Board of Directors Meeting Minutes

September 24, 2026 | 6:00 p.m.

ATTENDANCE

- **Present:** Denis Huck, Allison Wood, HRM, Karen McCrank, Allison Lawlor, Christopher Assuncao, Kyle Matheson, Lindsay McFarlane, Randy Thorpe, David Eberhard, Tyson Langille
- **Regrets / Absent:** Devin Scully, Kristy Tucker

CALL TO ORDER & APPROVALS

- **Call to Order:** Meeting called to order by Chair at 6:03pm
- **Approval of Agenda:**
    - Motion by Tyson, seconded by Randy
- **Approval of Prior Meeting Minutes:**
    - Motion by Kyle, seconded by Tyson

AGENDA ITEMS

1. Guest Presentation: Active Transportation Plan

- **Presenter:** Heather Harris (Community Member)
- **Discussion & Key Points:**
    - Goal is to work towards a safer, accessible and well-connected transportation system (sidewalks, etc). Different from buses/public transport that HRM Councillor Nancy Harling is working on.
    - They have connected with HRM and local political representatives and now looking for community support.
    - Survey resulted in 104 responses, doing open session at PRCC this Sunday. Survey results were shared with the board.
    - Looking to form a committee and potentially need to partner with a non-profit or create their own to move forward financially.

- Major project includes creating plan, would need to hire a consultant, request a grant from HRM.

2. Manager's Report

- **Presenter:** Lindsay McFarlane
- **Discussion & Key Points:**
  - Discussion than cleanliness continues to be an issue, the measures put in place to address issues haven't been effective. There is a plan to address the concern.
  - Regarding the Big Entertainment invoices, submitted claims do not align with PRCC records. The invoices include services allegedly provided in 2024 and 2025, but there is no documentation confirming that the services were contracted or delivered. The arrangement was described as casual, and the invoice amount was reduced.
  - Board gave support to hire the preferred candidate for the inclusion worker.
  - Updated day camp policies and fees were introduced. A detailed rationale was discussed, including market comparisons, rising operating costs, program sustainability, and efforts to ensure fees more accurately reflect the cost-of-service delivery.

3. HRM Updates

- **Presenter:** Allison Wood
- **Updates Provided:**
  - **Playground:** 2-3 weeks away from completion, process is going smoothly.
  - **Pavilion:** Still with independently hired code analyst, feeling positive that result won't require moving the structure but we don't yet have final result. There won't be a cost to the ROC.
  - **Other:** Volunteer Conference opportunity November 28th lots of different topics, it's $40 per person however HRM will cover the cost of 2 board members or staff.

    - **Software update:** Discussion focused on the use of the remaining Integration Fund balance (approximately $28,000) to implement the preferred software solution for the PRCC. This option would fund implementation costs and the first year of service, allowing deployment as early as November. It was noted that an additional annual operating cost of approximately $10,000 would be required for ongoing licensing and support and could be incorporated into the operating subsidy. Allison Wood outlined the funding implications and associated timelines for the proposal.
    - **Motion: That the ROC approve the use of Integration Fund to purchase the preferred software for PRCC, moved by Denis, seconded by Tyson all approved.**
    - **Motion: To request an increase of $10,000 to the annual subsidy provided by HRM to the ROC to cover the software subscription costs. Moved by Tyson, seconded by Denis. All approved.**
- **ACTION:** Allison to send email regarding volunteer conference opportunity.
- **ACTION:** Allison to connect with Lyndsay on amounts and timelines for software purchase.

4. Board Administration

- **Presenter:** Chair / Board
- **Topics & Updates:**
    - **Annual Board Calendar:** Use as working document, members can add to it on Google Drive
    - **Board Member Photos & Videos:** Photos are almost ready
    - **Committee Meeting Dates:** Reminder for all committee chairs to set meeting dates.

5. Finance Committee Update

- **Discussion & Highlights:**
    - Financial performance is going well
    - Financials not available for review before the meeting; Lindsay sent them over email during the meeting.

- Projection of $70,000 surplus this year, several new grants coming in and revenue from programming. (NOTE: The ROC had a deficit last year so this is good news).
- Having new manager has made a big difference, pays close attention to budget and raised moral of staff, team is working well together.

6. Communication Committee Update

- **Presenter:** Chris Assuncao
- **Approval of Internal Communications Policy:**
  - Review action plan, a lot was accomplished, will use outstanding tasks as workplan. Still working through TOR.
  - Finalized internal communications policy, note that internal grievance policy is being developed.
  - **Motion**: **To approve the internal communications policy, moved by Chris seconded by Karen. All approved**.

7. HR Committee Update

- **ACTION:** Lindsay to update casual contracts and send to HR committee for review.

8. Governance & Board Training Update

- **Presenter:** Allison on behalf of Kristy
- **Discussion & Highlights:**

The committee will explore board training needs and governance responsibilities and develop recommendations for future learning opportunities.

9. Action Planning Committee Update

- **Presenter:** Karen McCrank
- **Discussion & Highlights:**
  - Committee will meet Monday Sept 28th to review TOR and map out process
  - Will leverage the community pulse survey, used in past to inform the action plan.
- **ACTION:** Committee to review previous action plan and make note of progress and items that should be moved forward.

10. Board Activity: Robert's Rules

- **Activity:** "The Life of a Motion Activity" led by Chris
- Outlined the handout in board package
- **ACTION:** All board members to review the handout and be ready for activity during the October board meeting.

11. New Business

- Question about security cameras- cameras are working and footage controlled by HRM. Management keeping eye open for grants for a potential future upgrade.

ADJOURNMENT

- **Motion to Adjourn:** Moved by Chris, seconded by Karen.
- **Meeting Adjourned at:** 8:01 PM
- **Next ROC Board Meeting:** Thursday Oct 22nd 2026 at 6 p.m.