

Meeting Notes
Board of Directors
Resource Opportunities Centre (ROC)
 March 24, 2022
 7:30pm-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	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 7:39pm 	
2.	Motion to Approve Minutes from March 2 Community Meeting	<ul style="list-style-type: none"> Secretary moved Chair seconded 	Secretary: to finalize and save for posting on website
3.	Review community requests/action items from meeting	<ul style="list-style-type: none"> Past Minutes: Chair received request for past Board Meeting minutes and will provide as soon as she is able. Minutes need to be reviewed. Nicole will send them around to review and then post online. Re-opening plan: Staff is hiring program instructors, kids programming, fitness instructors. Goal to have everyone onboarded and program plans started with times/weeks etc next week. Launch as soon as possible in April, goal before Easter. Staff meetings w. custodians, scheduling etc. Hours of fitness centre have been changed to open at 6:30 am for existing members only. <i>Question from Board: Is there any element of the reopening</i> 	Chair: <ul style="list-style-type: none"> Circulate minutes of meetings from 2020/2021 Staff: <ul style="list-style-type: none"> Facebook post to welcome people back to facility, update on hiring and programming/rentals – tentatively scheduled for week of March 28 Staff: <ul style="list-style-type: none"> Post AGM details on website by April 1

		<p><i>plan not happening? Staff answered: No, but expect everything to be full fledge by September. Question from Board: HRM was switching over their registrations platform, is there any indication that we are required to adopt the software? Staff: does not think so, and does not recommend using that software. Staff are looking at a new option as part of next budget. Continue to wear masks, hand washing, distancing at facility. Despite mandates being lifted.</i></p> <ul style="list-style-type: none"> • Kitchen tender: Action item was dealt with via email following Board meeting. • AGM Date/Location: June 8, 7:00, Multi-purpose room at the PRCC , Refreshments to follow • Budget posted publicly: Budget has not been posted publicly in the past. <i>Question from Board: Do we put out an Annual report? No, we put out a programs or financial report and presented at the AGM. They are submitted to Joint Stocks, not posted. Sara offered to do an Annual Report, it would share a Note from the Chair, Financials, Annual Highlights etc. Chair moves that for the AGM we provide a financial budget as part of an Annual Report. Annual Report to be shared on website. Secretary seconded. Motion passed.</i> 	<p>Secretary:</p> <ul style="list-style-type: none"> • Send email to Counsellor, HRM Liaison, Adam re: AGM, inquire about funding for reception <p>Vice-Chair:</p> <ul style="list-style-type: none"> • Group to collaborate on developing an Annual Report, Sara to coordinate. • Sara to review By-laws and mechanisms for Board appointees who may contravene values and staff safety concerns <p>Staff:</p> <ul style="list-style-type: none"> • Call for nominations posted ahead of AGM
4.	Update on programming now that restrictions have been lifted (and next steps to update community)	<ul style="list-style-type: none"> • Covered in re-opening plan 	
5.	Branding/ROC relationship to other community groups	<ul style="list-style-type: none"> • Confusion on website re: PRAA/PRCC/ROC and Prospect Communities, plus online platform of Farmers Market etc. Used to have 	No action required at this time

		Prospect Communities before facility, was supposed to be a a landing page to navigate to all other sites. As part of Board and Strategic Planning, look at updating branding to reflect structure in future	
6.	New Business	<ul style="list-style-type: none"> • Invitations to HRM staff to meetings • Schedule of meetings 	Secretary: <ul style="list-style-type: none"> • Board to send full names and occupations to Staff • Develop meeting schedule, send to Staff to confirm • Once meeting calendar finalized, send to HRM staff for awareness w/ open invitation
7.	Next Meeting	<ul style="list-style-type: none"> • March 30 Budget Meeting (PRCC) – 7:30pm 	
7.	Adjournment	Meeting was adjourned by Chair at 9:10	