

Meeting Minutes
Board of Directors
Resource Opportunities Centre (ROC)
Feb. 22, 2024
6 p.m.

PARTICIPANTS				
Co-Chairs		Kelly Gaudet and Jodi Tanner,		
Participant s	Board	Zac De Guerre, treasurer		
		Allison Lawlor, Secretary	Lynn Kazamel- Boudreau	Derek Minney
	Staff	Andy Conrad, HRM	Jessica McCarron, Program and Events Manager	
Regrets		Tyson Langille, DC Boudreau, Manager – Admin and Community Engagement	Coun. Patty Cuttell	Denis Huck, vice chair
Purpose:		February board meeting; finalizing ROC Action Plan		

Order	Agenda Item	Discussion	Responsibility for Action / Follow-up
1.	Call to Order	6:11 p.m.	
2.	Approve meeting agenda	Motion to approve meeting agenda. Approved.	
3.	Approve consent agenda -January managers' report -	See below. Plumbing issues at PRCC have been resolved. Tender for fitness equipment is out. HRM is dealing with the tender. Tender is closing in early March 2024. The fitness centre will be closed for a couple of days while the new equipment is being installed.	

	ROC board minutes from January	<p>Board and staff have set a date for late February to put in grant applications to Prospect Road Recreation Association (PRRA)</p> <p>Farmer's Market Usually hear about Nourish NS grant in February. By mid-March will have heard back from farmer's market vendors.</p> <p>Trivia Night is popular. About 40 people attending per night.</p> <p>Board minutes from January, approved and seconded.</p>	Post to ROC website
4.	Prospect Road Recreation Association grant	<p>PRRA informed it is capping annual grant to ROC at \$10,000, down from \$15,000. Co-chair will speak to Matt Conrad of PRRA.</p>	
5.	Update from Andy Conrad	<p>Discussion around \$325, 000 community integration funds. Should be used for a capital project. HRM says it can't be used for operations.</p> <p>Andy met with HRM staff and they said all 10 ideas ROC sent them were good. ROC board narrows down ideas for Andy to take back to HRM to get further details re costs and possibility of pursuing.</p> <p>1)Outdoor pavilion- HRM likes the idea (look at Dartmouth North pavillion)</p> <p>2)Disk golf HRM likes this idea but need more information as to location.</p> <p>3)Skate park. Last skate park HRM built cost \$800,000 but that was on flat ground.</p> <p>4)Splash pad</p>	

		<p>HRM location said that this area isn't listed in the regional council aquatic plan but we could look into it.</p> <p>It would possibly need its own dedicated well.</p> <p>How much would it cost? HRM could look into it.</p> <p>5) Ask HRM how much to dome the current outdoor basketball court.</p> <p>6)Get cost of a tennis court.</p> <p>We will later go to the community with a few ideas.</p> <p>[The \$325,000 set aside for the community re the composting facility in Goodwood.</p> <p>HRM has shifted its focus so that the money will be used just for the Goodwood community not all of Prospect Road area.]</p> <p>The windows in the PRCC gym are causing concern for pickle ball and volleyball players. Sun is coming through the gym window.</p> <p>A film or cover is needed over the windows. Councillor Cuttell is helping to pay for the covers over the windows.</p>	
7.	ROC Action Plan	<p>Final report approved.</p> <p>Thanks given to staff and board for the hard work they did over the past year to complete the action plan.</p>	Post to ROC website and PRCC website.
8.	Finance Committee Update	<p>New bookkeeper hired. Working remotely/ some hybrid. Four to eight hours per week.</p> <p>About six interviews were done with applicants before the bookkeeper was hired.</p>	
9.	HR Committee Update	<p>Will go through employee policies soon and update.</p>	

10.	Communications Committee Update (Jason)	Working with Creative Curve to update website. ROC staff doing the upgrades on the back end, updating the website. Set deadline for the end of February to give the company all the information they need. Co-chair thinks we should change the name of the ROC to include something like Prospect Communities Community Development Association. Need to discuss this more.	
11.	Operations Committee Update	Nothing to report	
12.	Board governance coaching	Co-chairs making tweaks to board governance calendar.	
12.	New Business	Electric vehicle charging station- potentially going in at the PRCC. March 31, 2024 Joint Stocks renewal is due.	
12.	Adjourn	Motion made and seconded	
12.	In camera	held	

Next board March 28 at 6 p.m. at PRCC.

Board Report

Provided by Dustin (DC) Boudreau – Senior Manager and [Jessica McCarron](#) - Manager of Operations and Programs

Month: January, 2024

1. Significant Issues:

- a. Our plumbing issues from January have been resolved with new parts being installed. Have not experienced an issue since.
- b. Bookkeeper has been hired & scheduled to start on February 26

- c. We've had several weather-related closures or delayed openings in February. Team Leads & Managers have updated the Inclement Weather Policy with minor adjustments to add more flexibility to the procedure. <https://www.centre.prospectcommunities.com/wp-content/uploads/Inclement-Weather-Policy-winter-2024.pdf>

2. Compliance Update:

- a. Current lottery licenses:
 - i. Ongoing weekly 50/50 draw; drawn on Fridays during Prospect Jammers
 - ii. Event-specific 50/50 draws; happening during weekly trivia nights

3. Progress on Goals/Strategic Plan Implementation:

- a. Managers met with Team Leads & gave a brief overview of the upcoming Action Plan. We plan to have a meeting dedicated to review the document once completed by the Board to ensure Team Leads are aware of items that relate directly to their roles.

4. Items of Information:

- a. Fitness Centre tender is live on HRM's site; deadline is March 8. A site visit is scheduled for February 20 for interested bidders.
- b. Grants:
 - i. Provincial Summer Student Grant: completed.
 - ii. Canada Post: applied for \$25,000 towards youth programming. Decisions are not made until Summer and recipients are notified in October.
 - iii. PRRA: applied for \$15,000 annual operational fund. PRRA is asking for more information and will only cap at \$10,000. Additional applications are being prepared for 4 different projects.
- c. Farmers Market Update:
 - i. We've partnered with Nova Scotia Loyal to help incentivize ordering from our Farmers Market for the month of February. NS Loyal provides funding to provide 5% discounts on each order for customers (returning and new). They have also provided marketing aid in the form of on-site 'street teams' who have visited the PRCC 3 times to educate patrons about the farmers market during busy business hours and who have also placed door-knockers on homes in the community about the market & the discount code. We have seen a small increase in ordering due to the discount & additional advertising. We have also had new vendors become interested in our market as a result.
 - ii. We are waiting to hear about Nourish funding for the 2024 year. We hope to hear soon from Farmers Market of Nova Scotia as to whether or not we'll be able to continue our partnership with Schools Plus and offer families in need, from our community, the opportunity to order goods from each market.
 - iii. We are working on surveying our vendors (existing and previous) about in-person markets ahead of the peak market season. We are hoping to gain further knowledge

about how we can make in-person markets more accessible for vendors (ie: do we need to change the day, time?). We aim to have this complete by mid-March so we can make decisions on how to best move forward ahead of peak season.

- d. Spring programs will be released by March 1, 2024 - programs to start the week of April 15.

5. Upcoming Events

- a. Friday Feast - March 1, 2024
- b. Trivia Nights ongoing on Thursdays from 7-9pm; bar will be open, 50/50, canteen.
- c. March Break Day Camps - March 11-15 (currently full)
- d. Easter Egg Hunt - March 23 (rain date: March 30)
- e. Family Friendly Drag Show - April 26, 2024 (pending confirmation)