

**Minutes**  
**Board of Directors**  
**Resource Opportunities Centre (ROC)**  
**May 23, 2024**  
**6 p.m.**

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

<b>Order</b>	<b>Agenda Item</b>	<b>Discussion</b>	<b>Responsibility for Action / Follow-up</b>
1.	Call to Order at 6:06 p.m.	<ul style="list-style-type: none"> <li>• chair calls the meeting to order</li> <li>•</li> </ul>	-
2.	Approve meeting agenda	-Vote to approve. Approved.	-
3.	Approve consent agenda: -meeting minutes from April -manager's report from May.	- -Vote held and approved.	<b>Post April minutes to ROC website</b>

4.	Board recruitment	<p>Introductions made and a welcome is extended to those who are at the board meeting and interested in joining the board.</p> <p>New board members will be sworn in at AGM in June.</p>	-
5.	ROC Annual Community Survey (DC)	<p>Received 105 responses. Mainly positive responses. Majority of residents who responded were female and majority were from Brookside. Close to 50 per cent who responded said they had taken part in a community event. Several respondents wanted ROC to focus more on community development. Majority were satisfied with the PRCC.</p> <p>Some areas that could be improved: -streamline communications -improve room bookings/ room rentals</p> <p>-estimate between 10,000 and 12, 000 people in the Goodwood to East Dover catchment area.</p> <p>-need more clarity around the difference between PRCC and ROC roles. -board members suggests that we continue to be super vigilant about improving and responding in a timely way to community needs. -board member suggests that a low survey sample doesn't necessarily mean that community is satisfied with the ROC/ PRCC- could mean that the community isn't as engaged with the organization. -suggestion that PRCC and ROC look at hard numbers- how many people are using the facility, are program numbers up or down compared to last year?</p>	<p>-will acknowledge survey at ROC AGM in June. -will reference the survey in newsletter coming out in early September.</p>
6.	Finance committee update	<p>March 30 is year end. Need to submit document to HRM. (Please see attached financial statements). ROC is in a good financial position.</p>	Will send financial document to HRM.

		<p>Motion to approve financial statement. Motion is passed.</p> <p>-HRM will conduct an audit to see whether PRCC is in a position to get solar panels. Would help reduce electricity costs. HRM will make final decision.</p> <p>-Terms of Reference for the finance committee are presented. A motion made to approve them. Vote held and they are approved.</p>	
7.			-

8.	Communications committee update	<p>-Suggestion to include community groups in the newsletter scheduled for fall 2024. Board agrees.</p> <p>-Jason is excited to work on the newsletter. He worked on the Prospective newsletter in the past.</p> <p>-work continues on updating websites.</p> <p>-DC asks the board to put together a statement showing that the board stands behind PRCC staff in promoting a diverse and inclusive community. Board members agree.</p>	<b>-Communications committee to draw up statement re diversity/inclusivity.</b>
9.	HR Committee update	<p>-Have updated the employee policy handbook. It will get sent around to board members.</p> <p>-bookkeeper resigned. She will close the month of April. Need to hire someone new.</p>	
10.	Discussion around use of Community Integration Funds	<p>-PRCC managers will set up a meeting with Hubbards Barn Association to learn more about their outdoor pavilion.</p> <p>-board member suggests that ROC go to the province and the federal government to try to get matching funds- not just try to find a project that falls within \$325,000. If we can get three times the amount of money than we should because we are stewards of the money for the community.</p> <p>-Andy at HRM said it is up to the ROC board to decide whether it wants to conduct a community consultation on which project should be funded with the money.</p>	<p><b>- PRCC staff will get quotes for a pavilion behind the PRCC.</b></p> <p><b>-ROC board will look into provincial and federal funding that could match the community integration funds.</b></p>

11.	Requiring board approval	<p>-Motion made to spend about \$774 on new gym equipment (money is from a \$1,200 grant). Motion is approved and seconded.</p> <p>-Motion made to spend about \$730 for bouncy castles for the PRCC anniversary event on June 8. Motion is approved and seconded.</p> <p>-Motion to approve an ROC letter of support to a community member who is requesting that Seaview Community Park in Prospect Bay be renamed in honour of a community member. Motion is approved and seconded.</p>	<b>Send letter of support.</b>
12	Board meetings	<p>Decision made to hold June board meeting after the AGM on June 18. At that meeting, board members will decide on board positions and board committees.</p> <p>-No board meetings will be held in July and August.</p>	
13	Farmers' Market Update	<p>- Online market will continue on a bi-weekly basis. Vendors want to continue online.</p> <p>-Nine families in the community will receive food through Schools Plus and Nourish NS grant. A total of \$9,800 in market products will go to the families.</p> <p>-First in-person market is on June 12 at the PRCC.</p> <p>-will partner with Nova Scotia loyalty program to offer customers some discounts.</p> <p>-the target is to have 12-15 vendors for the in-person markets on Wednesday evenings.</p>	-

**Meeting is adjourned at 8:07 p.m.**

**Next ROC board meeting to be held at the PRCC on Tuesday June 18 following the AGM. The AGM starts at 6:30 p.m.**

Board Report- ROC Managers' report for May is attached.