

**Minutes**  
**Board of Directors**  
**Resource Opportunities Centre (ROC)**  
**November 28, 2024**  
**6 p.m.**

<b>PARTICIPANTS</b>				
<b>Chair</b>		Jodi Tanner		
<b>Participant s</b>	<b>Board</b>	Allison Lawlor, Secretary	Denis Huck, vice-chair	Zac De Guerre, treasurer
		Lynn Kazamel- Boudreau	Lisa Vaughn,	Mahbubur Rahman
	<b>Staff</b>	Dustin (DC) Boudreau Manager	Jessica McCarron, Manager	
<b>Regrets</b>		Andy Conrad, HRM	Tyson Langille	
<b>Ex-officio member</b>		Coun. Nancy Hartling		
<b>Purpose:</b>		November board meeting		

<b>Order</b>	<b>Agenda Item</b>	<b>Discussion</b>	<b>Responsibility for Action / Follow-up</b>
1.	Call to Order at 6:06 p.m.	Chair calls the meeting to order	
2.	Approve meeting agenda	Approved	
3.	Approve consent agenda: -meeting minutes from October -manager's report for October	Minutes from October were approved (after secretary made small adjustment) and consent agenda.	<b>Secretary to ask for minutes to be posted to ROC website</b>
4.	Managers' report	Festive Feast has upwards of \$2,600 in sponsorships. Expecting upwards of 250 people for the dinner. It is being held on Dec. 6.	
5.	Operations Update	None	

6.	Finance committee update	<p>Budget voted on and approved by the board. Should ask HRM and PRRA for more money, ask PRRA for close to \$15,000 like usually got not \$10,000.</p> <p>Right now, get \$118,000 from HRM so budget for \$11, 000 more from HRM. Ask for more because costs are increasing at the PRCC.</p> <p>Had a rough spring and summer financially but revenues are rising this fall.</p> <p>Starting Dec. 1 will have a winter special for the fitness centre.</p> <p>For 2025-2026 looking at close to a balanced budget.</p> <p>HRM wants a balanced budget.</p> <p>In order to have a balanced budget put in an increased number that HRM will contribute and also an increased amount from PRCC.</p> <p>Two biggest cost increases are minimum wage increase and cleaning costs have increased.</p> <p>Will submit the budget to Andy at HRM and put our asks in with Andy.</p>	
7.	Communications committee update	<p>In December will create a one-page advertising poster. DC will create that.</p> <p>In January will hold a communication subcommittee meeting.</p> <p><b>Website:</b></p>	

		<p>The company wanted to hold ownership of the website. Got that sorted out.</p> <p>Jason is working on the website and understanding it so that he is ready and understands the new website template.</p> <p>New website will soon be launched.</p> <p>DC will look at the agreement to see what the warranty is on the project.</p>	

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8.	HR Committee update	<p>Working on updating ROC board policy manual.</p> <p><i>Section 6</i></p> <p>Does a board member need to get a criminal record check and Child Abuse Registry?</p> <p>Insurance company is AON, HRM holds the insurance for us.</p> <p>With board onboarding policy should have employee handbook given to them as well as board policy manual.</p> <p>Will work in January 2025 with managers about new duties.</p>	<p>Chair will send it out and at the next meeting we will need to vote on it and approve it.</p> <p>Jessica will ask Andy what is required re staff and volunteers and board re criminal record and child abuse check.</p>
9.	Holiday Closure dates for 2025	<p>If we open on more holidays the idea is that the ROC managers will plan for events, ex on Canada Day.</p> <p>At December board meeting we will have to the vote on the annual calendar.</p> <p>Managers will give board members a new amount of how much it would cost to open some holidays (if had to pay time and a half).</p>	

		<p>Only six stat days in NS. Remembrance Day is not time and a half. If you work Remembrance Day you get a day off instead at another time.</p> <p>Review holidays for 2025- what are staff are getting paid for and which holidays are recognized as holidays for staff and then we'll approve at next board meeting.</p>	

10.	Action Plan Update/ planning session	<p>Look at the next six months goals for community engagement and communication.</p> <p>Framework for communicating updates and changes within ROC/ PRCC to the community.</p> <p>Break out session with board and managers. Brainstorming.</p> <p>DC will draw up SMART goals for the next six months.</p> <p>DC will wrap all this together.</p> <p>For December meeting, DC will come up with tangible plans for the next six months.</p> <p>Priority is community engagement for the next six months and the focus will be on communication to build further trust with the community.</p> <p>Set boundaries for communication. If you want to communicate with the ROC/ PRCC this is what your options are for communicating.</p>	
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**Meeting is adjourned.**

**Next ROC board meeting to be held at the PRCC on Thurs. Dec. 19 at 6 p.m.**