

## **Dovercourt Recreation Association: Board Business for September 2017**

**Board Calendar for 2017/18:** The board has decided to continue the tradition of holding our meetings on the final Tuesday of each month, with the exception of December (no meeting) and March (Board annual strategic retreat.)

**Sub-Committee Selection:** The Board has four standing committees: Nominations, Executive, Community Development and Fiancé and accountability, as well as one ad hoc committee, Building expansion. The new executive will be responsible for finalizing the details around who is allocated where and what their committee responsibilities will be. Committees are expected to hold a meeting before September to develop their work plan for the coming year.

**Report from Keith Oster, Building Project Manager:** Keith updated the Board on the project schedule, how sub trades will be selected, insights into how economies are found throughout through the construction Management approach, and showed a draft report on how progress and finances will be reported through the process.

**Budget Assumptions:** The Board reviews budget assumptions drafted by staff and approves these as a template for the preparation of the 2018 budget, presented in November for Board approval. Some of the issues facing DRA in 2018 are the proposed minimum wage legislation, and the impact of new spaces on program delivery.

**Risk Register Review:** The Board reviews our risk register annually and charts risks according to high, medium and low, and identifies any high risks where additional mitigations are required. At this time, turnover in our Finance and Administration area has created a high risk, so an expedited hiring process has been initiated with the assistance of an HR firm.

**Election of Executive:** June is also the time when the new Executive for DRA is elected. The results of the election are: Helen Robert, – president; James Wishart – vice president; Bill Ransom– secretary; RubyWilliams – treasurer.

### **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: led discussion on Budget assumptions and building expansion budget and reporting process.

Board Governance: did not meet this month.

Community Development: nothing to report

Nominations: will be conducting exit interviews with departing board members over the summer.

Executive: will conduct exit interviews of departing executive members over the summer

Building Expansion/Fundraising: The launch event, "I Dig Dovercourt", was held with great results, lots of community interest and Yasir Naqvi on site with a funding announcement of \$350,000 for the project.

**Executive Director Report:** We continue to enjoy great community partnerships including several events where the City has asked for our help to provide services that they are not able to do, such as lifeguards for outdoor events in Dow's Lake and Centrepointe. He also offered great thanks and wished best of luck in his new position to Mike Tait for his outstanding work at Dovercourt. Mike was our Senior Director of Finance and Administration, and will be greatly missed.