknowledgement by Heather Simpson.		Next Meeting's Land Acknowledgement: TBD After AGM
2) Approval of Agenda → Motion to approve agenda		**Motion:** "approve agenda" Moved: Heather Simpson Seconded: Roger Beharry-Lall Carried	
3) Special Item: Audited Financial Statements • **Motion:** "Adopt the Audited Financial Statements" ***Chair:*** *"Is there a mover? Seconder? All in favour? Opposed? The motion [passes/doesn't pass]"*	<u>**Audited Financial Statements**</u> David presented the audited financial statements report. Heather asked for clarity on descriptors for note 9 and 10. EJay spoke of the history of descriptor for note 10. There was a consensus by the board to make changes. Roger pointed out an error with one of the figures listed on the report. Regarding appendix A- List of Accounting developments, David stated that the standards will change in a 4-to-5-year period for all Government organizations. David noted that there will be a change in the way financial statements look. EJay asked about the effects on smaller organizations. Roger asked for clarity on procedural methods for reporting money to avoid risk. Heather	**Motion: "**Change Internally restricted - operating reserves to Internally restricted -Rivertowne Nutrition Reserve." Moved: Heather Simpson Seconded: Sarah Reyes Carried **Motion:** "Adopt the Audited Financial Statements" Moved: Ejay Tupe Seconded: Brittany Rodrigues Carried	Ravi Yee Joshi to examine separation of duties at RTCC to mitigate risk.

	commented that there should be a separation of duties, i.e., the person opening mail should not be the same person doing the banking.		
4) Consent Agenda → **Motion:** "approve consent agenda" • Minutes of last meeting → **Motion:** "to adopt minutes of last meeting" • Management report → **Motion:** "confirm the 2026 Community Impact Award Recipients as presented." • Executive and Personnel Committee report • Board Development and Nominations Committee report (Board Self-Assessment Survey Item) • Governance Committee Report → **Motion:** "table the Board Meeting Policy for review and future discussion" → **Motion:** "table the Membership Policy for comment"	Meeting minutes from last meeting were approved pending correction to the wording of an incident pertaining to the management report.	**Motion:** "approve consent agenda with amendment to minutes" Moved: Heather Simpson Seconded: Michelle Markwart Carried	March 2026 meeting minutes will be rephrased as it pertains to an incident on the management report.
5) Finance, Premises, and Risk Committee Report • Audited Financial Statements (added above as special item) • Q1 Report • Capital Projects and Building Issues Registry • Reserve Allocations → **Motion:** "Authorize the following allocation of funds to reserve: - Governance Reserve - $4,352 - Program Stabilization Reserve - $33,279 - Payroll Stabilization Reserve - $13,439" ***Please note:** this motion is identical to the motion presented in February, but with specific reserve levels to be minutes."* ***Chair:** "Is there a mover? Seconder? All in favour? Opposed? The motion [passes/doesn't pass]"*	**<u>Q1 Report and Reserve Allocations</u>** The Q1 report was presented. Ravi highlighted that staff have been doubling up on shifts due to security concerns. Wairimu inquired on the status of working capital. Sarah stated that payroll concerns have improved and RTCC is in a better condition to allocate funds into the reserves. **<u>Capital Projects and Building Issues Registry</u>** Ravi noted that the Capital Projects and Building Issues Registry is a guide document and reiteration of capital registry of last year. Ruby stated that the document will be helpful in the decision-making process of the board.	**Motion:** "Authorize the following allocation of funds to reserve: - Governance Reserve - $4,352 -Program Stabilization Reserve - $33,279 -Payroll Stabilization Reserve - $13,439" Moved: Brittany Rodrigues Seconded: Roger Beharry-Lall Carried	Board members to send questions to Sarah Reyes and Ravi Yee Joshi regarding Capital Projects and Building Issues Registry and Q1 documents circulated in meeting.
6) Business Arising • **EXEC:** TPL Agreement → **Motion:** "To confirm the vote collected by email to approve the TPL Q/S Agreement as presented." ***Chair:** "Is there a mover? Seconder? All in favour? Opposed? The motion [passes/doesn't pass]"* • **BDN:** Board Self-Assessment Survey Results • **GOV: Constitution and Procedures**	**<u>TPL Agreement</u>** A short-term TPL Agreement is signed until the end of the year. Nine members voted yes to the agreement. There was a discussion regarding diversifying services and keeping this in mind when it is time for the agreement renewal. There was also discussion of understanding different program users and conflicts that arise. **<u>BDN: Board Self-Assessment Survey Results</u>**	**Motion:** "To confirm the vote collected by email to approve the TPL Q/S Agreement as presented." Moved: Roger Beharry-Lall Seconded: Ejay Tupe Carried **Motion:** "affirm that we will continue operate with member approved bylaws, without Council Ratification" Moved: Ruby Kaliray	Roger Beharry-Lall to give background of bylaws at AGM along with the governance report.

→ **Motion:** "affirm that we will continue operate with member approved bylaws, without Council Ratification" ***Chair:*** *"Is there a mover? Seconder? All in favour? Opposed? The motion [passes/doesn't pass]"* → **Motion:** "participate in and support the city-led process for a full Constitution and Bylaw review" ***Chair:*** *"Is there a mover? Seconder? All in favour? Opposed? The motion [passes/doesn't pass]"*	Ejay presented on key strengths and three opportunities for improvement from the BDN. There was a discussion on how to move forward in the future. A question was raised on what the plan is for the information gathered. There was a suggestion for the results to be brought to the board retreat in the fall and for new board members to be educated on policies. **<u>GOV: Constitution and Procedures</u>** Heather stated that changes decided by the board at the 2025 AGM were approved by membership but not by council. Changes include the number of years for board appointment from 2 years to 3 years. The city still needs to revise the bylaws. RTCC board did due diligence in corresponding with city regarding bylaws revision since the last AGM.	Seconded: Sarah Reyes Carried **Motion:** "participate in and support the city-led process for a full Constitution and Bylaw review" Moved: Wairimu Wamugo Seconded: Amanda Munday Carried	
7) New Business • Review of AGM Preparations • Protect School Lands	**<u>AGM Preparations</u>** Ravi spoke about the ongoing AGM preparations and went over assignments with board members. **<u>Protect School Lands</u>** Ejay spoke about a Grassroots movement that affects some schools in the neighbourhood and asked fellow board members to spread the word. He stated that the major concern is the impact on the community and on children.		Protect School Lands document will be circulated to the board.
8) Announcements and Updates • Eats and Beats: Volunteers needed!	**<u>Eats and Beats: Volunteers needed!</u>** Deb Singh, RTCC Director of Programs, circulated an email asking for sign ups. The shift minimum is 2 to 3 hours. **<u>Summer BBQ</u>** There will be a Summer BBQ with the help of Nell and Natasha on Saturday, June 6, 2026, from 12pm to 5pm. **<u>Lucile celebration of life</u>** An update on Lucile Barker's celebration of Life in June was given by Ravi.		
9) In Camera Meeting (Board and Executive Director only)			

• On-call Security • Volunteer Coordination and Community Animation • Management Performance Reviews • Board Slate Approval			
10) In Camera Meeting (Board only) • ED Performance Review			
11) Next Meeting and Adjournment • Next meeting date: → Motion to Adjourn	Meeting End – 9:19pm	**Motion:** "to adjourn" Moved: Ejay Tupe Seconded: Roger Beharry-Lall Carried	