



## 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: **June 18, 2025**

| 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 potential 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 perspective.                                                                                                                                                                                                                                                                                                 | 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 |  |
| 31 | 18-Jun-25 | Board Self-Evaluation Survey                | Shelly will send it out to members at the end of June, please complete by end of August                                                                                                                                                                            | Shelly       | 30-Jun-25 | Completed   | High   |  |
| 32 | 18-Jun-25 | Retreat poll for dates available.           | 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.                                                                                                                                             | Shelly       | 24-Sep-25 | In Progress | Medium |  |
| 33 | 18-Jun-25 | Policy B-II                                 | board to review the policy and send any recommendations to Katherine by end of August                                                                                                                                                                              | Kate         | 01-Sep-25 | In Progress | Medium |  |
| 34 | 18-Jun-25 | Nominations Committee - Board Postions      | Committee will work over the summer to find potential candidates for the vacant positions. Any board interested in acting on the Nominations committee please email Anda. Anda to follow up with Katherine regarding he Whistleblower Policy Board Representative. | Kate/Anda    | 24-Sep-25 | In Progress | Medium |  |
| 35 | 18-Jun-25 | Parent Advisory Committee                   | Members intested in acting on the Paretn Advisory Committee (PAC), please email Anda                                                                                                                                                                               | Board/Anda   | 24-Sep-25 | In Progress | Medium |  |