

**Resource Opportunities Centre  
Meeting of the Board of Directors  
Monday, November 4, 2020: 6:30 PM**

<u>ITEM</u>	<u>Time</u>	<u>Discussion/Decision/Action/Follow-up</u>
<b>1.0 Call to order/attendance</b>	6:30PM- 6:35 PM	<p>Regrets: John; Rob; Art Present: Nicole, Al (chair), Coralee, Operations/Finance Manager, Programs/Events Manager , Executive Director (recorder); Brad Note that Art and Peggy Gilbert have resigned from the board, effective yesterday.</p>
<b>2.0 Approval of Agenda</b>		<b>Motion required - Nicole, Coralee</b>
<b>3.0 Approval of the Minutes from February 2020</b>		<b>Motion required – Coralee, Brad</b>
<b>4.0 Business Arising from the Minutes</b>	6:40 PM	
4.1 Transit Project	6:40 PM	Remains outstanding; final report with a message to community should be posted to our page, linked through social media, to close loop with community, ending ROC involvement.
4.2 Strategic Planning	6:45 PM	Shawna Shirley is now the strategic planning rep, with Bronwyn taking a year off. Suggested that Shawna be invited to the Nov 30 meeting to begin the process. All of the documentation and work from our meeting in February has been forwarded to Shawna from Bronwyn, so she will be up to speed. She has great credentials and will be a terrific asset to the ROC for this process.
4.3 New Facility Operating Agreement with HRM	6:50 PM	ED will recirculate this for review by board members and staff; inviting HRM Liaison to Nov 30 meeting to ask him any questions and finalize the agreement.
4.4 Outstanding – AGM; updated membership	6:55 PM	Board needs to host its AGM, and it is vitally important to start recruiting new members. We are down to only 6 members, which is too low. Please consider who may be a good fit for the board; discussion on recruitment for Nov 30 agenda.
<b>5.0 Standing Reports</b>	7:15 PM	
<b>5.1 Finance Report</b>		<p>Operations Manager provided financial overview. We are cautiously okay, childcare is helping but as we slowly reopen programs, etc there will be additional costs in cleaning supplies, staff hours. Needs to be balanced approach. Wage Subsidy is slowly reducing over time although extended into 2021. Operations Manager stated the amount we receive is always dependent on revenue from previous period and changes each time we submit. Always submits in arrears as well, so we have to float our full payroll before we receive it.</p> <p>The outstanding grant money for the sport court will need to be sent to HRM. HRM Liaison will send a notice</p>

		<p>requesting it.</p> <p>Nicole, suggested giving thought to fundraising opportunities;</p> <p>Chamber of Commerce program for fundraising for non-profits is underway.</p> <p>Conversation about public misinterpretation of how we are funded.</p>
<b>5.2 ED Report</b>		<p>Grants: Community Facility Development; Councillor Adams; submitted for Red Cross for both meal support and supplies and also PPE kits for staff.</p> <p>Efficiency NS update/HRM expense</p> <p>Floor scrubber – funds received and scrubber is purchased!</p> <p>Water pump update – Emails with John Mason, site visit with Shawn Johnson and our HRM Liaison</p> <p>Snow clearing – slight parking lot upgrades are planned; cut outs for drainage and we need to tell our snow clearer to backscrape out of the end parking spots. As well, they are able to plow down to</p>
<b>5.3 Operations Report</b>		Operations Report presented
5.4 Programs/Events		Programs Report presented
<b>5.0 Community Announcements</b>	7:55 PM	Coralee noted the Cubs are starting again, outside meetings but may now have access to schools for indoor meetings.
<b>6.0 Adjournment/next meeting</b>	8:00 PM	<p>Monday, November 30 , 6:30 PM (HRM Liaison to be invited to discuss agreement, HRM updates, funding concerns )</p> <p>Nicole moved to adjourn.</p>