



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: **April 30, 2205**

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	Completed	High	
7	30-Oct-24	Stritch Property Sub-Committee	Start 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	Completed	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	Completed	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 potentials impacts on the organization.	Keith		Completed	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	Approved	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 Cr	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	
15	27-Nov-24	Develop a policy for Hiring Consultants	Governance committee to discuss and develop a policy for hiring consultants.	Governance C	27-Nov-24	In Progress	Medium	
16	27-Nov-24	Smith Street Second Floor Reno Proposal	Keith to share the Smith Street Second Floor proposal with Property Sub-committee	Keith	27-Nov-24	In Progress	Medium	
17	27-Nov-24	Review Risk Management	Finance Committee to review the risk registry and make a plan to update from board prospective.	Finance Comr	27-Nov-24	In Progress	Medium	
18	29-Jan-25	Capital Funding available for expansion	Donalee to let Keith know about the funds available for possible expansion.	Donalee	01-Feb-25	Completed	Medium	
19	29-Jan-25	ED report/update	Keith to submit a report/update for January 2025	Keith	01-Feb-25	Completed	Medium	
20	29-Jan-25	Succession Plan Information Session	Shelly set up Zoom meeting and send out calendar request for a meeting on Feb 18th	Shelly	01-Feb-25	Completed	Medium	
21	29-Jan-25	Sale of Properties	Keith to follow up with realtor regarding the sale of Smith Street & Reception House. He will provide a report on Smith Street and Reception house and he will provide more information on the Woodbine property for potential space at a later date.	Keith	25-Feb-25	In Progress	High	
22	29-Jan-25	Review of Governance Policy/Hire Consultant	Governance Committee to develop a confidentiality agreement for consultants working with RODS. Pearl has some recommendations for the terms of reference for the Governance Committee, which she will send to Katherine Roy, the chair of the committee. Kate and Anda to connect with Ann Favreau to begin the governance policy manual review, pending approval of confidentiality agreement.	Gov Cmt/And	25-Feb-25	In Progress	Medium	
23	26-Feb-25	Consultant Agreement	Keith to share the RODS Consultants Confidentiality Agreement with Shelly to share with the board.	Keith	26-Mar-24	Completed	Medium	
24	26-Mar-25	Unplanned Vacancy/Succession Plan	Keith to speak with Tatiana regarding expectation of filling this role if necessary	Keith	15-Apr-25	In Progress	High	
25	26-Mar-25	Consultant Confidentiality Agreement	Keith to share the MicroAge Agreement with the board for review that included the confidentiality agreement.	Keith	15-Apr-25	In Progress	Medium	
26	30-Apr-25	Important dates & events	Shelly to send out calendar request to board with upcoming dates and events	Shelly	25-May-25	Completed	Low	

27	30-Apr-25	Balance Scorecard & CRM	Need to look at meeting targets going forward. Keith will work with Team to identify what is strategic vs. what is operational.	Keith/Mgmt		In Progress	Medium	
28	30-Apr-25	Staff Policies & Procedures	Keith to share recommended update/changes to Wendy to make update the Staff Policies & Procedures. Keith to meet with Kate to come up with a process when policies need board approval.					
29	30-Apr-25	Retreat schedule and topics	Shelly to send out a poll to board following the AGM to see what dates work best in January 2026. The 9&10 or 16 & 17. Send any suggestions for topic discussions to Anda by the September meeting.	Shelly/Board	01-Sep-25	In Progress	Low	
30	30-Apr-25	Review of Governance Policy/Hire Consultant	send any suggestions of an individual that would be a good fit or willing to review the policy for us.	Kate	18-Jun-25	In Progress	Medium	
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