

Meeting Minutes
Board of Directors
Resource Opportunities Centre (ROC)
 January 25, 2024
 6 p.m.

PARTICIPANTS			
Co-Chairs		Kelly Gaudet	
Participants	Board	Derek Minney	
		Allison Lawlor, Secretary	Lynn Kazamel-Boudreau
	Staff		Tyson Langille
Regrets		Andy Conrad, HRM, Jessica McCarron, Program and Events Manager	Coun. Patty Cuttell
Purpose:		January board meeting. Finalizing action plan; committee updates from HR, communications, finance and operations.	

Order	Agenda Item	Discussion	Responsibility for Action / Follow-up
1.	Call to Order		
2.	Approve meeting agenda	Approval of meeting agenda	For February meetings will have time limits or estimations per agenda item
3.	Approve consent agenda -January managers' report	Motion to approve the consent agenda (which includes minutes from Nov. 2023 and managers' report) Moton passed. See below. Manager's Report- Plumbing issues, HRM BMS coming out to the centre to see what is happening. Toilets often breaking down. HRM is looking into it. Got lottery license this week. So will start having 50/50 weekly draws.	

	-ROC board minutes from November	Board minutes from November, approved and seconded.	Post to ROC website
4.	Board approvals	Motion to approve the spending of \$1,860 for the two batteries for the floor scrubber. Motion approved. Manager of Admin will look into possibility of buying a new floor scrubber at the end of the three-year life of the batteries.	
5.	Discussion of Prospect Road Recreation Association grant	Co-chair met with Matt from the PRRA. She asked if ROC can request increase to annual grant to \$20,000 up from \$15,000. Matt said he will ask the PRCC board. Need to decide which items will go into grant applications for PRRA.	Set a small board/ staff meeting before Feb. 15 to discuss. Secretary will send a note for when to meet.
6.	Update from Andy Conrad	-HRM requires ROC to list contents of PRCC for insurance, need to complete the list	board to follow up with staff on completion
7.	ROC Action Plan	Managers have small requested changes to plan.	Secretary to implement changes and then board will vote on updated action plan at ROC board February meeting.
8.	Finance Committee Update	Projecting \$13,000 deficit Bookkeeper moved to a new job. Interviews to replace bookkeeper taking place. Will try to find a solution before the February board meeting re bookkeeper. If a solution hasn't been found will discuss at next board meeting. Looking into wage budget to distribute to employees now that there is a new minimum wage.	
9.	HR Committee Update	Doing 360 feedback for ROC managers. Committee asked for feedback from a board member and staff and bookkeeper.	

10.	Communications Committee Update	Website redevelopment is taking place. Creative Curve sent a rundown of websites to ask ROC to provide more information. Job needs to get done.	Manager – Admin and Community Engagement will start doing the work to upgrade.
11.	Operations Committee Update	Nothing to report	
12.	Board governance coaching	Circulate a board calendar for next board meeting. Add allotted times to board agenda times.	
12.	New Business	Manager – Admin and Community Engagement is looking into applying for seven grants. Board determines that if it is a brand new initiative then come for board approval but if it is for an existing program than don't need to get board approval.	
13.	Adjourn		

Next board meeting Feb. 22 at 6 p.m.

Board Report

Provided by Dustin (DC) Boudreau – Senior Manager and [Jessica McCarron](#) - Manager of Operations and Programs

Month: January, 2024

1. Significant Issues:

- a. Between January 1-19, we have experienced 6 times where our non-potable water system (used for flushing toilets) has lost pressure and stopped working. HRM has responded in a timely manner each time however we are keeping a close eye on this as historically we've experienced issues with the water systems around this time of year (during freezing/thawing weather conditions)
- b. Bookkeeper put in notice of resignation in December. Last date worked January 15th. We have posted the position on our social media, website, and Indeed. Two possible candidates shortlisted - one interview completed. Unfortunately, the candidate did not have the skills we are looking for at this time.
 - i. We have been actively reaching out to HRM Bookkeepers through LinkedIn. Two companies expressed interest. Meetings set for the week of January 22nd.

- ii. The Finance Committee met on January 17. The Bookkeeper position was a point of discussion. We have decided on a path if a Bookkeeper is not found by the end of January.

2. Compliance Update:

- a. Lottery License Permit application ongoing - waiting for final confirmation/license approval. This will be for a weekly 50/50 draw with draws to take place on Fridays during the Prospect Jammers event.
- b. Lottery License Permit - a new application will be submitted for an event-specific permit for weekly trivia nights that will begin in February. Each night will have its own 50/50 draw.

3. Progress on Goals/Strategic Plan Implementation:

- a. Action Plan update: Managers to provide feedback at January Board meeting on the draft plan that was circulated January 11.
- b. 2024/2025 Budget: Managers are reviewing staff wages in the 2024/2025 budget now that minimum wage has been confirmed by the Province. We are reviewing how we can ensure staff wages are equitably distributed based on years of service/performance.
- c. Inclusive Programs and Events: The Take Pride Youth Group has booked a date with performers to do a second Drag Show.

4. Items of Information:

- a. Winter Programs have started. Participation is good; some programs are delayed until the week of Jan 22 due to external factors; registration is ongoing for programs with vacancies. Winter events (adult dance & paint night) have launched with online ticket sales via Zeffy. There is no fee for us to use Zeffy and allows us to still sell tickets in person at the Front Desk.
- b. Website: Updates are being made to the existing website so that Creative Curve can take up-to-date information from the site directly to start building the new website.
- c. Fitness Centre equipment tender should be live within the next 1.5-2 weeks. It will be public for 3 weeks and will take 1 week for HRM to award the tender. Once awarded it will be up to the successful bidder to provide timelines on procurement of the equipment. We have advised that if the successful bidder can get majority of the equipment and install that together we would be happy to then wait for any remaining pieces of equipment if their procurement dates are later.
- d. Grants:
 - i. Applied: Participaction \$1,500 Community Challenge Fund. Application to support LGBTQ+ inclusive sports and recreation during the month of June.
 - ii. Applied: CN Grant \$5,000 (progress - denied). Application was to support equipment for Take Pride events, such as the audio equipment. Explanation: They receive thousands of grant applications and their focus is to support dire needs.
 - iii. Applied: HRM Placemaking Fund - \$1,500. Approved for funding. Funding to be used to paint Pride Crosswalks in the parking lot of the PRCC.
 - 1. However, this is not a grant and has requirements for all those involved to attend workshops.
 - iv. MyNSLC Community: Awarded \$500 to develop responsible alcohol consumption materials for bar events.

1. A formal application completed. \$5,000 for community meals.

v. Federal Summer Jobs Grant completed.

vi. Current Grant Openings (to be applied for)

1. Facilities Improvement Fund: 75% of max \$50,000. Facilities must contribute 25%.
2. Provincial Summer Student Grant: to be completed by end of month
3. CUA Community Fund (various streams of funding. Community = \$25,000. Health and Wellness \$15,000). Eligible items do include staffing/wages for a new position.
4. Bell Let's Talk: January 22nd opening.
5. PRRA Grant: Multiple applications being created. Finalized applications and purpose of funding will be completed by the end of January. In discussions with PRRA and Board members.

5. **Upcoming Events**

- a. Friday Feast - February 3, 2024
- b. Valentines Day Adult Dance - February 10, 2024
- c. Valentines Day Couples Paint Night - February 14, 2024
- d. Trivia Nights starting weekly on February 8, 2024 for 10 weeks; bar will be open, 50/50, canteen.
- e. Family Friendly Drag Show - April 26, 2024 (pending confirmation)