

Minutes
Board of Directors
Resource Opportunities Centre (ROC)
December 19, 2024
6 p.m.

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

Order	Agenda Item	Discussion	Responsibility for Action / Follow-up
1.	Call to Order at 6:04 p.m.	Chair calls the meeting to order	
2.	Approve meeting agenda	Approved	
3.	Approve consent agenda: -meeting minutes from November -manager's report for November	Minutes from November were approved.	Secretary to ask for minutes to be posted to ROC website
4.	Managers' report	Festive Feast was a success. About 275 meals were made. Suggestion to offer pre-order take-out meals next year. Great to see a lot of new faces at the Festive Feast. Holiday camp notice hasn't gone out yet. Reminder to get notices out early.	

		<p>Managers to have meetings with team leads to get goals for them and also will set goals for manager for 2025.</p> <p>DC going through all the ROC and PRCC policies now, reviewing and updating them. Will soon bring board policies to the board for review and approval.</p>	
5.	Operations Update	None	
6.	Finance committee update	<p>No update.</p> <p>Will look at power bill at end of December to update budget if needed.</p>	
7.	Communications committee update	<p>DC created a one-page advertising poster. Need to post around community.</p> <p>On Jan. 6, we will hold a communication subcommittee meeting.</p> <p>Website:</p> <p>The new website will go live on Jan. 6, 2025</p>	Post poster around the community.

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8.	HR Committee update	No update	

9.	Holiday Closure dates for 2025	<p>Recommendation that the PRCC will not be open on ROC holidays (ex. Truth and Reconciliation Day)</p> <p>Heritage Day will be closed in 2025</p> <p>Not open on stat. holidays</p> <p>Board votes and approves 2025 calendar</p>	<p>On January 6, 2025 will post new ROC/ PRCC calendar on the new website.</p>

10.	Action Plan Update/ planning session	<p>Discussion and decide that Community Engagement Our Core Value</p> <p>Discussion around setting a few community commitments and then communicating those with the community.</p> <p>Tell the community what we want to do within the first six months of 2025.</p> <p>For example, respond to email/ calls within 24 hours; advertising for programming/ events will go out six weeks before they begin, as well as childcare (set timeline for this)</p> <p>Board subcommittee set to discuss community commitments: Allison, Nancy, Jodi. The subcommittee agrees to meet in early January.</p> <p>By January 23, 2025 board meeting will have a plan for implementing the commitments and roll out Feb. 1, 2025.</p>	
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		At Jan. 23, 2025 board meeting will discuss the action plan items for next one to two years.	
11.	New Business	Tentative date for ROC AGM – May 28, 2025. Check with the accountant that this date works.	Check with the accountant that this date works.

Meeting is adjourned at 7:15 p.m.

Next ROC board meeting to be held at the PRCC on Jan. 23, 2025 at 6 p.m.