

Minutes
Board of Directors
Resource Opportunities Centre (ROC)
February 23, 2023
6:30 p.m.

PARTICIPANTS				
Chair		Marley MacDonald		
Participants	Board	Allison Lawlor, Secretary	Zac De Guerre	Brad Knight, Treasurer
		Lynn Kazamel- Boudreau	Kelly Gaudet	Derek Minney, vice-chair
	Staff	Andy Conrad, HRM	Jessica McCarron, Program and Events Manager	
Regrets		Councillor Patty Cuttell		
Ex-officio member		Councillor Patty Cuttell		
Purpose:		February board meeting; operational update		

Order	Agenda Item	Discussion	Responsibility for Action / Follow-up
1.	Call to Order	<ul style="list-style-type: none"> • chair calls the meeting to order 	
2.	Approve minutes from BOD meeting in January	<ul style="list-style-type: none"> - - vote to approve minutes; minutes are passed 	Post approved minutes on ROC website
3.	Rita Mae Schwartz, a community member.	<ul style="list-style-type: none"> - Rita expresses several concerns she has with the ROC and PRCC. - 	<p>Board to provide community feedback to Staff on the following:</p> <p>Customer service @ the Centre</p> <p>Social Media interactions</p> <p>Board to draft Social Media operational practice to enforce with centre Staff</p> <p>Community Feedback email link - placed on to ROC Website for direct feedback loop to ROC Board of Directors</p>

4.	Rob Gilbert, chair of the Prospect Road Recreation Association (PRRA)	<p>March 15 deadline to apply for PRRA grants of up to \$10,000.</p> <p>Discussion around staffing at PRCC. Board member tells Rob, the ROC is in the process of hiring a general manager on a one-year contract but would like to have that position renewed after one year and become permanent.</p> <p>Prior to the pandemic, the ROC had more full-time managers. The resources aren't there currently to pay for the previous full-time positions. Living wages have increased, events/ programming are down in part due to staff and in part as a result of the longer-term effects of the pandemic.</p> <p>The PRRA has accumulated funds that need to be spent in 2023.</p> <p>-</p>	<p>Rob to follow up with ROC board to see whether the ROC can apply for grant money to help fund a one-year managerial position at the ROC.</p> <p>If the ROC can apply, the board will come up with a business plan, three-year budget.</p>

5.	<p>Fitness Centre at PRCC</p> <p>And a few other items raised by board member</p>	<p>-board member raises concerns about broken equipment in the fitness centre.</p> <p>-gym equipment owned by HRM, ROC to maintain it.</p> <p>-Andy at HRM tells her that a request has gone to Council asking for \$125,000 to replace fitness centre equipment. Waiting for budget approval. If approved, it will be in the budget in April.</p> <p>-Board votes to remove two broken treadmills from the fitness centre and HRM will pay for the removal of them. ROC will spend \$600 to have a broken elliptical machine fixed. The fitness centre will now have two working treadmills.</p> <p>-Board member suggests that people be offered a free pass to the fitness centre if they show up for a class and it has been cancelled. If a fitness class is cancelled every effort is made to contact participants and the participants are refunded for the class.</p> <p>-Board member suggests offering healthier drink options at the PRCC, not focusing on pop.</p>	<p>Staff to co-ordinate removal of two broken treadmills and have one elliptical machine fixed.</p> <p>Staff will give a free pass to the fitness centre if a class is cancelled and participant has shown up to the centre.</p> <p>-staff will look at the cost of pop and see if it can be offered at cost to staff. Look at offering more drink options.</p>
6.	<p>Update from ROC Program and Events Manager</p>	<p>Farmers Market:</p> <p>- First market of 2023 was on January 22 - sales are steady with our average.</p> <p>- The Nourishing Communities grant is underway again; this year we will support 6 families with \$60 per market to spend. This is a decrease in the number of families from last year as our funding is less than last year. FMNS is hopeful we may receive a top-up in funding (which would allow for more families) but it has not been confirmed yet. Last year, \$13,000 went to families, this year got a grant for \$8,800.</p>	

Building:

- No major issues outstanding with the building.
- Last weekend we had one of our basketball nets malfunctioned and HRM was great to respond quickly. They weren't able to get it repaired before we had a weekend full of rentals from open to close but all groups were great to accommodate the issue and the net was repaired first thing Tuesday morning.

Grants:

- Prog. & Events Mgr attended the Community Health Board grant celebration to receive the cheque for the Prospect Communities Early Years Play & Learn program. Currently working with a community volunteer to develop program for a launch in March.

Operations:

- The Fitness Centre Membership Special concluded on Jan 31 and it generated 44 new or renewed memberships.
- We successfully hired a new Before & After School Instructor and 2 new team members for the Front Desk. All have been trained and are currently working independently in their roles.
- The facility reopened to regular weekend hours on February 4 - We've seen a big increase in rentals and currently only have 4 timeslots of free space available in the gymnasium for the remainder of February & the full month of March on weekends. Our week-day evenings are also full in the gymnasium and rentals in our other spaces are increasing steadily.
- The Youth Sport Drop In program is going very well on Sunday evenings - after a bit of a slow start we had over 15 youth this past weekend.
- Prog & Events Mgr met with a representative from the Tantallon Library to talk about bringing some library programs to the facility. Plans are in motion for a pop-up event in April. A meeting is also scheduled for next week (Feb 28) with a different Halifax Library rep to discuss the Book Kiosk program & potential of bringing one to our facility.

		<p>- Plans are in motion for a Food Truck Rally in June - Tentatively looking at June 10 and hoping to encompass the opening-anniversary of the PRCC (year # 13). The event will include 6 food trucks outdoors offering different types of food/snacks/desserts and indoor activities / eating areas.</p> <p>- <u>New opportunities added this month:</u> March Break Day Camps (almost full), Family Science Night (March 1), free workshop with the Community Health Team, Home Alone & Babysitting Courses (full and almost full respectively), free pickleball drop ins for beginners in partnership with the Prospect Slammers, additional dance classes & career-related workshops.</p>	
7.	HRM update from Andy	<p>- HRM owns the PRCC building, but ROC operates it. An operating agreement is in place but needs to be updated. It is a 10-year agreement.</p> <p>-HRM sign outside PRCC has not been working for a long time. HRM staff working on it, it may have to be replaced.</p> <p>-Community Integration Fund: There is \$325,000 for PRCC, supposed to be used for capital projects, in the past a skate park was considered.</p> <p>-possibility that some of that money could go toward operating costs for the centre, such as hiring more staff, putting on community events, increasing programming for people with special needs.</p> <p>-Board agrees that Andy should contact HRM Parks Capital Projects, a division of Parks & Recreation, about more than \$50,000 in funds that are intended for capital projects (money dating back to about 2018).</p>	<p>-New Facility Operating Agreement to be reviewed for the board pro bono by Patterson Law.</p> <p>-ROC staff will also review and make comments.</p> <p>-Once both parties have reviewed and made comments, ROC board will review the new operating agreement to finalize.</p> <p>-ROC board to write a letter to HRM to say that the board would like some of the community integration funds to be used for operating costs. Letter should be written by April 1.</p> <p>-Board agrees that Andy will contact Parks Capital Projects to address funds of over \$50,000 (previous money set aside for capital projects) and ask them if the money can stay with parks and recreation until a plan is in place for the money.</p>

8.	Strategic/ action planning	- 354 people responded to the survey. Staff and board member to go over results and then send information to board members to review before meeting with Jasmine at HRM	Board member to contact HRM community planners to see if they can meet on Thurs. March 23 at 6:30 p.m. at PRCC to guide board on next steps.
9.	Board recruitment	-board application form updated. -application form sent out to four people who contacted the board expressing interest in joining.	- board application form can be posted on ROC website.
10.	Leadership	-draft of performance review document given to staff and to board HR committee	-
11.	Finance Committee update	-Here is some background information on incorporating a non-profit society. https://www.corporationcentre.ca/docen/home/faq.asp?id=incnp	-Board member to reach out to one of the founders of the ROC to check to see if the ROC is incorporated (not just under the Societies Act)
12.	Registry of Joint Stock Companies	-needs to be updated, remove former board members and registered agent and add current board members.	-Board member to get board contact information to give to staff and to create a board contact sheet. Staff to send in updates to Registry of Joint Stock Companies.
13.	HR Committee update	-interviews taking place to hire a Senior Manager - Community Engagement and Administration. It is a one-year term to be renewed based on funding.	-Plan is to hire someone ASAP.
11.	In camera	-	

Next ROC board meeting to be held at the PRCC on Thurs. March 30, at 6:30 p.m.