

Minutes
Board of Directors
Resource Opportunities Centre (ROC)
April 25, 2024
6 p.m.

PARTICIPANTS				
Co-Chairs		Kelly Gaudet and Jodi Tanner		
Participants	Board	Allison Lawlor, Secretary	Derek Minney	Erin Callan-Wareham
		Lynn Kazamel- Boudreau		
	Staff		Jessica McCarron, Program and Events Manager	Dustin (DC) Boudreau Manager – Admin and Community Engagement
Regrets		Councillor Patty Cuttell	Denis Huck, vice- chair; Andy Conrad, HRM	Zac De Guerre, Treasurer, Tyson Langille
Ex-officio member		Councillor Patty Cuttell		
Purpose:		April board meeting		

Order	Agenda Item	Discussion	Responsibility for Action / Follow-up
1.	Call to Order at 6:07 p.m.	<ul style="list-style-type: none"> • chair calls the meeting to order • 	-
2.	Approve meeting agenda	-Vote to approve. Approved.	-
3.	Approve consent agenda: -meeting minutes from March -manager's report from March.	- -Vote held and approved.	Post March minutes to ROC website
4.	Board recruitment	- Erin to step down from the board after the AGM in June due to increased work commitments. Erin is thanked for her service. She offers to continue helping with communications committee work.	-

		<p>Welcome Lisa Vaughn to the meeting as an observer. She is considering a position on the ROC board.</p> <p>-Board member suggests each current board member reach out to someone in the community to try to recruit them to the board.</p> <p>-A handful of people have expressed interest in serving on the board and may come to future board meetings</p> <p>New board members will be sworn in at AGM in June.</p>	
5.	Board governance	<p>Board evaluation conducted. Seven people filled out the survey (including Jessica and DC).</p> <p>Suggestions: Work on board preparation for meetings, meeting duration and meeting structure.</p> <p>Consent agenda generally gets sent out on the Monday before the Thursday meeting. This is generally seen as a good idea.</p> <p>Grant, the board coach, recommends having more time for discussions at board meetings. Meeting duration should be 1 ½-2 hours in length.</p> <p>There should be something of substance to discuss at each meeting.</p>	
6.	Community Development	<p>Co-chairs lead a discussion on the ROC's role in community development.</p> <p>From inception to early 2010- a lot of community development work was done on getting internet access for the community. The CAP sites were the go-to place for community groups. Worked in partnership with the PRRA.</p> <p>The building of the PRCC was the biggest community development piece the ROC did for the community.</p> <p>Since opening the PRCC, ROC did the transit study, did a pilot project for a bus along Prospect Road, also did community development by connecting community groups</p>	

		<p>come to the ROC to help them access resources and help them access grants, ex. working with Goodwood Beautification project.</p> <p>What is community development? Responding to what the community wants and needs.</p> <p>Having a role in increasing awareness and diversity and acceptance in the community. Suggestion to offer different/ diverse foods at the Friday Feast and start to also celebrate non-Christian holidays.</p> <p>Look into getting funding from mental health foundation to increase supports in the community.</p> <p>Need to develop strong partnerships within the community with businesses and associations to advise the ROC on what the needs of the community are.</p> <p>What is the next need for the community?</p> <p>Bring a grocery store for the community- advocate for that?</p> <p>Increase good perception of the ROC and a welcoming space for the community.</p> <p>Through programming increase diversity and respond to what the community wants. Right now the ROC's Action Plan states that the board will focus on PRCC operations and then branch out to the community from there.</p>	
7.	Finance committee update	Second month with new bookkeeper. Cleaning up the books for yearend. Right now, for the year, have a \$3,000 surplus but still have to do some adjustments. Finalizing year end, which is March 31, so will have a statement/ update at May board meeting.	-

8.	Communications committee update	<p>Started process for branding and logo refresh with Creative Curve. Staff is providing feedback.</p> <p>Board provided a bit of feedback on the logo.</p>	-
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		<p>Started to look into getting a new outdoor sign at the PRCC, looking at quotes.</p> <p>Will ask Red Cross if we can use some funding to possibility buy a new outdoor sign.</p>	
9.	HR Committee update	. HR Committee is meeting on May 9	
10.	Board required vote	- Head custodian asking if ROC can increase our garbage collection from biweekly to weekly. Approve the increase, motion to approve and approved.	-
11.	Discussion around use of Community Integration Funds	<p>- HRM quoted the cost of a splash pad at \$1.5 million</p> <p>Outdoor pavilion. HRM said it is a good option. Could be a rental space and a licensed area for events. HRM doesn't have a quote.</p> <p>Could get some ultimate frisbee nets with leftover money.</p> <p>HRM suggested ROC check out Hubbards to see the pavilion there. Hubbards Barn Association.</p> <p>Suggestion to later go to the community with a few ideas and prices so that there is some community involvement/consultation.</p>	- Staff to ask Andy Conrad if we need to do community consultation before spending the funds.
12	Community Survey	<p>- 67 responses so far. DC wants to see 150 responses.</p> <p>Most of responses are positive so far. DC will later put together a document on themes.</p> <p>Encourage people to do the surveys. Deadline by mid-May and will have results at AGM.</p>	- Board members to distribute advertising flyers to promote survey.

13	Farmers' Market Update	<p>- Evening market on Wednesday evenings starting in June from 4:30 p.m. to 7 p.m. 20 dates have been set so far. June to October the market will run weekly and then will decide if continues in the winter. Deciding on whether online market will continue. It will depend on whether vendors want that.</p> <p>Received Nourish Funds and will provide SchoolsPlus program, covers a staff wage. About \$9,800 for food bucks and then another over \$2,000 for administration and administrative costs.</p> <p>Farmers' Market Association of Nova Scotia - staff attended AGM and made connections. Decided to join the association again this year.</p> <p>Suggestion to offer cheap ice cream cones to entice people to come to the market.</p>	-

Next ROC board meeting to be held at the PRCC on Thurs. May 23, at 6 p.m.

Board Report

For April 2024

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

Month: March

1. Significant Issues:

- a. Inappropriate & threatening comments surfaced on our social media accounts when we first announced the Drag Show event. We had a similar experience with this during the last Drag Show and have worked through how to respond appropriately and effectively. In some cases we've elected to turn off commenting from certain posts. We continue to educate community members about the nature of the event and address their concerns.

2. Compliance Update:

- a. Head Child Care Instructor completed Food Safety Training.
- b. HRM asked for additional information for our D&O insurance that will renew in June - information requested has been submitted.

3. Progress on Goals/Strategic Plan Implementation:

- a. Programs:
 - i. Winter programs have ended & program evaluation surveys will be sent to participants next week.
 - ii. Spring programs have begun.
 - iii. Registration is now open for Before & After School and Preschool Program 2024/25 - We have a waitlist started for the B&A Program and have very minimal part-time spaces available.
 - iv. Registration for Summer Day Camps will open to full-week registrations on Tuesday April 23 and, if space remains, single-day registrations will open on Tuesday April 30. Details about the program can be found here:
<https://www.centre.prospectcommunities.com/summer-day-camp-2024>
- b. Communications:
 - i. Communications Terms of Reference - Draft has been completed.
 - ii. Annual community survey is live - it will remain open until a minimum of 150 responses have been received.
 - iii. Creative Curve is working on the website design & logo/branding refresh. Phase 1 of the logo refresh has been completed.
- c. Governance:
 - i. Jodi, Kelly, Jessica & DC will meet with Grant again on May 1, 2024
- d. Finances
 - i. Finance Committee Terms of Reference - Draft has been completed
 - ii. The processes has been started to complete fiscal year end

4. Organizational Performance Dashboard:

- a. Team Lead Performance Review process is underway - staff have been asked to complete a survey relating to their work with their direct supervisor. Management will review results, add feedback and complete reviews with each Team Lead by early May.

5. Items of Information:

- a. Upcoming Events:
 - i. The Mom Market - April 21, 2024 - local vendor show with over 120+ local businesses participating. We are offering lunch canteen & child care drop off.

- ii. Drag Show - April 26, 2024
 - iii. Family Dance Fundraiser - April 27, 2024 - Partnering with some community members to host a fun family event to help raise funds for a local family. Their son is undergoing his second stem cell transplant and their daughter is recovering from a Strep A infection in her hip that needed to be surgically removed.
 - iv. Weekly Trivia Night on Thursdays (extended to May 2, 2024 then will break for Summer)
 - v. Friday Feast - May 3, 2024
 - vi. Canteen services returning on Fridays during the Prospect Jammers as of April 19, 2024.
- b. We've received \$1200 from ParticipACTION to offer LGBTQ+ inclusive rec & leisure programs in the month of June.
 - c. One of our lead volunteers with the Take Pride Youth Group was nominated and received an HRM Volunteer Award for her work with the group.
 - d. The Fitness Centre equipment replacement tender has been awarded and work has begun to order the pieces of equipment and solidify the layout/plan. It's expected that the Fitness Centre will be closed for 5-days (Monday to Friday) once the work starts. We are hoping for mid/late May. We will be able to give the community 1-weeks notice of the closure when the equipment is ready to be installed. Work is needed to move the access point to the fitness centre. The door will be moved to near the front desk (where the fridges are currently). This is mostly needed to accommodate the technical requirements for the upcoming Xplor program implementation, however, this will also aid in eliminating issues related to patrons sneaking into the fitness centre without memberships or without using their membership cards.
 - e. We received confirmation from Canada Summer Jobs that they will fund 1 position - the Program Coordinator role, for 8 weeks.