



# Annual General Meeting Agenda

 Wednesday, May 28, 2025

 6:30 PM – 7:30 PM

 Prospect Road Community Centre – Multipurpose Room



## Opening & Administrative

 6:30 PM – 6:35 PM

- Call to Order | Jodi Tanner, Chair
- Welcome & Introductions | Jodi Tanner, Chair
- Roll Call | Allison Lawlor, Secretary
- Motion to Approve Agenda | Jodi Tanner, Chair
- Motion to Approve 2024 AGM Minutes | Jodi Tanner, Chair

## Reports

 6:35 PM – 6:55 PM

- Board Report | Jodi Tanner, Chair
- Senior Manager's Report | Dustin Boudreau, Senior Manager
- Financial Overview & Discussion | Zac De Guerre, Treasurer

### Voting Items Tonight:

- Approval of 2024 AGM Minutes
- Election of New Board Members
- Approval of 2024–2025 Financial Report

## Elections

 6:55 PM – 7:05 PM

- Election of New Board Members | Jodi Tanner, Chair

## Awards & Recognition

 7:05 PM – 7:15 PM

- Milestone Awards & Recognition | Jodi Tanner & Dustin Boudreau

## Community Engagement & Closing

 7:15 PM – 7:30 PM

- Announcements & Questions from Members | Jodi Tanner, Chair
- Motion to Adjourn | Jodi Tanner, Chair

 **Supporting Documents:** 2024 AGM Minutes | Financial Report | Board Nominee Bios



## Chair's Report | Annual General Meeting 2025

*Jodi Tanner, Chair, Resource Opportunities Centre Board of Directors*

This past year reminded me just how much people care about this place. Being part of the board has been meaningful, sometimes challenging, and always driven by a commitment to community. I come from a family where giving back to the community is just what you do, and that shaped how I think about responsibility and service. I believe that when you care about the place you call home, you show up for it. And while this hasn't been a simple year, I'm more certain than ever that the work we're doing together matters.

Even with all the challenges, there has also been a real sense of momentum at the PRCC. People are showing up, participating, and reconnecting. This past year, we've seen a 16 percent increase in rentals, programs, and events, which added nearly \$100,000 in activity. That growth tells us the Centre is being used and valued by more people, more often.

Our Holiday Hangout welcomed over 500 attendees, our Festive Feast served more than 200 turkey dinners, and our Easter Egg Hunt featured 93 pounds of chocolate (most of it was found in under five minutes). Events like trivia nights, community meals, and the return of our in-person Farmers' Market brought neighbours together and made the Centre feel more alive and welcoming.

We've also invested in our fitness centre this year, with all brand new equipment and new extended hours. Our membership have increased, and we're hearing more and more stories of people making the Centre part of their daily routine.

We have strengthened our relationship with HRM this year. Through our ongoing Facility Operating Agreement, we've continued to work closely together to strengthen the Centre's operations and improve services for the community.

At the board level, we've been working to ensure that the Centre is not just growing, but growing well. In 2023, we developed a new three-year action plan, and this past year we've made real progress in bringing it to life. We strengthened our policies, improved board onboarding, and clarified structure and expectations. We also welcomed new board members with diverse backgrounds, professions, and lived experiences—each bringing insight, energy, and care to the table. Our board conversations have been thoughtful and focused, and I'm proud of how aligned we've become in our mission. We've also continued to strengthen our financial oversight this year. Thanks to the leadership of our Treasurer, Finance Committee, and Bookkeeper, we've improved internal processes and reporting to ensure we're managing resources responsibly and transparently.

We've also seen positive shifts in how programs and services are offered at the Centre. Changes to what we offer, how we communicate it, and the way people participate have made it easier for



more individuals to engage. The result is a Centre that feels more inclusive, flexible, and reflective of the people who use it.

One of the more challenging parts of the year was a significant leadership transition. As part of a broader plan for long-term sustainability, we made the difficult decision to restructure our management team. We know this change affected many individuals who have contributed deeply to the centre over many years. That history matters. It helped build the Centre into what it is today, and we are grateful for the foundation it created. At the same time, this shift allowed us to strengthen operations and focus on the long-term success of the Centre.

We're excited to be moving forward on meaningful outdoor projects that will expand how the Centre contributes to everyday life, with spaces for gathering, activity, and belonging.. With PRRA Legacy Grant funding, a disc golf course is coming to the property. It's a fun outdoor activity that is accessible to people of all ages and skill levels. It encourages movement, time outside, and greater use of the natural landscape around the Centre. The Community Integration Fund (a \$325,000 one-time financial contribution from HRM to benefit communities impacted by the Otter Lake Waste Facility) is supporting the construction of a covered outdoor pavilion. It's designed to be a flexible, welcoming space that can be used in many ways. A few examples include farmers' markets, community events, private gatherings like weddings, and simply as a place to sit, relax, and connect with friends and family.

Over the past year, we've also strengthened our connections with local community groups. By listening more closely and working more collaboratively, we've been able to better align our programming, fill service gaps, and offer support to the people and partners around us. Community input continues to play an important role in shaping our direction, and we're grateful to those who share their perspectives and ideas. I also want to acknowledge Councillor Nancy Hartling, who has been kind, engaged, and great to work with. We're grateful for her partnership and the care she brings to the people she represents.

Looking ahead, community engagement will remain at the centre of our work. We're exploring ways to deepen our partnerships, co-create events with local organizations, and make our communication more inclusive and accessible. While our updated 2025/26 Action Plan is still being finalized, our intention is to focus on approaches that bring more voices into the conversation and ensure the Centre continues to reflect the people it serves.

To our staff, thank you for the work you do every day to keep this place running. To our volunteers, thank you for the time, care, and consistency you bring to the Centre. To my fellow board members, thank you for your commitment, your thoughtfulness, and your time. A special thank-you to Zac and Lynn, who have both served on the board and contributed invaluable time and dedication to this work. To the broader community, thank you for trusting us with this work and for continuing to believe in what this place can be.



RESOURCE  
OPPORTUNITIES  
CENTRE

In closing, no matter how you choose to show up, whether by sharing ideas, joining a program, getting involved on a board or committee, or simply staying connected, I'm looking forward to seeing how this Centre continues to grow and evolve. Thank you for allowing me to be a part of this.



# **2024/2025 Senior Manager Annual Report**

**Good evening everyone,**

Thank you for being here tonight—and  
for continuing to walk alongside us as  
we grow, adapt, and serve our  
community in deeper and more  
meaningful ways.

This past year has been one of meaningful progress and thoughtful transition. At the Prospect Road Community Centre, we've taken deliberate steps to lead in a way that's grounded in the real needs of our community—independent in spirit, but always connected by purpose. We've chosen to listen first, act with care, and stay responsive to what matters most to

the people who rely on this Centre every day.

I want to take a moment to acknowledge Jessica, who contributed deeply to the operations, programs, and partnerships of the Centre. Much of what we accomplished this year reflects work that we led together, and I'm grateful for the leadership and care she

brought to the role. It's a foundation I've been proud to build on.

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## **This Year's Accomplishments**

We've made real, tangible progress over the past year—progress that reflects not

only strategic decisions, but a strong, collective commitment to improving how we serve.

- **We launched a new website,** making it easier for community members to find information, and stay connected.
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- **We introduced block-based registration** for recreation

programs—offering families more flexibility and accessibility.

- Our **childcare program** expanded to meet rising demand, supporting more working families across the community.
- We celebrated with **community events** like the **Comedy Fest**

**Fundraiser** which raised over \$2000 to purchase new audio equipment for the Centre. **The Festive Fest** which provided over 200 turkey dinners to community members. **Pride Events** that reinforced our commitment to a safe and inclusive space. We continued to evolve and grow our **Trivia Nights** to become a staple weekly event that saw on average 70

people each time. One of the standout successes this year has been our **Family Open Gym**, which quickly became a favourite among local families. It's grown into a vibrant, welcoming space where parents and children can come together, play freely, and connect with one another. What started as a simple offering has become a key



part of how we support family wellness, active play, and shared community time., and Seniors Socials—each one reinforcing connection and belonging.

- Another highlight this year has been the continued success of the **Prospect Road Farmers Market,**

which brought together local vendors, artisans, and neighbours in a welcoming, community-driven space. The market not only supported small businesses and local producers, but also helped strengthen connections between residents—turning Saturday mornings into a celebration of local food, creativity, and community spirit.

- Behind the scenes, we upgraded **internal systems** for facility bookings, streamlining our operations, and developing new policies and procedures.
- We also worked hard to **stabilize day-to-day operations** during a time of leadership transition—listening to staff and community feedback, and

acting quickly to rebuild trust and momentum.

These wins were not the result of any one person—they reflect a strong team, good planning, and a deep commitment to people over process.

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# **Team First: Supporting and Growing Our Staff**

One of the most important parts of our work this year has been building internal capacity—encouraging and empowering our staff to grow, lead, and feel proud of the roles they play.

We've made a concerted effort to involve staff in decisions that affect them, to be transparent about how the Centre operates, and to provide more opportunities for skill-building and leadership development. Staff are telling us they feel **more informed, more involved, and more supported**—and that's something we take immense pride in.

One area I am extremely proud of is the work we have done to provide employment and mentorship opportunities to the youth in our community. Our youth employees, in particular, have shown incredible growth over the last year. We've created a culture where they're encouraged to ask questions, share ideas, bring forward suggestions, and take on new

responsibilities. It's been amazing to watch them gain confidence and take ownership of their work.

Across the Centre, we've been fostering a workplace where people feel valued and heard. We work **cohesively and collaboratively**, and we celebrate the everyday efforts that make this Centre run—whether it's organizing a room setup, supporting a senior with



registration, or leading a program with heart.

For us, staff are not behind the scenes. They are **front and centre**—and when they come to us with ideas, we say, “Let’s try it.” That’s the kind of place we’re building.

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## Looking Ahead

As we move forward, our focus remains on being responsive, transparent, and deeply rooted in the values of equity, collaboration, and community voice.

Much of the groundwork laid over the past year has set us up for exciting next steps—including the implementation of year two goals in our **Action Plan** with a

strong focus on **community  
engagement and communication.**

We are:

- **Putting community voices at the centre.** We're building systems to actively listen—through monthly surveys, focus groups, and community-led polling. These feedback loops will guide future programming and ensure we're

creating what people truly need.

- **Improving how we communicate.**

With input from the community, we're developing a collaborative communication strategy to make sure our programs are not only accessible, but visible and engaging. That means consistent posts across platforms, co-created content, and more

opportunities for residents to contribute directly to our messaging.

- **Expanding partnerships.** We're working to co-design events and initiatives with local organizations—strengthening our network and creating more diverse, community-led programming.

- **Focusing on inclusion.** We're committed to reaching underrepresented groups through new platforms, and expanded outreach—ensuring no one is left out of the conversation.
- **Filling service gaps.** Through community-informed needs

assessments, we're identifying who we're missing and how to better serve them. Equity and accessibility are at the heart of this work.

- **Celebrating through shared events.** We'll continue to co-host quarterly signature events with community input—highlighting local creativity, fostering connection, and

showcasing the vibrant spirit of our community.

- **Empowering Staff:** Commitments to deepen our investment in staff capacity, training, and leadership development—so our team can continue to grow confidently into the future.



These priorities are not about change for the sake of change—but about making sure the Centre continues to reflect, represent, and serve the people who count on it.

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## In Closing

This past year has reminded us of what's possible when a community centre truly centers its community.

We've taken important steps forward—not always loudly, but always with purpose.

I'm proud of what we've done together, and I'm energized by what comes next.

Thank you for your continued support,  
your trust, and your belief in what this  
Centre stands for. The work we do here  
matters—and I believe the best is still  
ahead.

Dustin (DC) Boudreau - Senior Manager

# Resource Opportunities Centre

## Balance Sheet

As at March 31

2025

2024

### Assets

Cash	\$ 137,331	\$ 114,055
Accounts receivable	4,463	27,140
Inventory	2,470	1,410
HST receivable	9,223	13,884
	<u>153,487</u>	<u>156,489</u>

Capital Assets	18,985	16,480
Accumulated Amortization	- 14,050	- 13,012
	<u>4,934</u>	<u>3,468</u>

### Total Assets

<b>\$ 158,421</b>	<b>\$ 159,957</b>
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### Liabilities

Accounts payable	\$ 32,778	\$ 35,413
Gift certificates	152	-
	<u>32,930</u>	<u>35,413</u>

Deferred revenues	<u>14,579</u>	<u>13,799</u>
	<u>14,579</u>	<u>13,799</u>

### Total Liabilities

<u>47,509</u>	<u>49,212</u>
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### Fund balances

Accumulated surplus	110,745	99,885
Surplus (deficit) current year	167	10,860
	<u>110,912</u>	<u>110,745</u>

### Total Liabilities and Equity

<b>\$ 158,421</b>	<b>\$ 159,957</b>
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**Resource Opportunities Centre**  
**Statement of operations**  
**For the year ended March 31**

	<b>Budget</b>	<b>2025</b>	<b>2024</b>
<b>Revenues</b>			
Rentals & Bar, Events & Fitness	\$ 144,300	\$ 152,768	\$ 116,315
Programming and Childcare	567,668	556,477	492,948
HRM Contributions	118,000	118,000	118,000
Other Grant Income	59,739	50,305	101,945
Miscellaneous	21,000	18,665	11,336
	<u>910,707</u>	<u>896,214</u>	<u>840,544</u>
<b>Expenditures</b>			
Wages and Instructors	715,859	645,628	597,803
Professional development	5,000	5,668	3,860
Grant expenses	-	5,896	13,872
Farmer's Market	10,000	13,053	14,778
Events, Bar and Kitchen costs	23,000	40,398	26,623
Fitness Centre	3,000	1,099	1,431
Program Supplies	8,000	10,260	8,159
<i>Total Direct Costs</i>	<u>764,859</u>	<u>722,002</u>	<u>666,526</u>
Cleaning, Supplies, Waste Removal	15,000	22,881	18,025
Landscaping and snow removal	17,250	17,680	16,500
Repairs and Maintenance	3,000	285	2,595
Telephone and Internet	5,500	5,018	5,073
Utilities	70,000	83,206	77,594
<i>Total Facilities Expenses</i>	<u>110,750</u>	<u>129,070</u>	<u>119,787</u>
Bank charges, fees, interest	16,500	19,070	16,578
Office expenses	6,000	9,232	8,773
Professional fees	9,000	15,046	12,690
Technology	2,000	203	2,354
Other	1,500	385	2,622
	<u>35,000</u>	<u>43,937</u>	<u>43,017</u>
<b>Total Expenditures</b>	<u>910,609</u>	<u>895,009</u>	<u>829,330</u>
<b>Excess of (expenditures over revenues) revenues over expenditures</b>	<u>\$ 98</u>	<u>\$ 1,206</u>	<u>\$ 11,214</u>
Amortization of capital assets		1,038	354
<b>Excess of (expenditures over revenues) revenues over expenditures after other items</b>	<u>\$ 98</u>	<u>\$ 167</u>	<u>\$ 10,860</u>

## 2025 ROC Board Nominees

### **Karen McCrank**

Karen McCrank is the Director of Student Success at Dalhousie University, where she leads programs that support student well-being, belonging, and success. She brings over a decade of experience in higher education and holds a Master's in Adult Education and Community Development. Karen has served on the boards of Newcomer Women's Services and Times Change Women's Employment Centre in Toronto, contributing to strategic planning, fundraising, and community engagement. Since moving to Brookside in 2020 with her husband, she's loved being part of the community and enjoys spending time outdoors—whether it's hiking with her dog, biking, or gardening. Karen is passionate about building inclusive, thriving communities and is excited to support the work of the ROC.

### **Randy Thorpe, P. Eng**

I have lived in the Prospect Road area for 40 years and in the McDonald Lake subdivision for 30 years. I am a professional engineer and have worked both as a designer and project manager on several sport and community centres upgrades in the HRM including the Canada Games Centre, the Captain William Spry Centre and the Dartmouth Sportsplex. I served on the Board of Directors for a private engineering consulting firm and was involved in the business operating parameters, expansion plans, and financial decisions. I am now retired and would like to offer my experience in project management, technical expertise, and familiarity with board operations as an asset to the Board of the ROC. I am a regular user of the community centre facilities as an avid pickleball player but also attend most of the community centre special events when I can. I consider the Community Centre a real asset and would like to help in ensuring it is even more fully utilized and appreciated by the citizens in the area.

### **Devin Scully**

Devin lives in Terence Bay with his fiancée, Cheyenne. He has spent the last several years working in both the public and private sectors. His background includes experience in community outreach, communications, team leadership, and nonprofit governance, including two terms as President of the Halifax Association for Community Living. He previously sat on an advisory committee for a community services organization for four years, spent two years as a civilian volunteer with a local Army cadet unit, and helped raise over \$25,000 in donations for local food banks and charities through corporate community initiatives. Devin currently works for the Province of Nova Scotia where he helps residents navigate government programs and services.