

ROC Board Meeting minutes for March 28, 2024

Present: Jodi, Kelly, Zac, Tyson, Denis, Derek

Absent: Erin, Lynn, Allison

Call to order: Jodi at 6:02

Agenda: approved

Minutes approved: Zac, Derek

Notes from managers report:

- Keeping updated on teachers strike, will assess each week

Lynn joined at 6:12

AGM date: June 18th @ 6:30 at PRCC

Board survey will be sent out to management and the board as an evaluation (self-evaluation)

Board Recruitment – no one intends on currently leaving board, spoke about trying to recruit 1-2 more people, lawyer would be great, fundraising experience, grant writing. Agreed that people would ask friends. But that we would also post on facebook.

Action Plan – need to talk about what we are looking to present at the AGM

Governance Coaching – no meeting since last board meeting, still working on calendar

Finance committee: Zac provided update, new bookkeeper has been onboarded, working on year end and getting things in order, finance committee will start to review the finance policies and bring to the board for review. Denis asked about what would happen if we had a deficit, would HRM fund it and the answer is no. It is our responsibility and if we have a surplus it does not go back to HRM either.

HR Committee: Jodi provided update, no meeting has happened since last board meeting, Jodi to book a meeting to review HR policies

Communications Committee: DC and Tyson provided an update, discussed doing printed flyers, website is being worked on and will send a mock up this week, mass emails are going to be made more personal, refresh of PRCC brand was also discussed, quote was received from Creative Curve, money is allotted in CSRF grant, committee will meet every three months. Newsletter will be going out twice a year.

Voted on \$650, to creative curve to pay for brand refresh, Motion approved: Zac, Tyson

New Business – farmer's market update from Jessica, need to host market's when people are available and facility isn't busy, 4:30-7 on a week night, market assistant will discuss with vendors this weekend, need a certain number of vendors to maintain the farmer's market status, and be eligible for grants and discounts, in person for growing season, looking to get produce

vendors secured, prefer to have local if possible, also interested in the possibility of having a fish truck present, first one back will be a grand opening

Denis – left meeting at 6:58

Lynn was asked to leave the room to discuss the PRAA grants due to conflict of interest.

PRRA has been telling people to approach us to see if we will accept the grant on their behalf if they are not an entity. This includes holding and managing the funds. At this time we can not afford to pay our bookkeeper or the time to manage these funds. Kelly to reach out to Matt to discuss.

PRRA awarded the PRCC \$10,000 this year to go towards the centre, instead of \$15,000 as in previous years.

Meeting was adjourned at 7:14

In camera session – discussion with regards to salaries

Board approved raises for management