

**Minutes
Board of Directors
Resource Opportunities Centre (ROC)
January 18, 2023
6:30 pm**

PARTICIPANTS				
Chair		Marley MacDonald		
Participants	Board	Allison Lawlor, Secretary	Zac De Guerre	Brad Knight, Treasurer
		Lynn Kazamel- Boudreau	Kelly Gaudet	
	Staff	Andy Conrad, HRM	Jessica McCarron, Program and Events Manager	
Regrets		Derek Minney, Vice-Chair		
Ex-officio member		Councillor Patty Cuttell		
Purpose:		January 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 December	<ul style="list-style-type: none"> - - vote to approve minutes; minutes are passed 	Post minutes on ROC website
3.	Strategic/ action planning	<ul style="list-style-type: none"> - board discusses draft survey, suggestions made to improve/ clarify some questions. - Suggestion to distribute survey electronically as well as via school newsletters and put posters up at local stores. - -suggestion to run survey from Jan. 23 to Feb. 5. 	<p>-board member and ROC staff to finalize survey.</p> <p>Board member to contact HRM community planners to see if they can attend ROC board meeting in February to guide board on next steps.</p>
4.	Update from ROC Program and Events Manager	Farmers Market: - The last Market of 2022 (December 18, 2023) did reach record sales for the largest total sales to date (approx. \$4400.00).	

		<p>We completed the 2022 Nourishing Communities program and used all allocated grant funds towards the Food Bucks program - The 2023 Market has launched and pick up will take place on Sunday, January 22.</p> <p>- The Volunteer Market Co-ordinator is working on plans for pop up markets once per month starting in February (date TBD).</p> <p>Building: - No major issues outstanding with the building. - We have been successful in securing documentation to prove that our curtain in the Dance Studio is made of flame retardant material; hopefully the curtain can be reinstalled soon.</p> <p>Grants: - We have submitted our yearly application to Canada Summer Jobs for our Summer Day Camp staff (was due by January 12, 2023) and will be submitting our yearly application for the Nova Scotia Summer Jobs program next week (deadline January 30, 2023).</p> <p>- Technology Co-ordinator was successful in receiving the funds he requested from @NS to upgrade the public access computers and a few internet-security related items. The total is \$3700.00</p> <p>Operations: - The Fitness Centre Membership Special continues until January 31, 2023 - we've seen a great uptake on specials and increase in fitness memberships since the New Year.</p> <p>- Winter Programs have started and continue to launch into next week (Jan 23-28).</p> <p>- Spring Program planning has begun as most Winter programs will run directly into the Spring session (which starts in April). Registration for Spring will happen before March Break.</p> <p>- We are currently hiring for 1 Before & After School Instructor and will be seeking a part-time Front Desk team member shortly.</p>	<p>-six new publicly accessible computers will be available at PRCC soon</p> <p>-Spring programming announcement aimed before March Break.</p> <p>-ROC board member to touch base with staff in early March to ensure announcement is on schedule.</p> <p>-Staff to post Spring programming on PRCC website prior to March Break.</p>
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5.	Finance committee update	<p>-staff and board members looking into a previous provincial grant that was given to the PRCC for a sport court. The money wasn't spent because HRM paid for the cost of the sport court. The money is secure in an account.</p> <p>-Staff and committee made a checklist based off December report on controls and will work through it. Expect to have all accounting/ controls changes updated and in place by end of March 2023.</p> <p>-As of the first nine months of the fiscal year a surplus of \$20,000 is expected.</p> <p>-Working with staff on getting more reports on staffing, revenues and</p>	<p>-Staff will speak to province and HRM to determine next steps</p>

		programming. Will have more details in April.	
6.	HRM update from Andy	<ul style="list-style-type: none"> • HRM owns the PRCC building, but ROC operates it. A lease agreement is in place but needs to be updated. It is a 10-year lease. • -suggestion to have the new lease agreement looked at by a lawyer pro bono for the ROC before it is signed. • -gym equipment owned by HRM, ROC to maintain it. • HRM sign outside PRCC has not been working for a long time. Staff has called multiple times to have it fixed. 	<p>-Andy will send the new draft lease agreement to staff the week of Jan. 23.</p> <p>-Andy and Councillor Cuttell offer to help get the sign fixed.</p>
7.	New board members	<p>- discussion around need to recruit more board members. We currently have seven and can have up to 15.</p> <p>-board looking for legal and HR support.</p> <p>-Councillor Cuttell offers to send a board application template.</p>	<p>- board member to put together board recruitment letter and application form. Once done form will be posted on ROC website.</p>

8.	Leadership strategies	<p>- 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.</p>	<p>- Meeting set for Feb. 15 at 3:45 p.m.</p>
9.	ROC communications	<p>-Prospect Road and Area Recreation Association working on a new website. Will link it to ROC Prospect Communities website and vice versa.</p> <p>-ROC Prospect Communities website needs to be updated.</p> <p>-Board member suggests putting an article in the Masthead News (February issue) about the Nourish NS grant and farmer's market, as well as link to community survey.</p> <p>-Online newsletter to be developed and will include board update, what's new and link to survey</p>	<p>Board member will go through ROC website and make suggestions for updating. ROC technology co-ordinator will update. ROC board meeting schedule should be posted.</p> <p>-board member will work with staff on article</p> <p>- board member will work with staff on article</p>

10.	ROC board Google Doc/ Drive	-board member suggests that the board create a Google Doc/ Drive so all info is in one place and accessible to board and staff.	-staff will do this
11.	In camera	-	-

Next ROC board meeting to be held at the PRCC on Thurs. Feb. 23, at 6:30 p.m. (NOTE change to meeting start time and day of the week)