

**Resource Opportunities Centre
Meeting of the Board of Directors
Monday, January 15, 2018**

ITEM	Discussion/Decision/Action/Follow-up
1.0 Call to order/attendance/welcome guests	Al (Chair); Lisa, Brad, John, Peggy, Art, Rob, Brad, Shirley(recorder). Jessica and Amy. Meeting called to order at 7:03 PM.
1.1. Position of Chair/Vice Chair	Al Goodyer assumed the position of chair, effective immediately. Rob Gilbert assumed the position of vice chair, effective immediately.
2.0 Approval of Agenda	Agenda approved unanimously.
3.0 Approval of Minutes: two versions	Minutes were approved; will be posted
4.0 Business Arising from the Minutes	
4.1 Policy Review: Sections 2-4 (Note: please review prior to meeting, come prepared to propose any changes)	Section 2 approved as written, no changes. Motion carried. Section 3 approved as written, no changes. Motion carried. ED will update policy manual/review log to reflect these changes. Section 4 deferred until February meeting.
4.2 Code of Conduct: Forms for any members missed	All members present have signed COC forms. ED will follow up with those missing.
4.3 Board Evaluation: Circulate for review; full discussion at February meeting	Board evaluation form will be circulated to board members for discussion. Waiting on copy of form from Volunteer Conference.
5.0 Standing Reports	
5.1 ED Report – Circulated in advance	No questions re: ED report. Update from staff re: comfort centre operations. Concern re: overnight staffing if needed will be shared with JEM. JEM will be placing an article in the next Prospective to detail how the decision to open a Comfort Centre is made, and under whose authority those decisions are enacted.
5.2 Program & Event updates	Programming update provided, with details about successful Christmas events; Friday Feast; new Caregivers course starting Jan 16. Currently running 21 daytime/evening programs for Winter season.
5.3 Report from the Treasurer	Treasurer has reviewed most recent statements, is satisfied the finances are in good order. Noted certain categories of revenue are down but the corresponding costs for those categories are also down and being managed well. HRM requires the proposed budget at end of February, so our next meeting will require detailed review of the proposal.

5.4 Volunteer Opportunities Upcoming	February 2 nd Friday Feast is a volunteer opportunity; assistance is welcomed for 445-645 PM (serving) and 530-730 PM (clean up).
6.0 New Business 6.1 Decision re: audit requirement (annual discussion)	<p>Discussion re: audit processes required for the upcoming year; would be required to set aside funds in pending budget. Reviewed the types of audit practices that are available, the costs involved and impact on staff time; and current ROC procedures. HRM does not request or recommend it as part of our management agreement.</p> <ul style="list-style-type: none"> - Staff record daily transactions, reviewed by bookkeeper and balanced. - Finance Manager and bookkeeper prepare financial statements each month. - Reviewed by Finance Committee (ED & Treasurer with Fin/Ops Manager) and updates provided to board. Quarterly reports given at board meetings. - Twice yearly reports submitted to HRM for review. <p>Motion to state board’s satisfaction with current level of transparency in our processes and decline additional financial review for 2018/19 budget year was carried unanimously. Board is satisfied with processes.</p>
7.0 Community Announcements	<p>Update re: meeting in Terence Bay. Public applications invited to manage the Fire Hall. Several groups may work together to apply; ROC has offered its support and advice as a community non-profit for any groups or individuals who may have questions about the operation of a community facility.</p> <p>Village Green events – their New Horizons event had 70 people; the tree lighting was well attended by more than 60. At their upcoming meeting they will plan Valentine’s and St Patrick’s Day events.</p> <p>Route 333 Refugee Committee will hold their annual meeting March 1, 7 PM at ORCC.</p>
8.0 Adjournment/next meeting Monday, Feb 12, 2018 6:30 PM	<p>ED will circulate updated BOD list for correction and review.</p> <p>Motion to adjourn at 8:05 PM.</p>