

**Minutes**  
**Board of Directors**  
**Resource Opportunities Centre (ROC)**  
**December 14, 2022**  
**7:00 pm**

<b>PARTICIPANTS</b>				
<b>Chair</b>		Marley MacDonald		
<b>Participant s</b>	<b>Board</b>	Allison Lawlor, Secretary	Zac De Guerre	Brad Knight, Treasurer
	<b>Staff</b>		Jessica McCarron, Program and Events Manager	Darren Hirtle and Jasmine Du of HRM are present
<b>Regrets</b>		Andy Conrad, HRM	Derek Minney, Vice- Chair	Lynn Kazamel- Boudreau
<b>Ex-officio member</b>		Councillor Patty Cuttell		
<b>Purpose:</b>		December board meeting; strategic/ action plan discussion; operational update		

<b>Order</b>	<b>Agenda Item</b>	<b>Discussion</b>	<b>Responsibility for Action / Follow-up</b>
1.	Call to Order	<ul style="list-style-type: none"> <li>chair calls the meeting to order</li> </ul>	
2.	Approve minutes from BOD meeting in November	<p>-Board member says Coun. Cuttell suggested that she not be listed in the minutes as staff and be listed as ex-officio member. All agreed.</p> <p>- vote to approve minutes; minutes are passed</p>	<b>Post minutes on ROC website</b>
3.	Strategic/ action planning  HRM community planners Darren Hirtle and Jasmine Du	<p>-Need to hear from the community. Need to engage the community first and then use the information from the community to move forward with a 1–2-year action plan.</p> <p>-ROC started in 1998/1999 and PRCC opened in 2010.</p> <p>-What do we want our focus to be?</p> <p>-survey to go to the community in January. Have the survey circulating for two to three weeks. Have drop boxes at the PRCC for community members to drop the survey. PRCC staff can ask people using the facility to complete the survey. Have drop boxes around the community. Ask to have a link in Patty's newsletter.</p> <p>After much discussion, board came up with the following questions for a brief survey.</p>	<p><b>ROC has survey monkey. Staff will develop a survey.</b></p> <p><b>ROC board members encouraged to make suggestions about survey questions. Does anything need to be changed/ improved?</b></p> <p><b>In February, ROC board to meet with HRM community planners again to work on next steps.</b></p>

		<p><b>Survey:</b> Have a brief intro... The ROC has a new board. We want to hear from you. State mission and vision of ROC and let people know that we are developing a 1–2-year action plan.</p> <p><b>Survey questions:</b></p> <p>1)In which community do you live? (have check boxes)</p> <p>2)Which services have you accessed at the ROC/ PRCC in the past year? -childcare -fitness centre -recreation programs – kids/ youth/ adults/ seniors -community meals -farmer’s market</p> <p>3)Where should the ROC put its focus in the next 1-2 years?  -PRCC facility operations -community outreach/ development -accessibility</p> <p>4)How satisfied are you with the ROC/ PRCC? (include a comment box)</p>	
4.	Update from ROC Program and Events Manager	<ul style="list-style-type: none"> <li>•</li> <li>• <b>Farmer’s Market</b> ROC approved for Nourish NS Grant for 2023. Grant is for \$9,200. In January will likely get more money, which will include funds for administrative costs. -Last two markets have had record numbers. Dec. 11 market had close to \$3,600 in sales.  Dec. 18 will be the last market for 2022.</li> </ul> <p><b>Repairs/ upgrades at PRCC</b> -plumbing; skylight leaking.</p>	<p><b>-Suggestion to hold an in-person farmer’s market in Spring 2023. Staff will look into this.</b></p>

		<p>-drainage issue around generator behind the PRCC. Andy is looking into this.</p> <p>-HRM looking at putting fire retardant on the big curtain that covers the mirror in the dance studio.</p> <p>-looking at putting up an HRM dog-on-leash sign on PRCC property.</p> <p><b>Accessibility audit</b> done by Dalhousie University students and HRM. The building is good. Will get a final report from them.</p> <p><b>Prospect Road Recreation Association grant</b></p> <p>-ROC got \$4,500 grant in December. Money will be used to start a youth drop-in program. Free for youth. It will run a couple of hours on the weekend. Idea would be to increase the hours/ availability in the future.</p> <p>Money from the grant will also be used to buy an outdoor bulletin board to post by the PRCC front entrance- to increase advertising/ communications.</p> <p>-Prospect Slammers also got a PRRA grant to increase pickleball use/ number of players. ROC staff will work with the group to implement programming.</p> <p>-ROC got a \$5,000 Community Health Program grant. In February 2023, will start a parent/ tot drop-in program. Will have toys and also once a month have a speaker come in</p> <p>-Staff working on a grant to buy new public access computers for the PRCC. Some computers were bought in 2010.</p> <p>-NSLC has a community grant staff will apply for.</p> <p><b>Programming</b></p> <ul style="list-style-type: none"> <li>• New winter programming to be released by Dec. 16.</li> </ul>	
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5.	<p>Audit review</p> <p>Kelly Gaudet</p>	<ul style="list-style-type: none"> <li>• Kelly Gaudet a CPA who lives in the community reviewed the ROC books and practices. She gave the ROC a short report called “Suggestions for improvements of controls”. The report</li> </ul>	<p>Kelly along with staff and ROC finance committee will meet in January 2023 to go through the report and implement the suggested changes.</p>

		was broken down into sections: reporting, non-control reporting recommendation, expenses and payments, payroll, revenue and deposits and other.	Staff will go through the financial aspects of the report and see what needs to be done to update the changes and report back to finance committee.  Former ROC board member has agreed to help ROC board update its policies. The ROC board policy was last updated in 2015.
6.	ROC communications  ROC Program and Events Manager	<ul style="list-style-type: none"> <li>• The ROC has about 200 subscribers to its Mail Chimp account.</li> <li>• Idea to create a small newsletter/ communications update that would include a chair update, manager update, here's what's new section and a link to the ROC action plan survey. It would also include the ROC email and encourage readers to make comments/ suggestions.</li> </ul>	Program manager will work with technology co-ordinator to have a communications update/ short newsletter in January.
7.	New board members	- Kelly Gaudet, CPA, is asked by the board if she would be interested in joining. She agrees. Motion made to hold a vote to make her a new board member. Board voted and unanimously approved her as a new board member.	- Staff will send Kelly ROC board confidentiality document. -Kelly will put together small bio to be posted on ROC website.
8.	Leadership strategies	- A board member with extensive experience in leadership strategies and implementation offers to talk with program manager about ideas for the ROC. The idea would be to work collaboratively.	- chair will set up meeting with chair, board member and program manager to further discuss strategies and implementation
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10.		-	-
11.		-	-

**Next ROC board meeting to be held at the PRCC on Wed. Jan. 18, at 6:30 p.m. (NOTE change to meeting start time)**