

Meeting Minutes
Board of Directors
Resource Opportunities Centre (ROC)
 Nov. 23, 2023
 6 p.m.

PARTICIPANTS				
Co-Chairs		Kelly Gaudet and Jodi Tanner,		
Participants	Board	Zac De Guerre, treasurer		
		Allison Lawlor, Secretary	Lynn Kazamel-Boudreau	Tyson Langille Erin Callan-Wareham
	Staff		Jessica McCarron, Program and Events Manager	DC Boudreau, Manager – Admin and Community Engagement
Regrets		Andy Conrad, HRM, Derek Minney	Coun. Patty Cuttell	Denis Huck, vice chair
Purpose:		November board meeting. Developing action plan; approve ROC budget and submit to HRM; 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 January meetings will have time limits or estimations per agenda item
3.	Approve consent agenda -November managers' report -ROC board minutes from October	See below. Board minutes from October, approved and seconded.	Post to ROC website
4.	Board approvals	See attached document New computer for Jason is needed. It has died. Motion to approve the Apple computer	

		off Amazon for \$2,099. Vote held. Approved.	
5.	Discussion of Prospect Road Recreation Association grant (Matt Conrad from PRRA board attends)	<p>Grant application ROC made to PRRA was denied.</p> <p>Matt Conrad is community liaison for the PRRA. His role is to go out into the community and come back to his board with information.</p> <p>The PRRA board determined that the ROC has a surplus and that the money wasn't needed by the ROC.</p> <p>What the PRRA wanted from any large sum request was a business case. In terms of what they want to see in a business case = here is what we will use the money for and then how the program/ event will be sustained in the future.</p> <p>Don't want anyone at the ROC to think that the PRRA is closing any doors.</p> <p>The PRRA in the future will put a threshold on PRRA funding requests.</p> <p>The PRRA has extra money (a surplus) now. The surplus will have to go somewhere. Have roughly \$120,000 as a surplus. Want to keep some in reserve.</p> <p>Going forward will have \$107,000 per year to disperse in grants.</p> <p>Matt wants to help with the communication between PRRA and ROC.</p> <p>ROC can go back to the PRRA and ask for money in smaller amounts, for smaller projects. Reach out to Matt Conrad and discuss options.</p>	

		<p>Want projects that are bringing in revenue. Ex. investment in flag football equipment.</p> <p>Could partner with PRRA and ROC to have maybe two annual events- Holiday event and summer event.</p> <p>One intake for grants closing in February 2024 and one in spring 2024.</p>	
6.	Update from Andy Conrad	<ul style="list-style-type: none"> • 2024-25 Operating budget deadline extended to Dec 11th • XPlor registration software project team meets at PRCC on Dec 13th to assess all PRCC needs • Capital Manager met with PRCC staff, settled on purchasing Fitness Centre Equipment, waiting on list from PRCC for tender • PRCC Financial reporting is up to date, remaining 23/24 operating subsidy payment has been approved (23,600.00) 	
7.	ROC Action Plan (DC)	<p>Need operations update for the plan</p> <p>Suggestion to hold a public event to tell people about the action plan, release the full action plan. Could be joined with ROC board meeting in January and have coffee and snacks available or possibly hold a separate event.</p> <p>DC will put together goals for Action Plan and send them out to board members for approval.</p>	
8.	Finance Committee Update	<p>Need to approve 2024/ 2025 budget. It is a pretty lean budget. We would like to approve this as a preliminary budget but want to revisit it once provincial minimum wage increase is released. It will have a huge impact on our revenues.</p> <p>Board member suggests asking/ looking into how are other facilities dealing with minimum wage increases.</p>	

		<p>Submitting this budget now to HRM to meet their deadlines knowing that over the next six months will revise once the minimum wage increase is released.</p> <p>Putting a motion forward to approve the budget and submit it to HRM. Vote held. Approved.</p> <p>See attached budget.</p>	
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9.	HR Committee Update	<p>Jessica going through a goal setting exercise. DC will be at next HR meeting to talk about updating/ revising employee handbook.</p>	
10.	Communications Committee Update (Jason)	<p>Jason went back to get more quotes re website redevelopment.</p> <p>Jason is happy with Creative Curve.</p> <p>It is not a huge rebranding, it is a refresh.</p> <p>Think about changing name of ROC (but that's a project that could happen in the future, not right now)</p> <p>Vote held to approve the Creative Curve quote for website rebranding. Approved.</p>	
11.	Operations Committee Update	Nothing to report	

12.	Board governance coaching	<p>Two co-chairs and two managers met with Grant, board coach.</p> <p>Board calendar needs to be like a workplan.</p> <p>Grant is really about governance and ROC is about governance and also focused currently on operations.</p>	
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12.	New Business	Board member suggestion to add another light for the sport court.	
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		<p>We were voted best after school program by the community. Congratulations!</p> <p>This recognition could be put on taglines in emails.</p> <p>Holiday hangout Nov. 26 4-6 p.m.</p> <p>Santa Claus Parade will be in the parking lot, caroling, cookie decorating.</p> <p>December board meeting agree to have a potluck.</p> <p>Everyone brings a gift \$10-\$15.</p>	
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12.	Adjourn		
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12.	In camera		
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Next board gathering moved to Tues. Dec. 12 at 6 p.m. It will be a potluck and action plan review not a formal board meeting.

Board Report

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

Month: November, 2023

1. Significant Issues:

- a. Rising costs of living: We have to keep in mind that this time of year can be expensive for people. Basic living expenses such as heating (oil and electric), and food prices have increased, but are a necessary expense. With Christmas approaching, there is an added expense on families - keeping in mind that post Christmas many people may be catching up on bills. As we continue to offer programs, services and events, we need to keep in mind that even though we provide what is being asked for, it may be luxury costs that people cannot afford right now. An example of this could be reflected in the postponement of the November 18, Adult Country Night Dance (4 tickets sold) and the decrease in registrations for paint nights.
- b. Hiring one Before and After School Childcare Instructor currently - possible struggle to hire for a split shift (1.75 hour morning - 7:00 am to 8:45 am, 3.5 hour afternoon - 2:30 pm to 6:00pm) and higher wages being offered at other locations.

2. Compliance Update:

- a. Food Establishment Permit application for renewal completed - valid 1 year until November 2024.
- b. Lottery License Permit application completed - requests for more information. To be completed.

3. Progress on Goals/Strategic Plan Implementation:

- a. Action Plan update: November 17th - Templates for each Priority Area provided to the Board to fill in required information. Board to have complete and ready for Holiday Hangout on November 25 to provide high level information to the community at the event.
- b. 2024/2025 Budget: Preliminary draft budget completed by PRCC managers. The Finance Committee met on November 15 to review and discuss the budget. Budget to be presented to the Board for approval at the November Board meeting.
- c. Operations Committee - A drafted “purpose” of the Operations Committee created by the PRCC manager and sent to committee members to review and approve. Document serves as an example other sub-committees can use. First step in the process of creating Terms of Reference for each subcommittee - as described in the Action Plan.

4. Items of Information:

- a. Registration and event ticket sales are low. We are seeing a decline in registrations for one off events, such as monthly paint nights, adult dances, and the last Halloween movie night. Managers to review scheduled future events and adjust - instead of monthly, events may be quarterly.
- b. Website: Board requested PRCC IT Coordinator to take the lead on sourcing companies to update our website and refresh branding. Managers and IT Coordinator met with two local companies to discuss options. Companies will provide proposals by November 22nd. Managers to inform the Board at a meeting on November 23rd.

5. Upcoming Events

- a. PRCC Holiday Hangout - November 25 between 4:00pm - 6:00pm.
- b. PRCC Turkey Dinner - December 15 - more information to follow.
- c. A complete list of upcoming programs and events up to December 31st can be found in an email attachment PRCC manager sent to the Board early November.

Items Requiring Board Approval

Month:

November 2023

Manager Requesting Approval:

Dustin (DC) Boudreau

Request:

New computer for IT Coordinator/Front Desk Team Lead

Details:

Jason's laptop we purchased for him in 2013 has finally died. It will not charge or turn on while plugged in.

We have not spent any of the \$2000 tech upgrade budget for this fiscal as of yet. We also have, I believe \$1,200 left in the Red Cross budget to spend on a laptop.

As the tech coordinator, Jason needs a laptop with sufficient RAM, Memory, and CPU. Jason has sourced out the laptops that would withstand the workload for Jessica and I - so we trust Jason when he sources a laptop that would work for his duties.

The link below contains the laptop Jason has sourced. The cost is \$2099.99

He is currently using a guest laptop but is limited to what he can do.

https://www.amazon.ca/gp/product/B0CM5JV268/ref=ox_sc_act_title_1?smid=A3DWYIK6Y9EEQB&th=1

Draft ROC budget 2024-2025 is attached