

Minutes
Board of Directors
Resource Opportunities Centre (ROC)
September 26, 2022
7:00pm

PARTICIPANTS				
Chair		Marley MacDonald, Chair		
Participants	Board	Brad Knight, Treasurer	Zac De Guerre	
		Allison Lawlor, Secretary	Lynn Kazamel-Boudreau	
	Staff		Jessica McCarron, Program and Events Manager	Andy Conrad, HRM Councillor Patty Cuttell
Regrets		Derek Minney, Vice-Chair		
Purpose:		September board meeting; Staff Assessment and Operational Update		

Order	Agenda Item	Discussion	Responsibility for Action / Follow-up
1.	Call to Order	•	
2.	Approve minutes from informal BOD meeting in August	Board member approves minutes, chair seconds.	
3.	Update from Program and Events Manager	<ul style="list-style-type: none"> • Former finance and operations manager resigned from the ROC on Sept. 7. Since then, ROC Program and Events Manager has been managing and dividing tasks among ROC staff. • Staffing • ROC technology co-ordinator is taking on additional responsibilities. • The bookkeeper, is completing all the financials and will take on additional responsibilities. Jessica is very happy with her work. She works 8 to 16 hours per week. The bookkeeper works on a contract basis. Her role is changing and ROC staff asks if she can get a salary increase. 	<p>-board needs to decide whether to approve a salary increase for the book keeper.</p> <p>-Patty suggests that the ROC look into getting a financial audit.</p> <p>ROC staff and bookkeeper will work to get financial statements</p>

		<ul style="list-style-type: none"> • The bookkeeper could lead the ROC through its budgeting process and financial reviews. Goal for bookkeeper to provide board finance committee with monthly reconciliation reports to review and then those would be given to the rest of the board. • head custodian, is overseeing his team. Very happy with him. • Former ROC operations manager remains involved in Farmer's Market and is being paid. ROC in process of hiring a co-ordinator for the market. • Farmer's Market got a grant to work with Schools Plus, need to honour that commitment until end of December 2022. • Farmer's Market was time consuming for ROC staff. • Staffing challenges- hiring staff is challenging, not enough money to pay them higher wages. • 	<p>together to give to Andy and board finance committee</p> <p>-look at long-term viability of farmer's market</p>
4.	ROC onboarding package	<ul style="list-style-type: none"> • Not completed. • • 	<p>Board member will tweak and resend questions to ROC staff. Jessica to draw up organizational flow charts and have those for ROC board meeting in October</p>
5.	ROC strategic planning process	<ul style="list-style-type: none"> • Last plan done in 2017. Need to do another one. • Adam Huffman at HRM has offered to help lead the ROC or get the board started. Possible date is Dec. 14, 2022. 	<p>Board member can follow up with Adam Huffman.</p>
6.	Update from Andy Conrad at HRM	<ul style="list-style-type: none"> • Need to get ROC finance committee up to date. Where are the ROC reserves? • Wants to see March 31, 2022 statement cleaned up • ROC also needs to sign new lease agreement with HRM, ideally this fall. • Nov. 30, 2022 deadline for ROC budget to come in. 	<p>When new lease agreement is drawn up with HRM should do an asset list for PRCC</p>

		<ul style="list-style-type: none"> HRM owns gym equipment at the PRCC but PRCC responsible for repairs. A \$125,000 capital request has gone into HRM to replace the gym equipment HRM is holding \$325,000 for the PRCC (previous deal related to waste management facility being put in Goodwood). Board chair has met with Gareth Evans at HRM to talk about the money. 	<p>-ensure there is good public communication around these funds; where the money is and what exactly it will be used for when it is released.</p> <p>-Patty Cuttell will help facilitate community discussions</p>
7.	HRM applications open for Outdoor Community Rink Program	<ul style="list-style-type: none"> For several years there was a small outdoor rink on PRCC property. It was difficult to maintain due to freeze/thaw and uneven ground. 	<p>-post community announcements/ HRM announcements on ROC website or other community websites</p>
8.	Request from Prospect Region Organization for a Better Environment	<ul style="list-style-type: none"> The group would like to fall under the umbrella of the ROC 	<p>-board says they need more time to think about this and need more information.</p> <p>-Board member will contact PROBE organizers and ask them to make a 10-minute presentation at October board meeting</p>
9.	Position open on Western Commons Advisory Committee	-ROC staff put name in to fill the seat	
10.	Customer Service Response Times Programming timelines	<p>Board members had heard some concerns about the response times to book a room for rental at the PRCC.</p> <p>Board members had heard some concerns about the timing of when programs were announced to the community- felt some programming could be announced earlier in the season to allow for better planning for community members.</p>	<p>ROC staff working on work flow charts/ processes to steam line bookings at the PRCC.</p> <p>ROC staff working on ways to advertise programming earlier each season; one idea is to post programming as it becomes available and to communicate to the community that more programming is to come.</p>
11.	Board Meeting schedule	Suggestion to move ROC board meetings to the third week of every month to better align with how finances are reported. This would allow for board to receive a monthly financial update.	Next board meeting moved to Oct. 19 at 7 p.m.

12.	In Camera	Board only discussion. Patty Cuttell in attendance	
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Next ROC board meeting to be held at the PRCC on Wed. Oct. 19 at 7 p.m.