

Minutes
Board of Directors
Resource Opportunities Centre (ROC)
January 23, 2025
6 p.m.

PARTICIPANTS				
Chair		Jodi Tanner		
Participant s	Board	Allison Lawlor, Secretary	Denis Huck, vice-chair	Zac De Guerre, treasurer
		Lynn Kazamel- Boudreau	Mahbubur Rahman	Lisa Vaughn
	Staff	Dustin (DC) Boudreau Manager	Jessica McCarron, Manager	
Regrets			Tyson Langille	
Ex-officio member		Coun. Nancy Hartling		
Purpose:		January 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 December -manager's report for December	Secretary to switch one board member to absent in the minutes. Minutes from December were approved. Add to agenda: PRRA grant and Pavillion update Make a note- to February agenda add discussion around prices for programming	Secretary to ask for minutes to be posted to ROC website
4.	Managers' report	This report was prepared by Jessica. Programming- most programs getting to or at max capacity. Good news.	
5.	Operations Update	None	

6.	Finance committee update	<p>December 2024- had three pay periods so in the books it looks like we are down \$10,000.</p> <p>Right now, we are \$1,500 up for the year. Will be up about \$10,000 for the year if all goes well. This is a projection.</p>	
7.	Communications committee update	<p>New website is now up. A lot of good comments from the community.</p> <p>A big thank you to Jason for his work on bringing the project to completion.</p>	Post PRCC/ ROC posters around the community.

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8.	HR Committee update	No update	
9.	Food safety committee	Met in January. Finalized policy. Will meet again in April.	

10.	Childcare Cancellation Policy-Jessica	<p>Figuring out timelines for registrations for camps and childcare.</p> <p>Jessica discussed concerns with team leads.</p> <p>Need to develop strong registration/ cancellation policies.</p> <p>PD days- advertise three weeks internally and then will open up to the public.</p> <p>Jessica looked at HRM , CGC policies to compare.</p> <p>Want to implement changes in September when we have the new Xplore program. The program will have cancellation and registration policies in place.</p> <p>For remaining four PD days, will give parents a few more extra weeks notice.</p> <p>Jessica wants to engage parents/ caregivers into the cancellation policy.</p> <p>Jessica will do her discovery and will come back to the board with recommendations to the board in February. Board will discuss about inclusion (financial inclusion).</p>	
10.	Action Plan Update	<p>Highlight of community commitments –</p> <p>This is a metrics for performance of staff at PRCC.</p> <p>We will hold ourselves to these commitments.</p> <p>Post this set of commitments on PRCC website</p> <p>This document will be for staff, to hold them accountable, available at the front desk. It's not just for Jessica and DC.</p>	
11.	Pavillion Update	<p>Jessica gives board members a tentative plan/ architectural drawings of the pavilion.</p> <p>It will be 70 feet by 12 feet (not set on the size- can be adjusted). It will be on a concrete pad. HRM will do the tender process on the building of the pavilion.</p> <p>The pavilion will be on the side of the building by the hill where people sled in the winter.</p>	

		<p>Will get a cost on the pavilion.</p> <p>The pavilion will not affect the sledding on the hill.</p> <p>Looks like it will be made of hemlock wood. Roof would be metal.</p>
12.	Prospect Road Recreation Association	<p>Received funding for disc golf - \$25,000 through Legacy Fund.</p> <p>Winter granting applications will open on March 15, 2025 and can apply for up to \$15,000.</p> <p>September/ October 2024 brought up the PRRA said they would give ROC \$2,500 annually to take over the grass mowing contract. Board member will talk to PRRA board. Messages will be sent to ROC board member to confirm.</p>

11.	New Business	<p>Banners basketball and baseball championship banners. Community member asked that they be hung in the PRCC gym.</p> <p>There is no scissor lift at the PRCC.</p> <p>Jason will reach out to Nancy about her banner and then the two banners will be put up at the same time.</p> <p>Nancy will ask HRM to put up the banner when it is done.</p> <p>Board member will contact community member about discussion.</p>	
12.	In camera session held		

Meeting is adjourned.

Next ROC board meeting to be held at the PRCC on Feb. 27, 2025 at 6 p.m.