

Minutes
Board of Directors
Resource Opportunities Centre (ROC)
 November 16, 2022
 7:00 pm

PARTICIPANTS				
Chair				
Participant s	Board	Derek Minney, Vice-Chair	Zac De Guerre	Brad Knight, Treasurer
		Allison Lawlor, Secretary	Lynn Kazamel-Boudreau	
	Staff		Jessica McCarron, Program and Events Manager	Councillor Patty Cuttell
Regrets		Andy Conrad, HRM		Marley MacDonald, Chair
Purpose:		November board meeting; budget discussion and operational update		

Order	Agenda Item	Discussion	Responsibility for Action / Follow-up
1.	Call to Order	<ul style="list-style-type: none"> Vice-chair calls the meeting to order 	
2.	Approve minutes from BOD meeting in October		-Board member says she noticed that minutes from September and October hadn't been posted to ROC website. Staff member said she will follow up and have minutes posted.
3.	Budget update from board finance committee member	<ul style="list-style-type: none"> Draft budget for 2023/ 2024 presented ROC in a good financial position. Proposed budget would leave the ROC with a small surplus. Suggestion to increase the current hours of the ROC technology co-ordinator to bring his hours to 40 per week, up from 36. Suggestion to pause on the budget approval and vote on it in a couple of days 	-board member to send an email to allow board members to vote on the budget in the next couple of days.
4.	Update from Program and Events Manager	<ul style="list-style-type: none"> Suggestion to hold a vote to increase hours of ROC technology co-ordinator. Vote takes place and it is approved. 	

		<p>Hours to increase to 40 hours per week, effective immediately.</p> <ul style="list-style-type: none"> • • Farmer’s Market Nourish NS Grant for SchoolsPlus program runs the calendar year. It was a \$16,500 grant. The grant includes some money for administration costs. Thirty families are now using the program and getting weekly food boxes. Dec. 18 will be the last market for 2022. Famers’ Market NS is telling groups that they will likely get the same amount of grant money as last year but could be more. -ROC volunteer wants to continue in her current role with the farmer’s market, not interested in taking on a paid position. -Idea to have an ROC front desk staff person to do the farmer’s market administrative work and monitor the hours so manager can make sure they don’t go over budget/ stay within the Nourish NS grant money. -suggestion to try a pop-up, in-person market in winter 2023. -Vote to decide whether the ROC should continue with the farmer’s market in 2023, pending the ROC receives more funding from Nourish NS. -board agrees to keep the market going in 2023, pending funding. • Programming • New winter programming to be released by Dec. 1. • Fitness membership special is usually advertised before the holidays. Will look at doing it again this year. Will try to post something in early December. • 	
5.	ROC strategic planning process	<ul style="list-style-type: none"> • Will start the process at December 2022 BOD meeting. HRM community 	Board member will send note to board members to get them thinking about what questions to

	update from board member	<p>developers will attend December board meeting.</p> <ul style="list-style-type: none"> • First step to create a community survey or community questions to gauge what the community wants/ needs. 	ask the community. Potential questions: What is working well? What can be improved? What would you like to see?
6.	Audit review update from board member	<ul style="list-style-type: none"> • Kelly Gaudet a CPA who lives in the community is available to do a review of the ROC books and practices. It wouldn't be a formal audit, but for about \$1,500 she would look at the books and do a checks and controls overview. She would look to see where there are weak areas and suggest changes. • Could have the review done before Christmas. • It would be a budgeted expense. • Suggestion to have something like this done every second year. • Councillor suggests having a full budget audit review done next year. • Motion made to approve Kelly Gaudet to conduct a check and control review of ROC. Board agrees. 	-board member to get in touch with Kelly to begin the review process.
7.	Prospect Road Recreation Association (PRRA) community event update from a board member	<p>-The event at the PRCC on Nov. 26 is a way to welcome back members of the community. The PRCC wants to develop a partnership with the ROC- now that both organizations have new boards.</p> <ul style="list-style-type: none"> • Some discussion around how the event could be better advertised and in the future more planning/ lead time so that everyone feels adequately consulted. • Reiterated that the event is a good idea, and the intentions are good. • 	-
8.	ROC communications update from ROC board member and ROC program and event manager	<p>-Budget review showed that the Prospective newsletter cost the ROC too much money to print and distribute four times a year.</p> <p>-suggestion to put an ad in the Masthead News and to create a digital newsletter that could be posted on the PRCC and ROC websites.</p>	<p>-program manager to talk to technology co-ordinator about creation of a digital newsletter.</p> <p>-Councillor offers to help with creation of digital newsletter.</p>

		-suggestion to buy a new bulletin board and post it outside the front doors of the PRCC. Events and activities could be posted there.	
9.	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 in November with chair, board member and program manager to further discuss strategies and implementation
10.	New board members	-board member suggests that a call be put out to the community to encourage people to join the board so that there are staggered start and end dates for board members	-board members encouraged to ask engaged people in the community if they are interested in joining the board.
11.	Addressing concerns from community members	-a board member was approached about a concern raised in the community involving a fitness instructor and her desire to teach more classes at the PRCC. -concerns also raised about the response time and turnaround time for booking rooms/ space at the PRCC.	-program manager to speak with fitness instructor to clear up any misunderstandings. -program manager working to improve the booking system.

Next ROC board meeting to be held at the PRCC on Wed. Dec. 14, at 7 p.m. HRM Community developers to attend to work with board on new strategic/ action plan.