

**Resource Opportunities Centre  
Meeting of the Board of Directors  
Monday, November 27, 2017**

**Minutes**

0.0 Call to order/attendance/welcome guests

0.1 Al called the meeting to order at 6:35 pm.

0.2 Regrets received from Nicole, Rob & Jenn. Attendees: Al (chair); Lisa; John; Shirley (recorder); Peggy; Brad.

0.3 Al welcomed guests: staff members Jessica Morrissey and Amy Hockin, and Coralee Carter and Art Gilbert, prospective board members. He also welcomed Bronwyn MacKinnon, and thanked her on behalf of the board for the Volunteer Conference. Both he and Shirley attended.

1.0 Approval of Agenda – circulated Thursday, November 16, 2017. Moved by John, seconded by Peggy **Approved.**

2.0 Review/approval of minutes

2.1 September meeting (sent out Sept 20, 2017) – **Approved.**

2.2 October meeting (sent out Nov 16, 2017) – Not official meeting, no changes requested by those who attended. **No approval required.**

3.0 Business arising from the minutes

3.1 Board Elections: Art Gilbert and Coralee Carter agree to stand for Election to the Board of Directors and introduced themselves to the board. They stepped out of the room for the elections. **Unanimous approval for both candidates.**

Shirley noted for the record that our board membership is now 11, **requiring quorum of 6 members to hold a meeting.**

3.2 Strategic plan: Vote on whether to accept plan as circulated (dated November 16, 2017). **Motion carried.**

3.3 Policy Review – Sections 1.1 through 1. 6; sign new Code of Conduct sheet.

Motion: that the policy stand as written, with no changes required. **Motion Carried.**

3.4 Web content: Vote required: Should Board post abridged minutes on website?

Shirley reviewed the notes from previous meeting, the pros and cons identified. Motion that abridged versions can be posted. **Motion carried.**

4.5 Board evaluation – deferred until January meeting. Al has a form he received at the ‘Board Governance’ workshop at the Volunteer Conference he feels might be helpful.

4.0 Standing Reports

4.1 Questions/comments re: Report from Executive Director (circulated Thursday, November 16, 2017). Shirley contacted the BJHS principal to advise we were here and willing to partner if the opportunity arose. We have a good relationship with the school; the principal advised

they are just standing up the program so was unsure what opportunities might exist but we will continue to connect regularly.

4.2 Next Treasurer's report at end of Quarter – January 2018. Treasurer will review in advance; if not ready for Jan meeting, he will circulate update via email and review will take place in February.

4.3 Volunteer opportunities coming up at PRCC: Jessica noted Friday Feast (Dec 2), prep/service has enough volunteers but clean up assistance is welcome. Peggy noted she would be there and could help clear tables.

Other PRCC events: Lunch and Learn, Dec 7; Teen Dance Dec 15; with Santa Dec 16; In the Nick of Time Farmer's Market on Dec 17; Holiday Lunch and Learn Dec 21.

If you have interest in volunteering for any of these events, contact Jessica (Amy for the Market).

One other event hosted by PRCC is the Dec 11 Heartfelt Holidays: haircuts and nail polish for seniors, pay what you can by appointment. The owners of Adorn Spa both grew up in Prospect, one still lives in the community and the other has family here. They approached us with the idea for the event, and desire to give something back to the community that raised them.

## 5.0 New Business

5.1 Parameters for staff participation at board meetings (any staff members to be excused during this discussion). **Moved to end of agenda in order to excuse staff.**

5.2 Staff social: it was felt that December is extremely busy, and a staff/board social might be better attended at our January meeting, when things slow down a bit. Board members will bring food; management team will look at options for recognizing staff at that time. We will have the social hour from 6-7 and then our regular business meeting to follow.

## 6.0 Comments, Announcements, Other Business

6.1 PRCC events were shared per 5.3 above.

Nov 30 – 7 PM; Public Meeting hosted by HRM, Terence Bay Fire Hall. HRM has declared hall as surplus; they are looking for a registered non-profit to take over the hall.

Dec 2 - Prospect Peninsula Residents Association hosting family-oriented Christmas Party, White's Lake Legion.

Dec 2 - Adult dance 7 PM at Village Green/East Dover Hall, with the Nervis Reks, tickets available at the door. Shirley thanked VGRS for changing their date when it posed a conflict with a planned PRCC event.

Dec 17 - Turkey Dinner for Seniors at the Legion, 4 PM

Dec 31 – NYE dance at Legion

Jan 1 – NY Levee at Legion

6.2 Staff Participation at Board Meetings: Management staff were provided the opportunity to speak about staff participation. They look forward to being more informed and providing first hand information to the board to inform their decisions; noted that being provided agenda/reference material in advance would be helpful. Request that staff be provided flexibility to attend rather than being expected at each meeting. Staff were thanked for their comments and excused for the evening.

Consensus from Board and ED that staff presence would add to the quality of discussion; remove perceived barriers. Discussion about topics that would not be appropriate for staff participation and whether presence should be mandatory/expected, as board members are. Determined staff should be welcomed but not mandated unless their input is specifically required based on their role.

**Motion:** Management staff members are welcome at any board meetings they wish to attend, unless determined otherwise by the board. Staff members will be excused from any discussions/deliberations around disciplinary action, personnel issues/performance management, legal and finance matters or other sensitive issues as determined by the board. Exceptions to this may be made if the board feels staff input is appropriate; staff may be asked to speak to the matter during the board meeting or to provide information in advance. Requests for staff input shall be made through the Executive Director or Board Chair.

**Motion carried.**

8.0 Review Board Calendar – It was decided a December meeting is not required, unless an urgent matter arises. Next meeting to be January 15, 6 PM, staff social 6-7 with business meeting to follow.

9.0 Adjournment - Al adjourned the meeting at 7:35 PM.