

Community Association Monthly Report
 September 2014
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1. Community Association Record Keeping

Community Associations need to keep records and information for corporation status and legislative requirements. Here are some general rules:

General Rule of Record Keeping	Keep for	After
One set of Monthly meeting minutes	15 years	Archive
One set of Annual General Meeting Minutes	7 years after dissolution of Corporation	7 years after dissolution of Corporation
General Financial Transaction Records	7 years	Shred
One set Audited Annual Financial Return	7 years after dissolution of Corporation	7 years after dissolution of Corporation
Newsletters	2 years	Keep sample
Letters on Issues	15 years	Archive
Other correspondence	One year	Shred
Membership lists	2 – 5 years	Archive

2. Know Before you Go! Find timely updates to roadway work with Traffic Detour Service Alerts at www.saskatoon.ca/go/alerts and connect with us on Twitter and Facebook.

3. Winter 2015 Program Sheets (Leisure Guide) due Monday, September 16th.
 - Please submit the winter community program offerings to me by September 16th.

4. THREE NEW ENGAGEMENT EXERCISES ON NEW.SASKATOON.CA

The City of Saskatoon's (City) Website Project Steering Committee is pleased to announce the launch of three new engagement exercises in September. These exercises focus on understanding what residents want to be able to do on the new website homepage and how they'd like it to look.

A new poll will help gauge citizen preference between two different design approaches. We also want to test different homepage layouts to see if they help users in task completion

For more information on the website project, or to sign to become a volunteer tester, please visit new.saskatoon.ca

5. Culture Days weekend is September 26-28, 2014

Visit www.culturedays.ca for great free cultural events in Saskatoon!