

Dovercourt Recreation Association: Board Business for April 2017

Financial Statements/Audited report: The board reviewed the audited financial reports for 2016, we received a clean audit and the year end outcome was a surplus of approximately \$50,000. The board approved this document as final, and it is then made available at our AGM and sent to our partners at the City of Ottawa as part of the requirements of our service agreement.

Financial Plan for Expansion: The board was briefed on the design/construction process for our building expansion. Unlike fixed tender, there are no series of estimates, rather the project construction manager uses the class C estimates to go to tender. The construction manager is responsible to seek the best price by capable sub-contractors, track actual costs against the Class C estimates and project budget, and provide timely updates to the Executive Director and in turn to the board. This will allow us to make adjustments to the project as we go to ensure that we get the best possible results within the budget.

Agenda and Strategy for AGM: The board reviewed the agenda for the upcoming AGM and discussed any issues it felt might arise from the other business section of the agenda.

Approval of annual membership list for AGM: As part of the requirement of our bylaws, the list of members of the Dovercourt Association is approved by the Board at least 30 days prior to the annual general meeting. This identifies those that have voting rights at the AGM.

Review of Board Election Candidates: The nominations committee reported that after review of the people who had expressed interest in the board, that Margherita Marcon and Paul Hitschfeld are being recommended as the best candidates to meet the board's needs. They are the recommended slate for election to the board for 2017.

Building Expansion

The board passed motion indicating that Dovercourt will enter into an agreement with the City of Ottawa for Dovercourt 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 in detail the annual audited financial reports.

Board Governance: did not meet this month.

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: The Communications Team has been working on our launch event, "I Dig Dovercourt", and the project team was involved in review of the funding agreement with the City of Ottawa, and the contract for the construction Manager.

Dashboard:

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

Executive Director Report:

Woodroffe Park: The City has confirmed that we will be their agent in the operation of the Woodroffe Park wading pool this summer, and will provide funding of \$15,000.

CHANCE Foundation: this local charitable group is holding a fundraising event at Rideau Carleton Raceway to support a new initiative that will provide funding for children in need to participate in DRA programs.

New office spaces: We are on track to upgrade the upstairs studio (storage and cabinetry) for pottery in order to convert the current pottery studio to office spaces. As well, the two other programs housed in this space, WAVE and ALIVE, will move to BSOMA this month.