

Dovercourt Recreation Association: Board Business for October 2016

Lifesaving Society Audit results: Dovercourt voluntarily undergoes a comprehensive Lifesaving Aquatic Safety Audit every 5 years, which comprises evaluations by individuals who are not known to staff to assess their skills, a review all of documentation i.e. policies and procedures, and a review of all operations, including the pool and wading pool. While there were no major concerns over the safety supervision, program delivery, or staff training and supervision, there is concern over the number of items identified as needing attention that are the responsibility of the City as the facility operator. We have drawn these to the attention of our landlord and most have been addressed, but it was clear that the lack of consistency in pool operator over the last year was a problem.

Report on Third quarter financial results: The board received staff's report on our year to date and their projection of year end results. We are expecting a result well ahead of our budget, but exact figures remain difficult as we have yet to resolve some software issues with Legend for reporting. We expect this to be resolved imminently, but have other back up methods in place.

Risk Register Overview: Once a year, the board receives a review of our risk register mapping risks to the organization, a ranking of them in priority and severity, and indicating where we have mitigations in place. This keeps the board up to date and informed, and allows them the opportunity to make suggestions, assign priority, or make a decision regarding operational risks for DRA. The board approved the 2016 Board Risk Register as presented.

Budget 2017: In order to ensure that our software problems were resolved, and the board had the best possible data for their decisions on the 2017 budget, the board has rescheduled the November meeting to Dec. 13.

Board member exit interview results: The nominations committee of the Board conducts an exit interview with members leaving the Board, in order to get feedback on their experience with DRA. Overall, very positive comments were made, all would return if they had the time, with each Board member having different reasons for leaving. They all felt that other board members are very supportive, not confrontational, and always to reach consensus. Some items for follow up for the committee were identified, such as: being a Board member requires quite a time commitment and that it entails a heavy workload; make all of our documents available electronically so that we can send them out to new board members; have information available for new members on how meetings are run – procedures, motions, seconded, etc., things not covered in Volunteer Ottawa Board 101; Committee representation increases workload for board members, and some committees have higher workloads; keeping former Board members engaged as alumni. Nominations will come back with some recommendations about the above.

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 is working with staff work arounds to ensure that we are on track for budget to date, and on final preparation of the 2017 budget.
- Governance: Did not meet this month
- Community Development: nothing to report
- Nominations: conducted exit interviews, continues work on the Board skills matrix.
- 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.