ROC board meeting minutes for board meeting on July 23rd, 2026

Attendance: Denis Huck, Allison Wood, HRM, Devin Scully, Karen McCrank, Allison Lawlor, Christopher Assuncao, Kyle Matheson, Kristy Tucker (joined virtually), Lindsay McFarlane.

Absent: Randy Thorpe, David Eberhard, Tyson Langille

Allison called the meeting to order at: 6:01

Meeting Agenda amendments: Chris approved, motion passed.

May Meeting minutes are passed, Kyle moved, motion passed. Minutes to be posted on the ROC Website.

Note to add to July minutes that the board approved a contract making Landon Henry a full-time employee on June 29th. Board voted and approved on the job description via email. Motion was set forth by Allison Lawlor on June 25th 2026.

Managers Report

- Issues/highlights from report

-Update on facilities cleanliness and working with Ian to clarify duties and expectations, using checklists and schedules.

-Update on painting the gym and new event/registration software selection in progress

- Hiring an Inclusion Worker for the Fall will cost an estimated $15,000 annually (10 months / 184 days). While HRM cannot fund the role, discussions are ongoing regarding how they could support this more broadly. Staff will analyze next year's revenue to assess feasibility and explore student practicums or co-op placements through Mount Saint Vincent University.

ACTION: Manager and Finance committee to do budget analysis and estimate possibility of covering this role. Will report to chair potentially by early August.

-Strategic plan outlines goals and targets for programming, key priorities include establishing formal contracts and cost-sharing frameworks with service providers. Programming will expand and diversify across age groups through new partnerships in arts, sports, and special interest areas.

Farmers market is expanding and is more vibrant, looking at doing a night market.

August 30th is Summer send off event

Community Integration Fund has $40,000 remaining- use to be determined.

- Strategic Priorities

-Document shared in board package, full team was engaged in designing.

HRM

-update on new Pavilion, a recent inspection noted the Pavilion was built closer to the facility than permitted. HRM is taking responsibility for the oversight and working quickly on a resolution. In the meantime, temporary safety requirements are in place while permit revisions are being examined.

- Business Planning Process

-We are late to submit however once board reviews/approved we can submit for this year.

-In December when we submit following year budget the business plan would need to be submitted at that time.

ACTION: Allison to send out business plan over email next week for Board approval.

- Board Training

Allison Wood presented board training from 6:51 to 7:25, topics covered; roles and responsibilities, key definitions, vision and mission, org structure, expectations, decision making, partnership and support from HRM, key dates, and looking ahead.

ACTION: Allison Wood to send training slides/notes (adding in slides on meeting protocol), details on book "Call to Order", insurance documents for our record keeping and schedule an opportunity to conduct SWOT analysis.

ACTION: Karen to look into by-laws to guide Action Planning timeline and expectations, could align with fiscal year.

Board Administration

- Committee Membership confirmation

Name	**Committees**
Allison	Communication / Action Planning
Karen	Communication/ Action planning (chair)
Denis	Finance (chair)
Devin	HR (chair)

Randy	Finance
Tyson	Finance
Christopher	Communication (chair)/ Action Planning
David	Finance
Kyle	HR / Action Planning
Kristy	HR/Action Planning

ACTION: Chairs will determine meeting dates/frequency for each committee and invite any staff committee members (i.e. Landon for communications)

- Annual Board Calendar

ACTION: Allison will populate this year's calendar and send along for feedback before next board meeting.

- Board Member photos and videos (Chris)

Pictures can be taken at summer send off event and next board meeting for the website - individual photos

Idea for video- Chris will create clips for each member, everyone present agreed.

ACTION: Allison will reach out to Tyson, Randy and David for confirm participation in video.

ACTION: Chris will work with Landon to create video that provides an overview of the facility.

- Date Tour/Overview for new Board Members

ACTION: Lindsay will set up tour/overview 30 minutes before the start of the next meeting

Fundraising Opportunities

-Opportunity to fundraise at "Summer send off" event

-Board/Staff would like to also explore longer-term strategies, need to understand best practices for raising funds. Landon and Krista are looking into short-term events and opportunities.

ACTION: Allison to connect with Landon and Krista for summer send off fundraising activities

Finance Committee Update

-Denis reviewed statements, we are in a good state. We received grants that we didn't receive last year, higher revenue in summer camps, and increased programming looks like we're projecting higher revenue overall. $40,000 surplus is possible.

Communications Committee update

- Communications policy for board

Allison has drafted a document to outline communication expectations between board members and manager, and other scenarios.

ACTION: Allison to send out for review and approval at the next meeting.

HR Committee Update

- Update ROC Employee Handbook

Discussion on policies regarding holiday closures.

ACTION: Allison Wood to look into what other centers do on Truth and Reconciliation Day (closures, holiday hours, programmers, recognition events/activities/speakers etc).

Action Planning committee

-All agreed that we should form a committee, membership will include Kyle, Chris, Karen, Allison, Lindsay, Kristy. Karen will chair.

ROC Board Policy Manual

-Updated last fall and needs approval. Motion to approve policy manual put forth by Allison, seconded by Devin, motion passed.

ACTION: Kyle to format the document for readability

New Business

- ROC Staff and Board bi-annual meetings

-All are in favour of increasing opportunities for board relationship building with staff however, it was agreed that operational discussions should continue to be directed to the Manager.

Meeting adjourned: 8:19pm

Next ROC board meeting to be held on August 20th at 6 p.m.