

Board of Directors
Resource Opportunities Centre (ROC)
August 21, 2025

PRESENT: Chair Jodi Tanner; Manager Senior Dustin Boudreau (DC); Treasurer Dennis Huck; Vice-chair Lisa Vaughn; Members at large Mahbubur Rahman, Devin Scully, Randy Thorpe

REGRETS: Secretary Allison Lawlor; Members at large Tyson Langille; Karen McCrank; *Community Facility Partnership Coordinator with Parks & Recreation at HRM, Allison Wood*

- **Meeting called to order** by the chair, and the Board approved the agenda. Lisa took minutes.
- **Meeting minutes** – No quorum at May's meeting therefore no minutes were taken.
- **Approve Consent Agenda**
 - add Managers Board Report (Aug. 20) - discuss playground
- **Community Feedback** – DC shared recent highlights and identified follows-ups necessary
 - Summer Camps - Kids are going home exhausted. Lots of excitement. Parents survey is going out next week. Staff seem to be enjoying it, especially appreciating its organization.
 - Septic tank lids require securing. A report was filed, along with photos, and HRM was immediately notified (maintenance issues are HRM responsibility). All lids were secured that same day. Senior Manager requested that HRM consider erecting a fence.
 - Staff members pulled into family legal matter (not related to any programs or services at PRCC). RCMP were called. Senior Manager followed up with staff with some training. A policy will be prepared for future reference.
- **Discussion/ questions arising from managers' reports**
 - Summer programming continues into September. Fall programming begins week of Sept. 22. Program start dates vary depending on the contractors/facilitators. Registration will be opened shortly.
 - Summer Camp - 2000+ children for the entire summer. Average 63 kids per day.
 - Discussion about using half the gym this year for summer camp. Is it worth it? Yes, 20-40 kids per day.
 - Some staff shifts were cut if not required. Large number of children with special needs. Inclusion is needed each day. Staff will be surveyed for feedback.
 - Children enjoyed a good number of beach days.

- This summer we had a fair number of next-day campers (\$38/day). Not many last-minute cancellations. There is a 7-day cancellation policy. Seems to have reduced cancellations.

- **Update on Integration Funds**

- Pavilion Project – to start Sept. 1. It will include tinder wood with navy blue roof. To be completed by Nov. 1. There may be a wedding taking place during that time, but the couple knows that there may be construction at that time. A public announcement and information will be shared to inform the community. Awaiting final plans, model, etc. HRM manages the work and supervises contractor, Blunden Construction Ltd., Dartmouth. Randy has related experience and offered to review the final design. **ACTION:** Communications committee to discuss and plan the announcement. *(Randy, Jodi)*
- Disc Golf – Workers coming Aug. 22. Three baskets with 9-hole course. Players will assist with best placement of baskets. This will take several months. In 2026 the baskets will be permanently installed. PRCC will have frisbee discs, rules and supports for people to try it. This project is possible through Prospect Road Recreation Association (PRRA) grant funds. **ACTION:** Invite PRRA group to be included in the opening/announcement. *(DC)*

- **Committee Updates**

- Finance Committee
Meeting held August 18. At this point, we are \$30,000 to \$40,000 over budget. One factor is the recent staff hiring, some increased wages. Revenues are up about \$36,000, and ~\$20,000 is from the HRM Mowing Contract (community sports fields). Fitness centre equipment improvements this past year should result in increased fitness memberships this fall and in early 2026. Promotion of these will be increased. There may be some savings with staff shift adjustments. Feast event attendance has been low this summer. We will consider having a mechanism to indicate if and how many are planning to attend. Consider a sponsorship model to help fund these monthly (free) feasts. A new PRRA grant opens up September 7th. We are preparing a proposal.
- HR Committee – A meeting is to be scheduled for early this fall. Jodi will notify members.
- Communications Committee – July meeting was cancelled. Board is reimagining and broadening this group's mandate to include fund development, greater community engagement and outreach. **ACTION:** Draft up some specific Terms of Reference for a purpose change and name change. Tabled for September meeting. *(DC and Board)*

Board Member role assignments

- Board Assignments

- Vice chair – Lisa Vaughn. *MOTION: Moved by Devin, Seconded by Randy. CARRIED.*
- Dennis Huck – Treasurer
- Allison Lawlor – Secretary

- Committee Terms of References

HR and Communications were circulated.

Finance Committee (unable to open) to be sent later.

ACTION/TABLED: Review and approve TOR for standing committees. Confirm changes or clarifications needed. (*Board*)

Naming the Gymnasium

- Suggestion made at the June AGM meeting to dedicate this space in memory of former custodian Dave Thomas. This decision is within the purview of the ROC Board. We do not have a policy for these types of suggestions. The Board will aim to have a policy finalized by the end of 2025. Develop a policy for future dedication requests if they should arise.

ACTION: Draft up a policy and bring it back to the board for feedback. (*Devin*)

- **New Business**

- New Playground Equipment – The PRCC needs new equipment. HRM staff working with PRCC staff, suggesting having the same type of equipment that other recreation centers have. Board may consider to use Skate Park grant funds to purchase higher end and enhanced equipment (over and above the costs that HRM would contribute). These are designated capital project funds (an old fund held by HRM, approx. \$107,000). HRM deadline for the Board is October (tendering process).

ACTION: Prepare a proposal for the Board's September meeting. (*DC and Tyson*).

- Meeting adjourned.
- Short in camera session.

NEXT MEETING: Thursday, Sept. 25 at 6 p.m.

Future business:

- *ROC Board Policy Manual revisions*

*Respectfully submitted by Lisa Vaughn
Aug. 27, 2025*