

Willowgrove University Heights Community Association Minutes



Date: April 17, 2019 7:00pm

Location: Willowgrove School

Members in Attendance			
Name	Present	Name	Present
2018-2019 WUHCA BOARD			
Carman C. (President)	X	Yuly R. (VP)	X
Chrissie G. (Secretary)	X	Bonnie T. (Treasurer)	
Dana W. (Adult Programs)		Dayla B. (Youth Programs)	
Malvina R. (Past President)		Gwen C. (Social)	X
Paul C. (Equipment)	X	Siobhan O. (Traffic)	
Jenn B. / Scott F. (Basketball)		Vijay T. (Soccer / Booking / Centennial Liaison)	
Jocelyn T. (On Line / Membership)	X	Beverly L. (Social Media)	
Heather D. (Willowgrove Liaison)		Jennifer O. (Rink / Holy Family Liaison)	X
Shalla S. (Softball)	X	Karen F. (CoS)	
Julian H. (Kindersoccer)		Glenda C. (Forest Grove Liaison)	
Greg (Arena Volunteer)	X		

1. Call to Order @ 7:08pm.
2. Minutes not adopted. To be adopted at next meeting.
3. Motion to adopt agenda with additional item – School Bus Safety. (Jennifer 1st, Shalla 2nd) carried.
4. City Councillor report – Zach Jeffries – Not present
5. Community Consultant Report – Karen – Not present
6. Treasurer’s report – Bonnie - Not present

7. President Report - Carmen
 - a. Everything is going well. Would like to talk to the program coordinators to see what other programs we can add.
8. Correspondence - None
9. Task Force Leader reports
 - a. Vice president - None
 - b. Program coordinators
 - a. Ball
 1. 101 registrants, still need coaches for some teams, most coaches got into the training.
 2. Need equipment in the last week of April and shirts for kinderball need to be ordered (6 shirts in 4 different colours). Shalla is going to look after pants that are needed. Need masks for the back catcher and the in field – Shalla looking into options and details. There might be some grant money that we could use for the masks.
 3. Shalla will discussed some other treasurer related items with Bonnie.
 - c. Social Coordinator
 - a. Earth Day
 1. Will provide some options on Facebook and website for ideas of what people can do on Earth Day. No formal WUHCA event planned.
 - b. Garage Sale
 1. Jocelyn can do a Google Map for the Garage Sale. Date: May 4, 2019. Motion that membership required to be on the map (Shalla 1st, Yuly 2nd, carried).
 2. Carman will ask Karen if we can use Willowgrove Square for people who would like to bring their stuff for the garage sale for those residents who live in University Heights.
 3. Might be able to donate stuff to be given to Community Living and perhaps get some \$ from Community Living (Malvina would be a good resource for this).
 - d. Communications / Media Coordinator /Web
 - a. Newsletter – Will be sent in summer to include fall registration information.
 - b. Registration went fine for softball.
 - c. Website has an update on it. Most of the information from the City is on the website but there is still some missing but Jocelyn is working on it. No blog posts – all pages. Website is Wordpress. Need to upload the minutes to the website. May want to add vacant positions to the website.
 - e. Rink Coordinator
 - a. Greg attended the meeting and helped with the rink this year.
 - b. There are holes in the shack from vandalism. Need to consider what kind of budget is needed to fix things like this going forward. Motion lights might be an option – Vijay might have got them already – need to check with him. Might need to consider a security system.
 - c. Would like to have the rink construction completed prior to the end of year. Need to fix the ground where there was damage.
 - d. 10 sets of keys have been cut.
 - e. Vincent Massey would like to store their mats in our shack. Need to advise them that WUHCA not responsible for any damage.
 - f. Jennifer is working on a sponsor package for the Boards.
 - g. Total Cost to date: \$184,018.45 total cost (\$105,367.38 donations; \$78 651.07 expenses paid out of pocket). Electrician, picker truck and hardyboard are the only outstanding payments.
 - f. Booking Coordinator – Not present
 - g. On-Line Registration

- a. Certificate of Corporation needed to get Gsuite going.
- h. Equipment Coordinator
 - a. New shelving is largely complete.
 - b. U5 and Kindersoccer is packed up on the shelving - being distributed tomorrow between 6 and 8pm.
 - c. Equipment inventory is being developed.
- i. Traffic Coordinator
 - a. Stensrud at Wilkins/McOrmond – Does not have a red light. Carman has a letter that she is sending to the City to have them look into this.
- j. School Liaisons
 - a. Holy Family
 - 1. Staff appreciation last week – well received.
 - 2. Cancelled Bingo. Enough funding for the year is in place.
 - 3. Family for Sudan fundraising underway.
 - 4. First Communion and Confirmation in May.
 - b. Mother Theresa – Not present
 - c. Willowgrove – Not present
 - d. Centennial – Not present
 - e. Forest Grove
 - 1. French Immersion is moving to Silverspring. Info night is April 30th. Late French Immersion is staying at Forest Grove.

10. New Business

- a. Porto-potty
 - 1. Only need 1. May to after Fun Day.
 - 2. Carman to look into this. Needs to go on personal credit card.
 - 3. Chain and lock are in the shed.
 - 4. Motion to get Porto-potty for 2019 season (Chrissie 1st, Gwen 2nd, carried).
- b. Eblast
 - 1. Should be able to e-blast all previous members. Have up to 2 years to use the emails. No one has unsubscribed.
 - 2. Jocelyn has a Mailchimp account and is setting it up.
 - 3. Can use e-blasts for various things such as soccer, hockey, AGM, etc. Need to look for someone for this position.
- c. School Bus Safety
 - 1. Need to have a conversation with the City about the stop signs on the bus. Carman to ask Karen if she can ask to have someone come to the next meeting and speak to this.

11. Future Business

- a. Positions on the board
 - 1. There are positions that are no longer needed. Need to confirm definitions and tasks associated with each position. This needs to be done prior to the AGM.
 - 2. Everyone is asked to submit a list of what their job entails for the next meeting. This could then be posted on the website.
- b. Rink needs for future to consider
 - 1. budget for the rink to consider the following: gas heating, lock system, security cameras. Jennifer to check into how much it would be to install the gas line and when it could be installed.

- c. Form for Board members refund for enrollment for 2017-2018 year – need to confirm the type of form to use.
- d. Need to plan a grand opening for the rink for next season.

12. Meeting adjourned @ 8:55 pm (Chrissie)

Next meeting: May 15 at Willowgrove School at 7pm
June 12 at Willowgrove School at 7pm