

ROC board meeting minutes for board meeting on Feb. 26, 2026

Attendance: Scott Ingram, HRM, Allison Wood, HRM, Devin Scully, Lisa Vaughn, Karen McCrank , Tyson Langille, Allison Lawlor

Absent: Jodi Tanner, Randy Thorpe, Denis Huck

Lisa calls the meeting to order at 6:03 pm

Make note to change AGM date to May on Meeting Agenda.

January meeting minutes are passed. Minutes will be posted on the ROC website.

Note to add to February minutes that the board approved the ROC's general manager job description. Board voted and approved on the job description via email. Jodi sent it out on Feb. 17, 2026.

Also add that on Feb. 23, 2026 passed e-vote: **Do you agree to use the childcare rates that were sent to the parents in January?YES ___** - Randy, Denis, Allison, Karen, Tyson, Devin, Lisa MOVER _Devin_ E-VOTE on MOTION - Carried.

Update from Scott Ingram, HRM

Nothing troubling to note at the PRCC since manager left.

Notes that there is lot of manual entry of childcare numbers so a lot of room for error. See a lot of inconsistencies in childcare billing.

All the fitness equipment is up and running.

Upright bike can be used but waiting for a part (handles need to be replaced).

Finished at T4 slips for staff

Tax slips are going out to parents for childcare.

Staff are doing well. They are doing their jobs on their own. Scott is checking in with them regularly.

Everyone is pitching in. Team leads are all competent, so he has no concerns.

Grant applications- two federal student grants were applied for.

Cathy is working on applying for grants.

Programs ready to go for March.

Five locked boxes of money found in the PRCC and now it is in the safe.

Cathy deposits money once a week.

Going forward need to work on a bar inventory doesn't seem to be one around, new manager can work on this.

Purchasing policy: need one for the staff.

In the process of getting a new credit card for Cathy for corporate purchases.

Note there was an update to the Financial policy; managerial spending limits in 2024. Manager can spend up to \$1,500 on budgeted expenditures without getting board approval, \$500 limit for unbudgeted expenditures.

Have reached threshold of snow clearing budget.

\$660 per plow every time they come now.

Pavillion project still underway. Expect to be completed by March 6.

Relighting project for fitness centre to redo them. Close the centre for two days. March 30 and 31. Someone on a monthly membership could give them a break, but not to punch pass. It is for general maintenance.

Send information to Scott and they will get in touch with community member re gym membership: Offer him a free one-month membership to the PRCC gym. Board decides not to give him a refund. (**Update:** after board meeting more information was uncovered by Scott and community member was offered a refund).

Family in childcare paid in September but hasn't paid since. Caught the error in February and will pay in March. They received the service but haven't paid for five months. Board decides to give the family the option to pay in full or do pro-rated payments.

Gary from CGC was going to charge \$2,000 a week for his services so ROC is not using his services.

Scott is spending about six to eight hours a week touching base and helping Team Leads.

Action items from January board meeting:

Action item: Denis and DC will set up the meeting with BMS to see if ROC can get the maintenance funds for day-to-day not major repairs/ upgrades.

Scott says this isn't possible for HRM.

Action item: Denis suggests that DC and Jodi meet with Iain Rankin and Lena Diab to let them know which grants ROC applied for. Should meet with them within the next month. By Jan. 31, DC will have reached out.

Need to follow up on this. ROC applied for nine positions.

Childcare rates:

It is a very time-consuming, manual process.

Rates set are low.

Should revert to more full-time registrations.

New manager should set new rates for September 2026.

Don't think summer 2026 rates have been set.

Summer day camp advertisements will happen soon.

If Explore program for HM isn't possible for PRCC, another program will be put in place. HRM will help with what software is needed.

Liquor license at PRCC

A specific person with ROC has to be on the liquor license and make sure to take former manager off the license. Probably should add a board member to the license as well. (NOTE: after the meeting we learned that Jodi is on the license.)

Finance Committee Update

Bank signing privileges: Tyson and Denis have signing privileges. DC, Jessica, Zac have been taken off.

HRM has reviewed financials with the bookkeeper to ensure that all finances were accounted for. They felt they were good.

Have new general manager review financial policies and operations to look for ways to improve efficiency.

Scott and staff have been making notes and a list of items that need attention, where efficiencies need to be implemented and timelines- what is most necessary and needs immediate attention.

HR Committee

Have more than 20 applicants for general manager position so far.

Devin and Karen are screening applications.

After March 1 will narrow down a list to start calling them. We feel confident that will have enough good candidates.

Short listed candidates interviews second week of March.

Action item: Scott will co-ordinate to have an HRM person at the interviews. Jason will be the ROC staff person.

Leica in the PRCC kitchen is reporting to Jason now.

Communications Update:

Our next ROC communications meeting will be on April 20 at 5 p.m. We'll meet virtually.

From the meeting in January: 1) Plan to hold an annual general survey in March. Aim to have it in March newsletter. Part of the survey will have communications- what is working, what could be improved, how fast are you getting information, how timely?

In April, gather the survey results and put them together in a meaningful way. Have survey results ready for AGM in late May.

Before board meeting in February (included in board meeting package) DC will have draft survey questions and will ask board members to review and add questions.

Action item: Postpone survey to April. Gather information for survey questions. Have survey results ready for April board meeting, potentially.

2) DC will bring stakeholder contact list to February board meeting for ROC board members to

add to.

3)DC will look into possibility of getting a banner for PRCC front desk. The banner would explain what the ROC is and its connection to PRCC. Could Coun. Nancy Hartling fund the banner?

Scott suggests that we could look at revamping the front desk area. Right now, it doesn't look as inviting/ welcoming as it could.

4)PRCC Annual Calendar. DC will update/ fix on PRCC website. Bring calendar to ROC board members' attention at next board meeting and suggest that they attend events- potentially have board members develop a schedule for attendance.

Action item: The above items can be addressed by new manager.

Action item: Continue to put notice in monthly newsletter advertising that the board is seeking new members. Allison is sending out board applications to interested candidates. So far, Allison has sent out three applications.

Action item: March newsletter to be out first week out early March. Allison will talk with Landon.

Also put in March newsletter- Seek community member feedback (have board email).

New business:

Community member's email

Email lists concerns re cleanliness of facility and custodian role. Email sent to board members. Some issues in the email have already been addressed by staff and some will be addressed by new manager. New manager will review ROC job descriptions and adjust if necessary. Allison to respond to community member.

Other:

-Tyson is on the PRCC playground equipment committee for HRM.

Action item: Allison Wood will look into heat pumps at PRCC with HRM staff.

Make note that for March board meeting:

-Review Action Plan and start planning for new plan to begin in January 2027.

-Confirm AGM set for **May 27** at 6:30 p.m.

Next ROC board meeting to be held on March 26 at 6 p.m.