

# Board Report

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

Month: June, July, August

## 1. Significant Issues:

- N/A

## 2. Compliance Update:

- Provincial & Federal Summer Student/Youth Job Grant final reports submitted and payments received and/or processed.

## 3. Progress on Goals/Strategic Plan Implementation:

Please see attachment for high level progress and areas needing to be worked on in the “Action Plan”.

- a. Programs, Services and Events:** Increase registration by offering meaningful programs, events, and services while responding to changing community needs.
  - i. Diversify Program Offerings
  - ii. Registration Process (See Items of Information)
  - iii. Community Engagement

Notes:

- Community Feedback Survey: No responses as of the last Board meeting.
- Summer Camp Parent Feedback Survey sent out on September 12. There are 11 responses as of September 20. See attached for high level overview.
- End of Summer Camp Staff Survey sent out on September 6. There are 6 responses as of September 20. See attached for high level overview.

- b. Communications:** Increase meaningful engagement and transparent communication by establishing strategic communication practices, specifically geared towards serving the interests of key stakeholders and aligning with the ROC’s operational objectives.
  - i. Frequency and Clarity
  - ii. Diverse Channels
  - iii. Transparency and Accountability

Notes:

- The Prospective Newsletter went out through email and social media on September 12.
  - Recommendation to do a print newsletter next newsletter issue.

- Info from Parkview News: Print 14,000 copies. 12 pages. 8 pages colour. 4 pages black and white. \$2200.00. Most are mailed out with 1000 put in racks. Mail out \$1,600.
- Advertising to cover costs.

- c. Operations:** Enhance operational efficiencies within the ROC and PRCC by researching new and innovative ways, and reviewing internal processes.
  - i. Rentals and Bookings
  - ii. Efficiency and Financial Assessment
  - iii. Workforce Engagement

Notes:

- Field Maintenance Agreement: Meeting held between HRM, Denis and DC to get an idea of what the agreement would look like. Meeting with PRRA past Board members and new Board members to gather information on the history of the agreement, past responsibilities, etc. PRRA to meet on October 2nd to discuss further and decide as a new executive if they want to give up the agreement. HRM wants all duties in the agreement to be done by the organization awarded the tender (the organization can export responsibilities to volunteers and/or businesses). HRM would like a decision by the end of November. An additional meeting with HRM, Andy, Denis, and DC to be held on October 2nd to answer any additional questions that have come up. DC to present to the Board on initial information gathering. DC will provide recommendation with related documents and budget for October Board meeting.

- d. Governance:** Operate with responsibility and transparency
  - i. Board oversight and Board committees
  - ii. Policies and Best Practices
  - iii. Code of Conduct

Notes:

- Finance committee meeting on September 23 (postponed from September 16 due to accident). Focus will be Accounts Payable and Receivable Policy review and approval for the Board to review. Review Summer Camp Profit and Loss. Current status of financials - update to be provided at Board meeting.

## 4. Organizational Performance Dashboard:

- The Fitness Centre renovation is complete. The space was closed from September 5 to 13 and reopened ahead of schedule. We had 1 piece of the equipment that was backordered and installed a week after reopening. Patrons who had monthly/yearly memberships are being credited 9-days of time on their membership due to the closure. We are running a membership

special for 1-month from September 17 to October 17 to encourage new & returning members to sign up. We have received lots of positive feedback about the new equipment.

## 5. Items of Information:

- a. Upcoming Dates:
  - i. Kids Halloween Costume Swap - Wednesday September 25 from 4:30-7pm in partnership with the Farmers Market. Farmers Markets are running weekly until October 23.
  - ii. Trivia Night starts on Wednesday October 9 - 7-9pm
  - iii. Awesome Autumn Get Together - October 20 (12:00pm to 3:00pm). In lieu of Summer Send Off.
  - iv. Funny Fundraiser Comedy Show - October 18 (7:30pm to 10:00pm)
  - v. Adult Only Drag Show - November 16 (7:30pm to 10:00pm)
- b. Grant Applications: N/A
- c. Integration Funds Progress: The next step is a meeting with the HRM Engineer overseeing the project & a structural engineer to discuss the scope of the project. Waiting on HRM to set the date for this meeting.
- d. Program Registration Status: See attachment