



RODS BOARD ACTION ITEM TRACKER

PRESIDENT: Anda Dima

FISCAL YEAR: September 2024 to August 2025

The following Action Items are intended to improve communication and accountability within the board and with administration and to support Board participation

LAST MEETING: **October 30th, 2024**

ACTION #	MEETING/D ATE	ACTION ITEM	DESCRIPTION	ASSIGNED TO/Lead	DUE DATE	STATUS	PRIORITY	NOTES/RESOURCES
1	25-Sep-24	Add the Whistleblower Policy to the Governance Policy Manual		Anda/Shelly	30-Oct-24	Completed	Medium	
2	25-Sep-24	Create a Board Motion & Action Tracking List	Shelly to develop a board motion and action item tracking list to keep a running list of all motions/actions made in the (September to June)	Shelly	30-Oct-24	Completed	Medium	
3	25-Sep-24	Contact RBC to finalize the Line of Credit	Jim will follow up with Tim at the bank to share motion and meeting minutes to finalize the Line of Credit.	Jim	15-Oct-24	Completed	High	
4	30-Oct-24	Update Governance Policy Manual to include the Investment Policy	Shelly to insert the Investment policy into the Governance Policy Manual	Shelly	27-Nov-24	Completed	Medium	
5	30-Oct-24	Sale of 1610 Toronto Street	Keith to proceed with listing and selling the 1610 Toronto Street property immediately.	Keith	27-Nov-24	In Progress	High	
6	30-Oct-24	Sale of 1610 Toronto Street	Keith to follow up with IRCC regarding the closure of the Reception House and future plans	Keith	27-Nov-24	In Progress	High	
7	30-Oct-24	Stritch Property Sub-Committee	Stritch a Property Sub-Committee to include Finance Committee, Roger, and Faye, to discuss option for utilizing proceeds from the Toronto Street property sale.	Property Sub-C	01-Jan-25	In Progress	High	
8	30-Oct-24	Safety Measure for Smith Street Building	Keith to implement immediate safety measures at Smith Street Building, including removing doors to address egress issues.	Keith	27-Nov-24	In Progress	High	
9	30-Oct-24	Engineers Recommendations	Property Sub-Committee to review engineer recommendations for Smith Street building and develop a plan.	Property Sub-C	27-Nov-24	In Progress	Medium	
10	30-Oct-24	IRCC funding decisions	Keith to provide updates on IRCC funding decisions and potential impacts on the organization.	Keith		In Progress	Medium	
11	30-Oct-24	Update Board Work Plan	Shelly to update the draft work plan following approval. Remove September 13, 2024 approval date on bottom and draft from top.	Shelly	27-Nov-24	Completed	Medium	
12	30-Oct-24	Terms of Reference and Work Plan	Committee to finalize Terms of Reference and Work Plan in November. Report back to board for approval.	Executive Com	27-Nov-24	In Progress	Medium	
13	30-Oct-24	Succession Plan	Anda to follow up with Laurie Smith to receive the proposal for the comprehensive succession plan	Anda/Exec Cn	27-Nov-24	In Progress	Medium	
14	30-Oct-24	Child Care Annual Meeting Report	Faye to follow up with Donalee to get an update on the Child Care Annual Meeting.	Faye	27-Nov-24	In Progress	Medium	
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