

Willowgrove University Heights Community Association Minutes



Date: **September 14, 2017**

Location: **Willowgrove School Library (LRC)**

Members in Attendance			
Name	Present	Name	Present
Leanne Schellenberg (COS)	X	Jennifer Oleksyn	
Glenda Clezy	X	Debbie Dawe	X
Malvina Rapko	X	Stephanie Hnatiw	
Heather Desjardins	X	Stacey Waters	X
Bryan Dekelver	X	Lionel Tootoosis	
Bill Johnson	X	Siobhan O'Connor	X
Dana Begg	X	Sun Duggan	
Amee Joshi	X	Kenelm Grismer	
Chrissie Gutmann	X	Shalla Shular	X
Catherine Delaney		Vijay Tumber	X
Jason Hosain	X	Julius Fernandes	X
Angela Hyra	X	Debbie Dawe	X

1. Call to Order @ 7:02pm
2. Motion to adopt Previous Meeting Minutes (Siobhan 1st, Debbie 2nd), carried.
3. Motion to adopt agenda (Siobhan 1st, Shalla 2nd), carried.
4. Guest presenters - None
5. City Councillor report – Zach Jeffries - Not present.
6. Community Consultant Report – Leanne
 1. Leanne emailed a report in advance.
 2. Leanne has resigned from the City. Malvina thanked Leanne for her work with the Community Association. Leanne will work on the grant reports before she goes.
 3. Leisure Guide due Monday.
7. Treasurer's report – Bill
 1. August 31, 2017 Closing Bank Balance is \$50,439.70.
 2. Motion that the following expenses be approved (Bill 1st, Siobhan 2nd), carried:
 - a. Kenelm Grismer - \$133.20
 - b. Mid West Sportswear - \$683.54

- c. Magnet Signs - \$342.00
 - d. Apollo Jump - \$250.00
 - e. Karla Kloeble - \$250.00
 - f. Paul Lehmkuhl - \$150.00
 - g. Malvina Rapko - \$145.36
 - h. Cheryl Woloschuk - \$1700.00
 - i. SYSS - \$7130.00
 - j. Malvina Rapko - \$178.11
 - k. Debbie Dawe - \$521.92
3. WUHCA Budget – Based off last years actuals. No questions from the Committee. Motion that the WUHCA 2017-18 Budget be approved (Bill 1st, Siobhan 2nd), carried.
 4. Registration Logic - Fees on registration were 8.6% of the payments collected. By comparison, Paypal for soccer was 3.1% in fees.
 5. Financial Statements - Bill noted some key points in the document. Glenda asked if there is the BBQ profit from the Fun Day, if the profit would go to the cash restricted. Bill indicated this is possible. Motion to accept the 2016/2017 financial statements was approved at the 2017 AGM.
8. President's report – Malvina
 1. Malvina will determine best day for meetings based on feedback received. Third week of the month should be ok for everyone.
 2. Motion for eliminating the late fee for all programs except soccer (Angela 1st, Siobhan 2nd), carried. Motion passed by email vote.
 9. Correspondence – Malvina
 1. Passed on to Stacey and Debbie about upcoming events.
 2. Open positions: VP, Kindersoccer; dance instructor.
 10. Task Force Leader reports
 1. Vice president - Julius
 - a. Julius is resigning from his position. He thanked everyone and he enjoyed his time on the board. Malvina thanked him for his service to the board and for coming tonight.
 2. Program coordinators – Ameer / Dana
 - a. Getting there but there is still a lot to do (instructor packages, etc.).
 - b. Registration should open up earlier in the future to help with timelines - could be for the winter session and the AGM next year. Need to consider the needed attendance for the AGM. Registration is more work this time around partly because this is the first time using on-line registration. The challenging part is the membership aspect. Some options from other Community Associations include: a fun day and BBQ before their AGM / a volunteer coordinator to help recruit volunteers / bingo before and after the AGM.
 - c. Hip hop and and beginner dance require an instructor - Tuesday / Thursday. They pay is \$20 for a 30 min class.
 3. Soccer Coordinators – Heather / Vijay
 - a. Criminal record checks - SYS is demanding that every coach get a criminal record check. Vijay will discuss this with SYS. WUHCA will need to provide a letter for coaches.
 4. Softball Coordinator – Shalla
 - a. No update.
 5. Basketball Coordinator - Bill
 - a. Need to make sure it is known that you can register for basketball.
 6. Social Coordinator - Angela
 - a. No one has claimed the 50 / 50 prize from Fun Day. Debbie to check the lottery license.

7. Membership Coordinator - Catherine
 - a. Not present
 8. Communications / Media Coordinator - Lionel / Stacy
 - a. Preschools were put up on the website.
 - b. Stacey / Debbie to get in touch with Lionel about hand over. Malvina extended a thank you to Debbie.
 9. Equipment Coordinators - Kenelm
 - a. Not Present.
 10. Rink Coordinator - None
 - a. Do not need this position right now because this position is more about managing the rink once it is built, but we do need a rink fundraiser / development. Glenda to come up with a name. May need to be two different committees.
 11. Booking Coordinator - Brian
 - a. No issues.
 12. Traffic Coordinator – Siobhan
 - a. Not present.
 13. School Liaisons
 - a. Holy Family (Jennifer) - Holy Family Catholic School Board AGM will be held on September 19 in conjunction with the Welcome Back BBQ. Jennifer will be President on the School Board. Holy Family has 10 volunteers to join the Board for the upcoming year. Holy Family went from 582 students last year to 503. The preschool is no longer with Holy Family and the school now has a Tutorial Room. Because the numbers went down, the school also was able to gain the Science room back. Holy Family has only 2 buses this year. Parking still becomes an issue but parent volunteers help hand out communication that parking and leaving your vehicle out front during drop off or pick up is unacceptable. The fact that there is no longer a preschool anymore should help as well.
 - b. Mother Theresa (Angela) – None.
 - c. Willowgrove (Heather) – None.
 - d. Centennial (Lionel) – Not present.
 - e. Forest Grove (Glenda) – Watermain break the second day for school. A thank you to Stacey for posting the info on Facebook. September 20 is the first meeting of the school year. Portables – population has gone up significantly – 2 new class rooms. The school has requested portables but have been denied because there is no budget to move them. Community Association will write a letter. Mr. McBean will get back to Glenda for specifics about a letter.
 - f. Malvina – learned that some Community Associations donate money to schools. Malvina asked the group to consider something like this as an option. Need to consider all of these schools.
 - g. Talked about having an liaison email.
 14. On line (Jason)
 - a. Malvina thanked Jason for his work on this.
 - b. Two different experiences using the on-line system - Those who went online had success and those who went through the AGM process were disasters.
 - c. \$16,000 worth of registrations, 76 memberships. Memberships links has been left open.
 - d. Jason recommended building the fee into the costs for next year instead of having a separate fee.
 - e. Should be able to put in membership numbers in from other Community Associations. As long as they are unique numbers, this should be an option.
11. New Business
1. Membership renewal dates
 - a. Need to consider soccer dates - Soccer registration always starts first. Can do a reimbursement if there is a membership requirement. Suggested to follow fiscal year for memberships – July 31. For soccer – there is not an option to put a number in if you have already have a membership.

Vijay to check to see if Goaline can generate a membership number or input a membership number.

2. Technical Coordinators on Volunteer Status

- a. Kindersoccer was put into Goaline. \$16 for use of Goaline to register. Each coach has to register (\$10) plus an assistant coach (\$10). There will be some added costs.
- b. Coaching certifications – each head coach gets it free. Motion to reimburse up to nine (9) assistant coaches (\$35 active) (\$35 fundamentals) (Vijay 1st, Siobhan 2nd), carried. Motion passed by email vote.
- c. Two individuals who are willing to help with soccer. Vijay suggested bringing them on as technical assistants. Motion to pay for two individuals to get their certifications (\$35 Fundamentals course and \$30 Ethical Decisions course). (Vijay 1st, Siobhan 2nd), carried. Motion passed by email vote.

¹². Meeting adjourned @ 8:42 pm.

Next Meeting: Malvina to email group.