

Digby Area Recreation Commission
Wednesday, November 15, 2017
6:00 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 6:00 pm by Chair, Jean Brittain.

- 1. Moved by M. Ross, seconded by L. Gregory to accept the agenda with the following addition; Insurance, Job Titles**

Passed
- 2. Moved by M. Ross, seconded by M. Morgan to accept the minutes of October 18, 2017.**

Passed
3. Business arising from the October 2017 minutes:
 - a) The Town of Digby and Town of Annapolis Public Works Departments are working on transportation and picking up the Green Gym equipment. The equipment will be stored behind the arena for the winter.
 - b) The Recreation Manager salary review is complete. Linda is waiting for information from UNSM to complete the Recreation Managers evaluation. Once that is received the salary review and evaluation will be done together and brought to the Board.
 - c) The Recreation Manager has completed a draft job description for his position. The information was given to the Board and asked them to review it. The Staff relations Committee will also review it and send in any feedback.
 - d) Linda is waiting for information from UNSM to complete the Recreation Managers evaluation.
 - e) The DARC Christmas Dinner will be on Saturday, December 16, 2017, 6:30PM at the Fundy Complex.
 - f) The Recreation Manager has been working on road signage for Digby Area Recreation facilities. It is currently at the Town Hall for approval. It was also recommended that one be put at the corner of Shreve and Victoria Street.
- 4. Moved by P. Turnbull, seconded by M. Ross to approve the amended October accounts payable in the amount of \$53,080.94.**

Passed
- 5. Moved by M. Ross, seconded by D. MacNutt to accept the financial income statement as presented.**

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

Passed

7. New Business:

- a) The 2018 National Volunteer Week is April 15-21. The Provincial Ceremony is April 9, 2018.
- b) **MOVED by L. Gregory, seconded by M. 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.**

PASSED

- c) Some of the DARC policies need to be updated. This is part of the Staff Relations Committee (Linda Gregory, Margaret Morgan, David MacNutt). The committee will begin the process in January 2018.

8. Additions to Agenda:

- a) **Job Titles**. It was recommended by the Recreation Manager that some of the job titles be looked at. Some positions do not reflect what they do. The Administrative Assistant will email all job descriptions to the Board for the Board to review and make any suggestions.
- b) **Insurance**. Linda Gregory requested a copy of DARC's Directors & Officers Liability Insurance as well as the committees that the Municipality of the District of Digby's Municipal Councillors sit on., as this was requested by the Municipality of the District of Digby's insurance carrier. This has been done and forwarded to the Municipality of the District of Digby.
- c) The Audit Committee (Jean Brittain, Peter Turnbull, Matt Ross) will meet prior to the January 2018 board meeting.

9. Next meeting is December 20, 2017 at 5:30pm.

10. Moved by M. Ross , seconded by M. Morgan, to adjourn the meeting at 6:45pm.

Passed