

**AGENDA**  
**Board of Directors**  
**Resource Opportunities Centre (ROC)**  
 June 28, 2023  
 7:00pm

PARTICIPANTS				
<b>Chair</b>				
<b>Participants</b>	<b>Board</b>	Kelly Gaudet, Brad Knight	Derek Minney, Denis Huck	Zac De Guerre
		Allison Lawlor	Lynn Kazamel-Boudreau	Jodi Tanner, Tyson Langille
	<b>Staff</b>		DC Boudreau, Manager – Admin and Community Engagement	
<b>Regrets</b>		Erin Callan		
<b>Purpose:</b>		Board meeting to determine new board executive following AGM		

Order	Agenda Item	Discussion	Responsibility for Action / Follow-up
1.	Call to Order		
2.	Election of new board executive	<p>Vote held to approve new board; all in favour of the new board executive.</p> <p>Kelly Gaudet co-chair            Jodi Tanner co-chair            Denis Huck, vice-chair            Zac De Guerre, treasurer            Allison Lawlor secretary</p> <p>Brad is leaving the board. He is thanked for his time and his efforts.</p>	Update ROC website
3.	Set up board committees	<p><b>Communications committee-</b> Allison, Tyson, Erin. Allison is chair of the committee.  <b>HR committee-</b> Lynn, Jodi, Kelly. Jodi is chair of the committee.  <b>Finance committee-</b> Zac, Tyson, Kelly. Zac will be chair of the committee.  <b>Governance/ operations committee-</b> work on policies, including childcare policies</p>	One of the tasks will be to look ahead and determine statutory holidays during 2023/2024 year. What days should the PRCC be closed? Canada Games Centre for example doesn't close on holidays (only on Christmas Day). Put a

		-Denis, Zac, Derek. Denis will be chair of the committee.	policy in place for statutory holidays.
4.	ROC signing authority	Zac and Denis and Tyson will be given signing authority. DC and Jessica have signing authority. You need two signatures on cheques. Denis should be the go-to person for signing cheques.	DC will contact the bank to change banking authority. DC will need a copy of board members' ID.
5.	Set ROC meeting schedule for 2023/2024 year	Regular meetings will be held on the last Thursday of every month throughout the year at 6 p.m.  Finance committee usually meets 10 days before the regular board meeting. HR committee will set something up over the summer as well as governance committee. Communications committee meeting on July 10	August 31, 6 p.m. next regular board meeting.
6.	ROC/PRCC Kitchen update	The ROC wants to start renting out the kitchen at the PRCC. ROC/ PRCC doesn't currently have paperwork regarding the John Howard Society contract. Will seek clarity. Will speak with volunteer kitchen co-ordinator.	
7.	Update from manager- admin and community engagement.	-wants to work with HR committee on strategies to make ROC a more enticing place to work. -childcare lead has taken on a more supervisory role. She likes the additional responsibilities. -staff and board to work on creating updated job descriptions.	-board member suggests speaking with Andy at HRM to see whether HRM can pay managers positions and health benefits. -HR committee to get in touch with manager re date for return from maternity leave.
8.	PRRA grant application	The board of the Prospect Road Recreation Association would like to meet with treasurer of the ROC to ask a few questions about the grant application the ROC submitted. The application is for \$60,000.	Meeting to be arrangement to provide additional details.

**Next board meeting:** August 31, 6 p.m.

