

Meeting minutes
Board of Directors
Resource Opportunities Centre (ROC)
 Oct. 26, 2023
 6 p.m.

PARTICIPANTS				
Co-Chairs		Kelly Gaudet		
Participants	Board		Derek Minney	Denis Huck, vice chair
		Allison Lawlor, Secretary	Lynn Kazamel-Boudreau	
	Staff		Jessica McCarron, Program and Events Manager	DC Boudreau, Manager – Admin and Community Engagement
Regrets		Andy Conrad, HRM, Zac De Guerre	Jodi Tanner, Tyson Langille	Erin Callan-Wareham
Purpose:		October board meeting. Developing action plan; committee updates from HR, communications, finance and operations		

Order	Agenda Item	Discussion	Responsibility for Action / Follow-up
1.	Call to Order	At 6:11 p.m.	
2.	Approve Consent Agenda <ul style="list-style-type: none"> • Minutes from ROC BOD September meeting • Operations Update (see report from DC and Jessica). • 	-Motion to approve September minutes and manager's report. Motion seconded.	-post approved minutes and financial update to ROC website
3.	Update from Andy Conrad	No update from Andy Conrad	
4.	ROC Action Plan update from DC		

		<p>Need to think long term, need to know what we're working towards</p> <p>What is our objective in three years?</p> <p>For example, agree on two goals. They could be... Goal 1: The PRCC will be a community hub for recreation, programs and services. Goal 2: The ROC will be an umbrella organization for community initiatives.</p> <p>Make the action plan a living document. Ex. half way through the year revise and plan tactics for the next year.</p> <p>Make sure there is a budget for actions steps and ensure there are timelines and a person responsible.</p> <p>Last ROC strategic plan was posted for the public to view. Nine goals in last action plan.</p> <p>What needs to happen next?</p> <p>ROC needs to determine SMART goals to achieve at the end of three years.</p> <p>Specific, measurable, attainable, realistic, timely.</p> <p>Board policy handbook needs to be updated. This could be part of governance section</p> <p>-Good idea to have someone read over the action plan, maybe Jasmin Du at HRM, before it is made public.</p>	<p>-DC to send instructions and action plan spreadsheet to board members after board meeting.</p> <p>-board needs to get information to DC by Nov. 17 so he can implement it into the plan, including timelines for each item.</p> <p>-Nov. 25 Holiday Hang Out and can inform the community about the action plan and show what we're working on.</p> <p>-Implement action plan in January 2024.</p>
5.	Finance Committee Update	<p>-Reviewed six months. ROC almost broke even (within a few hundred dollars). Winter is usually more expensive time of year, more expenses.</p> <p>Working on a system to better track each program, how much money comes in and how many expenses.</p>	<p>-Draft budget for upcoming year will be sent to board members in advance of Nov. 23 ROC board meeting. ROC board needs to approve the draft budget on Nov. 23.</p> <p>-Budget due to HRM on Nov. 30.</p>

		<p>Next finance meeting Nov. 15, finance committee will come together and then send draft budget to board for review.</p> <p>-Questions re grant application to PRRA. Have not received a formal response from PRRA. ROC board informed that PRRA would like additional information.</p>	<p>-ROC board co-chair will email chair of PRRA to inquire about grant application and seek clarity.</p>
6.	HR Committee Update	<p>-Making progress- finalized performance management tool</p> <p>-Will review HR policies at next meeting</p>	
7.	Communications Committee Update	<p>-provided DC with updated action plan items</p> <p>-website redevelopment update: -Jason pulled together a pros and cons list based on three quotes from companies.</p>	<p>-Jessica and DC will ask Jason follow up questions re what services does he get from the web hosting provider now- Dreamhost. Get more quotes from companies/ narrow down scope of work.</p>
8.	Operations Committee Update	<p>-will meet with managers again</p>	
9.	Board governance coaching	<p>-Discuss board governance annual calendar:</p> <p>-Discuss new format for staff monthly report: -board member liked new format. It is working well.</p>	<p>-Add a line to board meeting agenda - Approval of agenda -In agenda, put in a line about board decisions required from manager's report/ operations update -In ROC annual governance calendar put in dates of next committee meetings -change November board meeting to say finalize budget instead of discuss budget.</p>
10.	New Business	<p>-Meetings should be held on the fourth Thursday of every month (when there are five</p>	<p>-Board member to ask to board to move November board meeting to Nov. 23</p>

		<p>Thursdays in a month). Move November meeting to Nov. 23.</p> <p>Drag Show in October at PRCC. Had a lineup out the door. Sold more than 105 tickets. It was the highest-revenue grossing event (non-aloholic event). Raised close to \$1,000 in revenue which goes back to the centre.</p> <p>Youth Pride group raised \$300.</p> <p>Junior High parents came with their kids, seniors were also there. The panel discussion was informative and discussed questions like how can I be a better ally?</p> <p>It was a great educational event for the community. It was age-appropriate for the audience.</p> <p>Confidence it gave to the youth who attended was amazing.</p> <p>For future Drag event, give community more context as to why holding the event. The purpose of the performers was to empower youth to be themselves. Work on communication before event.</p> <p>Iain Rankin providing new flags and will do a flag raising event. Will hang a Pride flag outside PRCC.</p> <p>Neighbourhood placemaking grant- suggestion to do a sidewalk mural leading to the centre.</p> <p>Movie Nights</p> <p>-Need a public viewing license for movies. - DC got a quote from a company -12 movies over 12 months for \$1,673 -</p>	<p>-Board member will get a Mi'kmaq flag</p> <p>-Staff to apply for Placemaking grant. Due Oct. 31.</p> <p>-DC will get a quote for under \$1,000 – this doesn't required board approval.</p>
11.	Adjourn	Motion to adjourn at 7:56 p.m. Seconded.	

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Next board meeting to be held on Nov. 23 at 6 p.m. at the PRCC.

Board Report

Provided by:

Dustin (DC) Boudreau – Senior Manager and Jessica McCarron - Manager of Operations and Programs.

Month: October 2023

1. Significant Issues:

- a. Finances: A review into Quickbook determined corrections and reallocations need to be made in order to have accurate records. Jessica and DC will work with the bookkeeper to make adjustments to revenue and expense accounts. The review will expand the current fiscal.

2. Matters Requiring Board Approval:

- a.

3. Compliance Update:

- a. Two managers Serve Right (Management Level) certified and one staff Serve Right (Server) certified.
- b. Manager taking Food Safety Training - to be completed in November.
- c. HST for Q2 has not been filed - Bookkeeper began process
- d. Nova Scotia Alcohol and Gaming Division has been updated with current planned bar events to December 31, 2023.
- e. Insurance liabilities list to be completed by managers and submitted to HRM.

4. Progress on Goals/Action Plan Implementation:

- a. Action plan draft to be presented to the Board on October 26. Draft will consist of an overview of the ROC strategy, SMART Goal to achieve at the end of a three year action plan, a reminder of priority areas, and short term goals. The Board will be responsible to create actions/goals for year two and three that align with strategy and long term goals.
- b. Managers met with HRM to discuss fitness centre upgrades and community integration funds.
 - i. Fitness centre: decision was made to move forward with purchasing versus leasing. Purchasing equipment will move the process forward in a timely manner. HRM will put out a tender with a list of PRCC requested equipment.
 - ii. Integration funds: \$325,000 needs to be spent on a capital project at the centre. Project should focus on community needs, filling a gap, increasing revenue at PRCC, and something unique that other HRM centres wouldn't get. Manager's have been tasked to decide on 3-5 projects that fit in budget (additional \$100,000 capital account can be added to project). Manager's determined this will be part of the ROC/PRCC action plan.

5. Organizational Performance Dashboard:

- a. Capital budget projects submitted to HRM
 - i. Update security system and cameras
 - ii. Painting of gym walls: completed
 - iii. Gym sound boards
 - iv. Dance studio floor refinishing

6. Items of Information:

- a. Upcoming Events:
 - i. October 26: Halloween theme (dress up mandatory) Pickleball Tournament starting at 9:00am
 - ii. October 26: Halloween theme Senior's Lunch starting at 12:00pm.
 - iii. October 29: Family movie night - Halloween theme. Doors open at 5:30 with movie starting at 6:00pm. Possible movie "It's the Great Pumpkin, Charlie Brown".
 - iv. November 9: Paint and Pour. Doors open at 6:30pm - painting starts at 7:00pm.
 - v. November 18: Adult Dance. Country Night Themed. Doors open at 8:00pm. Bar event.
 - vi. November 25: Holiday Hangout with stationary Santa Claus Parade.. In partnership with Prospect Road Community Events Committee. Starting at 4:00pm.
 - vii. December (TBD): Community Turkey Dinner.