

Meeting Notes
Board of Directors
Resource Opportunities Centre (ROC)
 March 2, 2022
 7:00pm-9:00pm

PARTICIPANTS				
Chair		Nicole Slaunwhite, Chair		
Participants	Board	Sara Allain, Vice Chair	Brad Knight, Treasurer	Marley MacDonald, Secretary
		Derek Minney, Director		
	Staff	Amy Hockin, Manager of Operations & Finance	Jessica McCarron, Program and Events Manager	
Regrets		N/A		
Purpose:		Community Special Meeting - Virtual		

Order	Agenda Item	Discussion	Responsibility for Action / Follow-up
1.	Call to Order	<ul style="list-style-type: none"> Chair called the meeting to order at 7:03 	Chair
2.	Welcome	<ul style="list-style-type: none"> Welcome and introduction of the Board Introduction of HRM attendees, Councillor Patty Cuttell, Maggie MacDonald (HRM Parks & Recreation), Adam Huffman, Andy Conrad (HRM Liaison) 	Chair
3.	Update from Chair	<ul style="list-style-type: none"> Provided background and update about ROC 	Chair
4.	Community Questions	<ul style="list-style-type: none"> See Appendix A for a full Q&A from the meeting. 	All
5.	Action Items	<ul style="list-style-type: none"> Plan for re-opening – high level Plans for AGM publicly announced Minutes from the last two years to be posted publicly Budget on the website? To be discussed as a Board. 	Chair and Staff
6.	Adjournment	The meeting was adjourned at 8:15	Chair

Appendix A: Open Q&A

Questions submitted to the Board by email prior to the meeting:

All questions were responded to by the Board Chair and addressed at the Community Meeting as well.

1. It is apparent that, with the loss of the position of Executive Director, ROC has suffered from a loss of strategic direction the cause of which is far greater than the impact of COVID. What steps will the Board take to actively recruit for the position of Executive Director and what is the timeline for replacement? *(submitted by Barb Allen)*
 - i. In the Fall of 2020, when the previous ED resigned, the ROC was in a difficult financial position, as COVID-related restrictions and closures had a serious impact on revenue and available funds. At that time, the Board made the challenging decision not to fill the position, as cost-saving measures were a major concern. Now that restrictions are being lifted, we anticipate a return to a full schedule of programming, which will bring an increase in revenue. These funds will allow us to consider hiring a new ED. We are currently focused on board member recruitment, planning for the AGM in June, and returning to full operational status. The Board plans to continue to review the ED job description as part of our new strategic plan, which will be created in the Fall of 2022.
2. Why was the meeting held virtually, why not wait until we can meet in person?
 - i. The meeting was held virtually as it was planned prior to the re-opening plan being announced by the province. We wanted to provide a safe and accessible format for the community to join, but we will be moving towards in-person meetings going forward, including our AGM.
3. Why is diversity and inclusion not a priority for the Board right now?
 - i. The last strategic plan for the organization was created several years ago, pre-pandemic. Although it did include an increased focus on diversity and inclusion, implementation of the strategic plan largely fell by the wayside when COVID-19 hit and the ROC's main focus became simply trying to keep the lights on at the PRCC. The board is planning to create a new strategic plan to help us move forward, and I expect diversity and inclusion to be a major concern for the organization. In particular, this will require more community consultation and feedback, a review of existing policies, and more attention to how we can meet the needs of the whole community with programming. The board is also aware of the need to recruit more diverse members and will benefit from including people from a range of backgrounds, skills, and experiences.

4. Will the ROC enable economic development locally by acting as the Not for Profit applicant in community development and beautification initiatives?
 - i. We are not in a position at this time to commit ROC's financial resources or hold funds for other organizations or community groups, but we will be very pleased to encourage and promote community development and beautification initiatives through collaborative discussion, sharing knowledge, and potential partnerships decided on a case-by-case basis.

Q&A received during the meeting:

5. How often the Board has met during the pandemic
 - Chair replied:
 - i. The Board has met on a regular basis as required throughout the Pandemic.
6. If during COVID the main focus was keeping the lights on, and this is an HRM asset, how much of a risk was that to the community that the centre would be shut down?
 - Staff replied:
 - i. HRM and ROC have a facility lease agreement, the ROC had no revenue at the time. It is entirely possible to have the centre shut down. We can't run the centre without staff.
 - ii. Childcare brings in revenue, we are in a well-balanced place to get programs up and running again.
 - iii. LEED Certified Building, power costs are high, HRM does offset some of that cost as they agree power costs are higher than they should be, reduced revenue is always a concern, we left no stone unturned to look for funding or grants.
 - iv. Couple of grants, the wage subsidy, and the small business impact grant, the wage subsidy was on a sliding scale.
7. Zac De Guerre – benchmarks for reactivating or Key Performance Indicators (KPI) for reopening?
 - Chair replied:
 - i. No plan in place currently but we are moving from day-to-day operations during COVID to a more transparent and planned reopening.
8. Are plans in place to offer more programming in the next few months?
 - Chair replied:
 - i. Yes, we are working towards a full reopening to pre-pandemic levels.
9. Where do we find minutes, budgets?

- Chair replied:
 - i. The minutes typically would be posted to the ROC website, they have not been recently. We will work to get the minutes in a couple of weeks. We will also look at the budget as a Board and decide whether or not that should be shared on the website.

10. Has the kitchen been tendered out to any party in specific? Is it being used on a volunteer basis? Who is using the kitchen?

- Chair replied:
 - i. The kitchen has not been tendered out that I am aware of. We have a staff member who uses the kitchen for programming requirements. *To be followed up on by Board.*

The board followed up on this question after the meeting:

The Kitchen is used for ROC (PRCC) events and purposes. The Kitchen is sometimes rented for catering (i.e. weddings). The kitchen has been and can be rented for catering, but all profits came back to the ROC as a revenue stream.