



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: February 25, 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	
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