

Dovercourt Recreation Association: Board Business for January 2017

Annual Board Assessment Survey and Selection of date for annual retreat: The board does an annual survey to ensure that we are on the right track in terms of style and substance, as well as on issues such as work load. . The content of the review was reviewed and approved, and the date for our annual retreat and strategic review was set as April 2, again hosted by our friends at the Keg Manor on Richmond road.

Report on Staff Satisfaction Survey: The Board also receives in January each year, a report from our consultants on the staff satisfaction survey. This is an important touch stone as we remain a very dynamic organization, and we have undergone significant growth and change in every year of operation. Staying true to our objective of being a caring employer in the top third of not for profit employers is critical, and this report provides valuable insights into the perspective of staff. While the results were very positive, there were some areas of improvement identified, and we will be engaging with the consultants to address these in the coming year.

Phase 2 expansion: While we were disappointed to hear that we will not receive any federal funding for our project, after four years of fundraising, the Board did approve going forward with a slightly downscaled version of our phase 2 expansion, with the hope to complete within 2017. We are currently negotiating with City to allow Dovercourt to take on the role of project management, as this offers a number of efficiencies and economies over the municipal model. We are excited to be going forward, and expect the office relocation and upgrade of the studio to accommodate creative arts to go forward very soon.

Social impact – Community Development Review: The Board also reviews in January each year a summary of all of the charitable and community development activities undertaken by Dovercourt. This is important as a number of initiatives have been imbedded in the operational budget over the years by previous boards, and the current board needs to review and determine if this is still a valid and has the desired impact of improving the health of our community. These are categorized into five areas,

- Program spaces (park and playgrounds, wading pools and outdoor rinks, etc.)
- Ensuring financial Accessibility and targeted programming for special populations,
- Community engagement and special events,
- Collaborative efforts with other organizations,
- Supporting employees and other individuals in our community in their charitable efforts.

This was a very thorough analysis, and we will make this information available on our web site through an infographic so that our community and clients can see the

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: Have not met since last meeting, are preparing for the year-end audit that will be happening the week of March 20th.

Board Governance: Met to plan board satisfaction survey and retreat dates

Community Development: Met to prepare social service and community development inventory report.

Nominations: Provided an updates Board skills matrix to assist in new board member recruitment, and has begun the process of interviewing prospective new board members for the two vacancies we expect this year.

Executive: is in the process of developing the final annual performance review for the Executive Director.

Building Expansion/Fundraising: met to prepare a motion to advance some elements of phase 2 of our expansion project.

Dashboard:

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

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:

- The addition of a series of French language camps to our summer camp menu.
- Very positive results from the staff satisfaction survey
- Great coverage and acclaim for our efforts to support the SJAM winter trail