



RODS BOARD ACTION ITEM TRACKER

PRESIDENT: Anda Dima

FISCAL YEAR: September 2025 to August 2026

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

LAST MEETING: May 27, 2026

2024-25		CARRY OVER ACTIONS						
ACTION #	MEETING/D ATE	ACTION ITEM	DESCRIPTION	ASSIGNED TO/Lead	DUE DATE	STATUS	PRIORITY	NOTES/RESOURCES
15	27-Nov-24	Develop a policy for Hiring Consultants	Governance committee to discuss and develop a policy for hiring consultants.	Governance Committee	27-Nov-24	On Hold	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 Committee	27-Nov-24	On Hold	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	Completed	High	
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		Ongoing	Medium	
28	30-Apr-25	Staff Policies & Procedures	Keith to share recommended update/changes to Wendy to make update to the Staff Policies & Procedures. Keith to meet with Katherine to come up with a process when policies need board approval.	Anda/Keith	24-Sep-25	Ongoing	Medium	
33	18-Jun-25	Policy B-II	Board to review the policy and send any recommendations to Katherine by end of August	Katherine	01-Sep-25	Completed	Medium	
35	18-Jun-05	Nominations Committee	Any board interested in acting on the Nominations committee please email Anda.	Katherine/Anda	24-Sep-25	Completed	Medium	
36	18-Jun-25	Governance Committee - Whistleblower policy	Anda to follow up with Katherine regarding the Whistleblower Policy Board Representative.	Katherine/Anda	24-Sep-25	Completed	Medium	
ACTION #	MEETING/D ATE	ACTION ITEM	DESCRIPTION	ASSIGNED TO/Lead	DUE DATE	STATUS	PRIORITY	NOTES/RESOURCES
1	24-Sep-25	Bring' Em Up foundation	Keith to follow up with Lawyer and Foundation to finalize agreement	Keith	30-Oct-25	On Hold	Medium	
2	24-Sep-25	Metropolis Conference	Members to register for the Conference online and submit any receipts for reimbursement.	Board Mbrs	05-Oct-25	Completed	High	
3	24-Sep-25	Code of Conduct & Conflict of Interest	Members to sign documents and send back to Shelly by the first week in October	Board Mbrs	05-Oct-25	Completed	High	
4	24-Sep-25	Strategic Planning Committee	Members are to let Anda know if you are interested in acting on the committee and if you have any suggestions for facilitators.	Board Mbrs	05-Oct-25	Completed	High	
5	24-Sep-25	Vice-President Role	Members are to let Anda know if you are interested in acting in the role	Board Mbrs	30-Oct-25	Needs Review	High	
6	24-Sep-25	Retreat Poll	Shelly to send out the retreat date poll and members to complete the retreat poll to let us know what dates work best for you.	Shelly & Board Mbrs	05-Oct-25	Completed	High	
7	24-Sep-25	Committee List	Shelly to update the committee list.	Shelly	05-Oct-25	Completed	Medium	
8	24-Sep-25	New Board Members/Orientation	Shelly to set up portal access for new members, send out Orientation/Welcome email and meeting invite, update board list, update member list with Corporations.	Shelly	15-Oct-25	Completed	Medium	
9	24-Sep-25	Governance Committee	Katherine to follow up with Shelly to set up a meeting.	Katherine	05-Oct-25	Completed	Medium	
10	24-Sep-25	Governance Committee	Committee to present the work plan and 82 policy changes in October	Katherine	30-Oct-25	Completed	High	
11	24-Sep-25	Action Tracking form	Shelly to update the 2024-25 Action Tracking form	Shelly	30-Oct-25	Completed	High	
12	05-Nov-25	September Meeting Minutes	Shelly update meeting minutes with changes brought forward.	Shelly	05-Nov-25	Completed	Medium	
13	05-Nov-25	Private Foundation	Motion that the Board authorizes the Finance Committee to spend up to \$10,000 on professional fees for research and analysis on the advisability of establishing a private foundation that would hold and invest internally generated assets.	Finance Cmt	05-Nov-25	Ongoing	Medium	
14	05-Nov-25	Strategic Planning Committee - Retreat Planning	Committee to follow up with consultant to confirm the proposal has been approved by the board. Keith will provide consultant with documents and information needed to conduct and environmental scan. Keith/Shelly will follow up with consult to set up meetings for phase 2 with committee, leadership team and board.	Strat Ping Cmt	05-Nov-25	Completed	Medium	
15	05-Nov-25	Board Workplan & Terms of Reference	Shelly to update the board work plan, update Committee Terms of Reference with approval date and signature. Governance Committee to develop a Terms of Reference for the full board.	Shelly/Gov Cmt	05-Nov-25	Completed	Medium	
16	26-Nov-25	Balance Scorecard	Keith to include a partnership list similar to that in the 23/24 year. Keith to follow up with Victoria as well to include the all partnerships/funders list on website.	Keith	28-Jan-26	In Progress	Medium	
17	26-Nov-25	Policy updates	Josephine/Shelly to ensure changes/updates are completed to Bill and Governance Policy.	Josephine/Shelly	28-Jan-26	Completed	Medium	
18	28-Jan-26	50th Anniversary Celebration	Keith to follow up with more information & confirm date	Keith	01-Mar-26	In Progress	Medium	

19	28-Jan-26	Board Workplan	Anda to follow up with Shelly to updated the work plan	Anda/Shelly	25-Feb-26	Completed	Medium
20	28-Jan-26	Policy Updates - Expenses and Remuneration	Jimi to follow up with Shelly to provide the updated working to update the policy/governance manual	Jim/Shelly	25-Feb-26	Completed	Medium
21	28-Jan-26	Foundation	Jim set up meeting with lawyer to discuss foundations further. Finance committee to discuss possible trainign for committee members.	Jim/Fin Cmtt	25-Feb-26	Completed	Medium
22	28-Jan-26	Comstitutional Amendments	Goverance Committee to set a meeting in the coming weeks to discuss possible constitutional amendments	Katherine/Gov C	28-Feb-26	Completed	Medium
23	28-Jan-26	Nominations Committee	Nominations Committee to develop a RODS Board Member Ad. Skill set to include high level IT executive with knowledge in cybersecurity. Josephine will lead this work and engage Shelly as required. Suggested platforms to post: Tech connect, LinkedIn, RODS Website, RODS Facebook/Instagram and other Tech appropriate platforms. Fill one position for now.	Josephine/Nomi	01-Mar-26	In Progress	Medium
24	25-Feb-26	Newcomer Emergency Fund	Keith to review the Newcomer Emergency Fund criteria in March and come back to the board with recommendations regarding coverage for Interim Federal Health Program co-payment needs.	Keith	01-Apr-26	In Progress	Medium
25	25-Feb-26	Avison Young Issue	Keith to contact Lindley at Avison Young to discuss the two issues (Organizational values/reputational risk regarding ICE allegations and IRCC funding cuts) in the next week. Then provide written notice to Avison Young by March 7 th to not renew the listed contact (notice will not state reasons, just inform of non-renewal pre contract clause). Once these steps are complete Keith will report back to the board on Lindley's response regarding the ICE allegations discussion.	Keith	07-Mar-26	Completed	High
26	25-Feb-26	Policy B-VII - ED Succession Plan Policy	Anda/Shelly to update the Governance Policy with the addition of the new policy B-VII and revisions as mentioned above (formatting to add proper numbering/headings to the B-VII - ED Succession Plan policy.	Anda/Shelly	01-Apr-26	Completed	Medium
27	25-Feb-26	ED Job Description/Competencies	Executive Committee: Review and combine the ED job description with competencies developed by Laurie Smith, then bring to the board for review	Executive Cmt	01-Jun-26	In Progress	Medium
28	25-Feb-26	ED Performance Appraisal	Executive Committee move forward with performance appraisal for the Executive Director as soon as possible.	Executive Cmt	01-Apr-26	In Progress	Medium
29	25-Feb-26	RBC Dominion Securities	Finance committee to report back about the findings from RBC Dominion Securities. Meeting with KPMG to discuss tax matter	Finance Cmt	01-May-26	In Progress	Medium
30	25-Feb-26	Action/Board Trackers	Shelly will update the tackers with revisions to reflect current priorities/status of items and listing the corret Kate (Kate N vs Katherine R) and Anda will approve the updates	Shelly/Anda	01-Apr-26	Completed	Medium
31	25-Mar-26	Federal Health Program	Keith report back at the next meeting with proposal on Interim Federal Health Program and potential impact.	Keith K.	01-Jun-26	In Progress	Medium
32	25-Mar-26	Child Care Seats	Keith to follow up with Child Care branch regrading additional seats.	Keith K.	01-Jun-26	In Progress	Medium
33	25-Mar-26	Strategic Planning Committee - Strat Plan	Committee to make suggested changes to Strategic Plan and send final information to Executive Committee to report back next board meeting.	Strat Plng Cmt	01-Jun-26	In Progress	Medium
34	25-Mar-26	Succession Plan	Anda to connect with Laurie Smith regarding the succession plan project and finalizing payment.	Anda Dima	01-Jun-26	In Progress	Medium
35	25-Mar-26	Nominations Committee - Vacant Board Positions	Committee to indentify the terms, which require re-election at the AGM in June and find potential individuals for the position of President & Vice-President.	Nom Cmt	01-Jun-25	In Progress	Medium
36	29-Apr-26	Bring' Em Up foundation	sign the MOU/letter with the gala organizers and send it to the board.	Keith	01-Jun-26	Completed	Medium
37	29-Apr-26	Bring' Em Up foundation	Follow up with BK on Friday regarding the gala arrangements and table/ticket details	Keith	01-Jun-26	Completed	Medium
38	29-Apr-26	Rent/Location costs	meet with building representative (in town this week or next) to discuss rent reduction for Smith Street Location	Keith	15-Jun-26	In Progress	Medium
39	29-Apr-06	Rent/Location costs	explore alternative rental locations within a few block radisu if rent cannot be reduced	Keith	15-Jun-26	In Progress	Medium
40	29-Apr-26	Moving Plan	finalize plans for moving settlement operations out of second floor and baseament by end of fiscal year.	Keith	30-Jun-26	In Progress	Medium
41	29-Apr-26	AI Policy	complete AI policy and training for staff.	Keith	30-Jun-25	In Progress	Medium
42	29-Apr-26	Mircosoft AI Championship mentorship program	submit Mutahir's name to the Mircosoft AI championship mentorship program	Keith	01-Jun-26	Completed	Medium
43	29-Apr-26	Funding for SFC	Apply for CN Rail and Home Deport funding for Settlement program	Keith	01-Jun-26	Completed	Medium
44	29-Apr-26	Federal Security Grant	Apply for Federal Security Grant for building security features.	Keith	01-Jun-26	In Progress	Medium
45	29-Apr-26	Federal Capital Refurbishment Program	Apply for Federal Capital Refurbishment Program (up to \$1.5 million) with Levi	Keith	30-Jun-26	In Progress	Medium
46	29-Apr-26	Build Canada's Strong Trade Program	explore build canada's strong trade program partnership oppportunity	Keith	30-Jun-26	In Progress	Medium
47	29-Apr-26	CRM development funding	explore CRM development funding opportunity.	Keith	30-Jun-26	In Progress	Medium
48	29-Apr-25	Volunteer Language Instruction Coordinator Position	contact donor through friend to fund volunteer language instruction coordinator position	Keith	01-Jun-26	Completed	Medium
49	29-Apr-26	Smith Street building repairs	Schedule meeting with Bob (Engineers) to prioritize Smith Street building repairs.	Keith	01-Jun-26	In Progress	Medium
50	29-Apr-26	Newcomer Emergency Fund	Provide annual report on Newcomer Emergency Reserve usage to Finance Committee in next month or two.	Keith	30-Jun-26	In Progress	Medium
51	29-Apr-26	AI Policy	Share AI policy with board once completed.	Keith	30-Jun-26	In Progress	Medium

52	29-Apr-26	Strategic Plan	strategic planning committee to send updates strategic plan version to Shelly and Keith	Strat Plng Cmt	15-Jun-26	In Progress	Medium	
53	29-Apr-26	Properties Sub-committee	Shelly to remove the properties sub-committee line from the agenda.	Shelly	01-Jun-26	Completed	Medium	
54	29-Apr-26	Nominations committee	Nominations Committee (Josephine & Jim) to continue meeting with potential board members and finalize slate of nominees for May meeting. Confirm with all current board members whose terms are expiring whether they will run for re-election. Ensure president and vice president positions are staggered (one for one-year term, one for two-year term). Shelly to send reminder to remaining board member(s) to renew their membership by beginning of April 20.	Nominations Cmt	01-Jun-26	In Progress	Medium	
55	27-May-26	Investment Policy	Finance committee to review and update investment policy at next meeting following the RBC Dominion Securities presentation	Finance Cmt	01-Jun-26	In Progress	Medium	
56	27-May-26	Investment Policy	Proceed with opening an investment account at RBC Dominion Securities (Stefan Wealth Group) for managing RODS financial assets that exceed near-term operating requirements, as per the approved motion.	Finance Cmt	30-Jun-26	In Progress	High	
57	27-May-26	Investment Policy	Work with RBC Dominion Securities to implement the updated investment policy, transitioning from cashable GICs to a balanced portfolio.	Keith/Linda	01-Jun-26	Completed	Medium	
58	27-May-26	Reserves Fund	Finance Committee to work with Linda to determine the appropriate cash reserve amount (discussed around \$1.5 million) to keep on hand before transferring excess funds to the RBC investment account.	Finance Cmt	01-Jun-26	Completed	Medium	
59	27-May-26	Reserves Fund	At June Board meeting, present the final financial statements so the board can set the amount for the new Community Initiatives Reserve and finalize the operating reserve cap at \$1 million (or 30 days operating costs, whichever is greater)	Finance Cmt	01-Jun-26	Completed	Medium	
60	27-May-26	Strategic Planning	Meet with Praxis in June (starting two sessions before mid-June) to finalize the operational deliverables and measures for the new balance scorecard/strategic plan.	Keith	01-Jun-26	In Progress	Medium	
61	27-May-26	Bring'Em Up foundation	Follow up with Murad and Ma Bundan to explore potential involvement/partnership with RODS following the Bring'Em Up event.	Keith	30-Jun-26	In Progress	Medium	
62	27-May-26	Nominations - Slate of Nominees	Committee to follow up with potential board nominees to confirm their interest, extend invite to attend the June board meeting, instruct them to obtain RODS membership as soon as possible prior to the AGM.	Nominations Cmt	05-Jun-26	In Progress	Medium	
63	27-May-26	Succession Plan	Keith/Linda will follow up to pay the invoice for Laurie Smith. Shelly to remove Succession Plan policy off agenda.	Keith/Shelly	15-Jun-26	In Progress	Medium	