

Wednesday, December 20, 2017
5:30PM – Digby Arena, 2nd Floor

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

Regrets: Matt Ross

Meeting called to order at 5:30pm by Chair, Jean Brittain.

- 1. Moved by L. Gregory, seconded by D. MacNutt to accept the agenda with the following addition; Wi-Fi**

Passed

- 2. Moved by L. Gregory, seconded by M. Morgan to accept the minutes of November 15, 2017.**

Passed

3. Business arising from the November 2017 minutes:

- a) The Green Gym equipment has arrived. The equipment is being stored behind the arena until Spring
- b) The Recreation Manager salary review is complete. Linda was waiting for information from UNSM to complete the Recreation Managers evaluation, which she has now received. The staff relations committee will meet to review.
- c) The Recreation Manager has been instructed to finalize the Recreation Manager job description as there were no additions or deletions.
- d) The Town of Digby CAO has approved the road signs for Digby Area Recreation facilities. The information has been given to JR Signs & Graphix to produce the signs.
- e) At the last board meeting members were asked to put a little thought in professionalizing job titles for certain positions, i.e. Administrative Assistant, Recreation Manager and Facility Supervisor, as position titles do not reflect duties and responsibilities. Recommendations for job titles were, Director of Recreation, Manager of Administrative Services and Manager of Facilities. The Recreation Manager advised the Board that putting manager status on positions make affect some policies, i.e. vacation. The Chair recommended the Recreation Manager review the information with staff and also look at the levels of managements and organizational chart of DARC and bring a recommendation to the January meeting.

- 4. Moved by P. Turnbull, seconded by M. Morgan to approve the amended December accounts payable in the amount of \$27,178.10.**

Passed

- 5. Moved by P. Turnbull, seconded by D. MacNutt to accept the financial income statement as presented.**

Passed

- 6. Moved by D. MacNutt, seconded by M. Morgan to accept the recreation reports as circulated.**

Passed

7. New Business:

- a) The Atlantic Canada Event Summit is March 6, 2018 in Halifax, N.S.. The Sport Event Congress hosted by Canadian Sport Tourism Alliance will follow on March 7-9, 2018. These are two separate events. Any board members wanting to go let Bob or Cindy know as soon as possible.
- b) The DARC truck has failed inspection and will require \$2,500-\$3,000.00 to pass inspection. It will require an additional \$2,000.00 for repairs. The Recreation Manager will look into a new one, seeking three quotes.
- c) The AGM is in January, before the regular Board meeting. There are no election for executive positions as they are two year terms. Committees will be reviewed.

8. Additions to Agenda:

- a) **WIFI: MOVED by P. Turnbull, seconded by L. Gregory that DARC put in a second line for WIFI at the Digby Area Arena/Curling Centre.**
- b) The Town of Digby has decided to remove the scallop shell carving located on Victoria Street as it is not salvageable.
- c) The Administrative Assistant will be on vacation January 18-23, 2018. The Active Living Coordinator will be asked to take minutes of the meeting for January.
- d) The DARC office will be mostly closed between Christmas and New Year's. The Recreation Manager and Active Living Coordinator will be taking time off and the Administrative Assistant will be in on the Wednesday to check on things.

9. Next meeting is January 17, 2018 at 6:30pm.

- 10. Moved by D. MacNutt , seconded by M. Morgan, to adjourn the meeting at 6:30pm.**

Passed