

Digby Area Recreation Commission
Wednesday, November 21, 2018
6:30PM - Digby Arena

Present: Jean Brittain, Peter Turnbull, Matt Ross, David MacNutt, Margaret Morgan, Bob Powell, Cindy O'Neil
Regrets: Linda Gregory

1. Meeting called to order at 6:15PM by Chair, Jean Brittain.
2. Adoption of Agenda
Matt Ross moved and it was seconded by David MacNutt to approve the agenda as presented. Motion carried.
3. Acceptance of October 17, 2018 Minutes
Matt Ross moved and it was seconded by Margaret Morgan to accept the minutes of the October 17, 2018, board meeting as circulated. Motion carried.
4. Business Arising from Minutes
 - a. Telescope. Bob Powell, Jeff Sunderland and Barry have checked for a site for the telescope at the Digby Municipal Airport. A site has been selected. They will be looking for reconfirmation from Paul Ash before they move forward.
 - b. Christmas Party. The DARC Staff & Board Christmas Party will be Saturday, December 1, 2018, at Wok By The Bay.
 - c. Active Digby Fund. A letter was sent to the Digby Community Health Foundation requesting to do a presentation on the Digby Active Fund as we are requesting money. We just missed the November meeting, the Recreation Director will be presenting at the March meeting. A letter was also sent to Teresa Joyce at Tim Hortons requesting to be considered for the Spring Cookie Campaign.
 - d. Safe Sport Pilot. The meeting with Melissa Sullivan was cancelled and the Recreation Director will be meeting with her in December.
 - e. RNS Conference. The annual RNS conference was held October 25-26 at the Oak Island Resort & Conference Centre. The Recreation Director expressed thanks to Jean Brittain, Linda Gregory, Peter Turnbull and Matt Ross for attending.
 - f. David MacNutt's term is up. This is his last meeting. The Chair expressed great gratitude to David for his participation these past four years.
5. Approval of Accounts Payable
Peter Turnbull moved and it was seconded by Matt Ross, that DARC approve the amended November payables in the amount of \$30,187.77. Motion carried.
Peter Turnbull moved and it was seconded by Matt Ross, that DARC approve the amended prepaid in the amount of \$15,163.65. Motion carried.
Matt Ross moved and it was seconded by David MacNutt, that DARC approve the additions to the November payables in the amount of \$12,829.27. Motion carried.

6. Acceptance of Financial Reports:
Peter Turnbull moved and it was seconded by Matt Ross to accept the income statement as circulated. Motion carried.

7. Recreation Reports:
Matt Ross moved and it was seconded by Margaret Morgan to accept the recreation reports as circulated. Motion carried.

8. New Business:
 - a. Discipline Policy. The Recreation Director was asked to get the Municipality of the District of Digby's Discipline Policy as it was just revised. The Staff Relations Committee now has the policy and will review it and present it with the entire DARC Policy Manual
 - b. Salary Scales. Currently the Board is responsible for the Recreation Directors evaluation and salary. It was questioned to whether the Board should be involved in determining the salary and salary scales of full-time employees. It was agreed that the Board would not determine summer staff wages that this should be left to administration, and the Recreation Director should determine full-time staff's salary scales. The Board decided that the Staff Relations Committee should decide what the Recreation Director salary scales should be. The Recreation Director will start gathering information for the Committee.
 - c. Pay what you can. It was brought to the Active Living Manger's attention, by a fitness instructor, that they feel that there are people in the community that could benefit from the fitness classes however are not able to pay or that they would like to attend more fitness classes but cannot pay for more than one class a week. Fitness classes are currently \$5.00 per class. The Board gave the Recreation Director direction to proceed with the "Pay what you can" initiative.
 - d. Staff Christmas Gift Cards. **Peter Turnbull moved and it was seconded by Matt Ross that Christmas gift cards will be given to full time staff in the amount \$150.00, DARC Citizen Representative in the amount of \$100.00, and current part time staff in the amount of \$25.00-\$75.00, the amount part time staff receive will reflect on their employment with DARC. Motion Carried.**

9. Additions to Agenda: No additions to the agenda

10. Next Meeting: December 19, 2018, 6:30PM at the Digby Arena, 2nd floor.

11. **Matt Ross moved and it was seconded by Margaret Morgan to adjourn the meeting. 7:15PM. Motion carried.**