

## **Dovercourt Recreation Association: Board Business for February 2016**

### **Major Accident kit:**

Program Director Kathleen Finn presented the major accident/incident kit to the board, showing how the contents of the kit provide not only the elements needed to respond to the care of victims of accidents, but also the elements to guide them in managing, reporting and documenting the event. The Red Binder contains all important numbers, procedures and up to date resources, and copies of required reports. The kit also includes signage to secure the facility, caution tape, pens and a non-digital camera for a secure record. The kit is regularly checked by our senior aquatic staff, and of course, our emergency procedures are practiced regularly. A key approach is to practice what scares you the most.

### **Strategic Plan Process for 2016-2019**

The Governance Committee distributed the final agenda for our strategic retreat, scheduled for Maplelawn on April 3, and thanked the board members for their active participation on the electronic flip charts over the past month. The board looks forward to a productive day and a strong new plan for our future.

### **Annual General Meeting:**

The Board reviewed the draft agenda for the AGM, scheduled for May 31, and discussed if there were any bylaw changes that would need to be advanced at that meeting. Our rules require that bylaws can only be changed at a general meeting of the Association.

### **Building Expansion**

While we are still awaiting news on any major government funding for our project, the board has advanced planning for our community giving and engagement elements. The Community Development Committee will join forces with the Building expansion group for this part of the plan. As well, the board passed a motion that would allocate any undesignated charitable gifts to our building expansion fund for 2016.

### **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: Reported on the draft year end financial results, and will be monitoring the audit process scheduled for March.
- Governance: Developed the draft strategic plan retreat agenda.
- Community Development: Met virtually to discuss a community outreach plan to assist the building committee, as well as to spread the word about Dovercourt.
- Nominations: Are currently reviewing a list of possible board candidates to replace our departing members, and have begun conducting interviews.
- Building expansion and Fundraising: Updated the board with the fundraising report card.
- Executive: did not meet this month.

### **Dashboard:**

The February Dashboard shows financial results to the end of the month, as well as a checklist of issues of regulatory compliance and risk management. The report shows that finances are tracking on budget and that all regulatory reports and risk management actions are on time.