

Dovercourt Recreation Association: Board Business for December 2016

Budget 2017: The Board reviewed in detail the proposed budget for 2017. Highlights include:

- We are projecting an \$11,046 surplus budget in 2017.
- Growth will be in support services in 2017 – conservative growth.
- Projections made in the budget are reasonable.
- Board assumptions were all met except for the \$20,000 surplus budget, presented an \$11,000 surplus budget.
- No large increases in program fees, capped at 3%.
- Capital Budget costs will be \$45,400 in 2017 (normal target is \$60K).

The budget was approved unanimously.

Governance Manual Review: This is the main operating manual for Board members, and is reviewed and renewed as necessary by the Governance subcommittee of the Board. This year, the manual needed to be updated to take into consideration our new Strategic Plan and revised Mission and Vision. A PDF copy of this document with the revised date is put into the Board Documents drop box for easy reference.

Operational Plan Overview for 2017: The Executive Director provided an update on the operational plan for 2017. The operational plan is made up of 5 parts –The Strategic Plan, Sub committee work plans, the budget, Senior Director Work Plans and the Operational Calendar (done in January by CD committee). All of these are available in the Board drop box for reference, and progress is reported through the year in the ED report, dashboard, and subcommittee reports.

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: staff continue to work towards a solution with our software provider to solve the reporting function, but have used the workarounds to provide up to date information on 2016 year end. We remain on track to perform significantly ahead of budget and a healthy surplus. .
- Governance: Prepared the updated Governance manual for approval at this meeting.
- Community Development: Will provide the community development initiative inventory and a proposed calendar of events at the January meeting.
- Nominations: Have begun work on the feedback from the Board exit interviews, including a review of the work requirements for board and subcommittee business, an update to the Board skills and diversity matrix, improving the board orientation process, and collecting potential candidates for the Spring AGM elections.
- Building expansion and Fundraising: Did not meet but continues to await anxiously the announcements for our outstanding applications with the Canada 150 fund, and Trillium.
- Executive: Working on ED annual performance review process.

Dashboard:

All required documents have been submitted to Revenue Canada and The City of Ottawa as required. Due to issues with the Legend software, no detailed financial report was issued, however, expense and revenue tracking show that we continue to be on target for our 2016 budget.

Executive Director Report: The Executive director provides a monthly report highlighting operational issues, accomplishments towards our strategic plan, and insights into our staff and client experiences. Highlights this month were:

- Annual Christmas Party and Staff Recognition Awards night was held on Dec. 9th, all board members were welcomed to attend.
- Long term service awards – 20 years – Katherine Short (aquatic staff) and Rose Vatsis (café staff) , 25 years Trish Stolte – Director of Marketing.
- SJAM winter trail has seen significant support with Crowd funding of \$22,000, a MEC grant for \$15,000, NCC support, and Fresh Air entering a three year sponsorship and service agreement. We are slated to be in operation by early December. .
- Broadview School. The old school was heritage protected for 3 years but they are demolishing everything around it, including the bathrooms and heating plant plus there is no parking. Without these, it is unlikely that there is any possibility of this seeing community use.
- High Five promotional day was held at Dovercourt, speakers were Senator Nancy Greene and DRA Board member Alice Lafferty. It was also National Child Day, and High Five's anniversary.