

**Meeting Notes**  
**Board of Directors**  
**Resource Opportunities Centre (ROC)**

February 24, 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	Manager of Operations & Finance	Programs and Events Manager	
Regrets		N/A		
Purpose:		Community Meeting Preparation		

Order	Agenda Item	Discussion	Responsibility for Action / Follow-up
1.	Call to Order	<ul style="list-style-type: none"> <li>Chair called the meeting to order.</li> </ul>	
2.	Meeting Technology	<ul style="list-style-type: none"> <li>Questions to be asked/answers via chat function to the moderator</li> <li>Technology Coordinator to be invited for technology support</li> </ul>	<b>Staff:</b> Operations Manager to invite Technology Coordinator
3.	Meeting Format	<ul style="list-style-type: none"> <li>Moderator to establish rules of engagement at top of meeting</li> <li>Agenda of meeting – Introduction, Define ROC &amp; PRCC, AGM Announcement, Q&amp;A, Closing</li> <li>Questions submitted in advance via email or in chat function of meeting if possible</li> </ul>	<b>Elected Chair:</b> will meet with HRM Moderator  <b>Staff:</b> Draft meeting introduction
4.	FAQ Questions	<ul style="list-style-type: none"> <li>Group reviewed the FAQ questions and edits</li> </ul>	<b>Board:</b> Marley to send FAQ to group for final feedback
5.	Discussion of Budget Planning	<ul style="list-style-type: none"> <li>Tentative date for budget meeting set for March 16, 2022</li> <li>Discussion of budget impacts such as minimum wage increase, and child care subsidies, facility insurance coverage</li> </ul>	<b>Staff:</b> Operations Manager to bring forward budget draft

6.	Adjournment	Board was Adjourned at 8:46 pm	
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