

Digby Area Recreation Commission
Wednesday, September 20, 2017
6:30 PM – Digby Arena, 2nd Floor

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

Meeting called to order at 6:30 pm by Chair, Jean Brittain.

1. **Moved by L. Gregory, seconded by M. Ross to accept the agenda with the following addition; CSTA and Recreation Manager Evaluation.**
Passed
2. **Moved by M. Ross, seconded by P. Turnbull to accept the minutes of June 21, 2017.**
Passed
3. Business arising from the June 2017 minutes:
 - a) The Recreation Manager has been in contact with Noah Scanlon from the Town of Annapolis. The CAO is writing a letter to say that the Town of Annapolis has removed and sold the equipment due to safety issues it may present and that DARC is responsible for any maintenance, injuries or issues that may arise from its use. DARC will purchase four Green Gym outdoor fitness pieces for \$400.00
 - a) The Recreation Manager and Councillor Matthew Ross met with DEFEGA. They were asking for help. At the meeting they realized they needed a business plan. DEFEGA is working with Wanda Pulley from Clare-Digby CBDC. The Recreation Manager has offered some assistance from DARC. The Recreation Manager also contacted Communities, Culture and Heritage for panning assistance money and they have agreed to some funding.
4. Approval of Accounts Payables
 - a) **Moved by P. Turnbull, seconded by M. Ross to approve the amended July accounts payable in the amount of \$42,179.43.**
Passed
 - b) **Moved by P. Turnbull, seconded by M. Ross to approve the amended August accounts payable in the amount of \$23,831.24.**
Passed
 - c) **Moved by P. Turnbull, seconded by M. Ross to approve the September accounts payable in the amount of \$32,640.73.**
Passed
5. **Moved by M. Ross, seconded by D. MacNutt to accept the financial income statement as presented.**
Passed

6. **Moved by L. Gregory, seconded by M. Ross to accept the recreation reports as circulated.**

Passed

7. New Business:

- a) **MOVED by L. Gregory, second by P. Turnbull to accept the Corporate Credit Card policy.**

PASSED

- b) **MOVED by P. Turnbull, seconded by M. Ross that Digby Area Recreation Commission approve the movement of \$20,352.00 from reserve fund to the unrestricted fund as on March 31, 2017.**

PASSED

- c) Extra money was put in the DARC budget to allow an increase in the Recreation Manager's salary upon the Recreation Managers salary review. This was put off in the Spring when the other salaries were reviewed, Vice Chair Linda Gregory will now start the process to review the Recreation Manager salary.
- d) The Recreation Manager and staff have been reviewing their job descriptions. As part of the succession planning staff have also been asked to look at what they do each month and what their core functions are. The Recreation Manager job description also needs to be reviewed for succession planning and for hiring purposes. The Recreation Manager will work on it and give the Board for input and review.
- e) **MOVED by L. Gregory, seconded by M. Ross to adopt the 2017 Year-End Audited Financial Statement prepared by Grant Thornton LLP.**

PASSED

8. Additions to Agenda:

- a) **CSTA:** The Canadian Sport Tourism Alliance is hosting the 2018 Sport Event Congress in Halifax, N.S., March 7-9, 2018. The Sport Event Congress will be held at the Halifax Convention Centre and Prince George Hotel. The Sport Event Congress is the largest annual gathering of everyone connected to the sport tourism industry in Canada.
- b) **Recreation Manager Evaluation:** An annual performance review has not be conducted on the Recreation Manager in several years. The Staff Relations Committee will meet to get this done.

9. Next meeting is October 18, 2017.

10. **Moved by M. Morgan , seconded by M. Ross, to adjourn the meeting at 7:55pm.**

Passed