

Dovercourt Recreation Association: Board Business for February 2017

Agenda for Board Retreat:

The Board discussed the agenda for our upcoming annual strategic retreat. This will include a review of the results of our annual Board self evaluation, and a look at our strategic objectives for year 1 of our new three year plan, drafted at last year's retreat. It is noted that the decision to launch our phase 2 building expansion project this year does change the plan, so most of the day will focus on how we will resource the project, both in terms of human and financial resources. It was also noted that 2017 marks DRA's 40th anniversary as an organization, and 30th anniversary in our current building. A discussion on how to mark this occasion will also take place.

Draft AGM Agenda:

The board reviewed and approved the draft agenda for the upcoming AGM. At this point, no revision is seen as necessary to our bylaws, the major focus will be on the election of new members to the board, and a briefing on the building project and fundraising efforts.

Projection of 2016 Year-End Results:

The Board received a report indicating that we are still projecting a healthy surplus for 2016. The audit is scheduled to take place in mid-March, and we are on track to have full financial audited yearend report for approval at our late April meeting. Still on track for \$50k surplus for 2016.

Building Expansion

The board passed motion indicating that Dovercourt will enter into an agreement with the City of Ottawa to take on the role of Project Manager to lead the Building Expansion. Dovercourt will hire a Construction Manager to lead the construction process.

Subcommittee reports:

There are four standing subcommittees of the board, Finance and Accountability, Governance, Community Development, and Nominations, and one ad hoc subcommittee, Building Expansion and Fundraising. Each committee presents a brief report at the board meeting on their activities for the past month, and has the opportunity to place items for discussion, decision or information on the Board agenda.

Finance and Accountability: The committee reviewed the audit schedule, and the plan in place to deal with the absence of a key staff in our administration team.

Board Governance: Met to finalize the plan for the Board retreat

Community Development: did not meet this month.

Nominations: Have been meeting with the board candidates to determine the slate they will recommend for election at the AGM.

Executive: Did not meet this month.

Building Expansion/Fundraising: Has divided into two sub committees, Communications Team and the Project Team. This will allow us to deploy the right skills and experience to the two different elements of the project. The Communications team will manage the final push of fundraising and the communications to stakeholders, and the Project team will engage with our construction manager, architects and contractors.

Dashboard:

All required documents have been submitted to Revenue Canada and The City of Ottawa as required.

Executive Director Report:

Woodroffe Park: As a result of a request from the Woodroffe Park community, we will take on the role of providing the summer staff for the wading pool and fieldhouse at that location. This is a first step in assisting this group in their hopes for renovations to the fieldhouse to create a community hub.

WESTFEST: Dovercourt has modified its engagement with this event to become the inclusion sponsor for the event. We will continue our previous role of providing significant logistics support, but will add the elements of providing ramps and carpets to improve the accessibility of the event. Little additional cost but higher profile.

Westboro Fuse: The WBVIA has advised that they are modifying their event into three individual events, with details yet to be finalized. However, they remain keen to engage us in this, and we remain keen to assist this community partner in this endeavor.

CHANCE Foundation: this local charitable group had indicated that they are interested in providing funding support to help with Financial Assistance and Last Minute Club. We are working with them to support their fundraising efforts on our behalf.