

Willowgrove University Heights Community Association Minutes



Date: December 18, 2018 7:00pm

Location: Pleasure Way Pub

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

1. Call to Order @ 7:12 pm.
2. Welcome and thank you for all that you do as volunteers.
3. Introductions.
4. Motion to adopt minutes (Dayla 1st, Bonnie 2nd), carried.
5. City Councillor report – Zach Jeffries – not present
6. Community Consultant Report – Karen
 - a. Thank you to everyone for volunteering.
 - b. Karen handed out her report.
 - o On line map of all the outdoor rinks.
 - o Can add winter events to the WintercityYXE website.
 - o Leadership in Confidence program on Jan 29 for girls aged 14-18.

- Winter Play Program – Feb 9 – March 9.
- Volunteer appreciation on March 28th – Gordie Howe
- Sign up to get reminders for garbage pick up, etc.

7. Treasurer's report – Bonnie

- a. Motion that the expenses indicated in the Treasurer's Report (attached) and the following expense not indicated in the report be approved (Bonnie 1st, Chrissie 2nd), carried.
 - i. Nov. 21 Cheque 712 \$11,100 SMBA (Fall 18/Winter 19)
- b. Motion to approve up to a year of Apparatus (\$750 plus taxes) (Chrissie 1st, Bonnie 2nd), carried.
- c. Motion to approve the purchase of Quickbooks (Bonnie 1st, Jen 2nd), carried.

8. General Discussion Items

- a. No one has taken over the social media. Beverly has not shown up to meetings. Stacy indicated that JJ (Beverly) is running the website.
- b. Bylaws should indicate that people can be removed from the board if they don't attend meetings. To be included in future discussions about future bylaw changes.
- c. Board needs someone to manage the website and email. Jocelyn to talk to her contacts to see what the options might be for email hosting. Jen to make an inquiry about options for email as well.
- d. Winter Program Registration:
 - i. Leisure guide has information about programs for the winter.
 - ii. Need to advertise before registration – eg. rent signs. Facebook page – Jen to manage this this month. Karen will provide a list of programs to put on the Facebook page. Jen to talk to Stacy about updating the website.
 - iii. Dayla to ask Vijay to book at Holy Family 7pm-8pm Jan 9th. Dana and Dayla need to be there to help with registration. Carman to send an email to the group to see who is coming to the registration night.
 - iv. Carman to get a sign for the registration – driving people to the on line registration. Sign could keep registration up for longer to include soccer and softball in February.
- e. Discussion about desire to do a website redesign.
- f. Speed bumps were taken out on Stensrud. No information on the outcome of this program. This could be the role of the traffic coordinator.
- g. Need a process meeting for how we'd like the board to run and who is going to take on what jobs. Need the whole board here for that discussion. May need to look at new titles, etc.
- h. Discussion about if the board should purchase a display sign. Would need to consider where the sign is placed and where it would be stored.

9. Correspondence - None

10. Task Force Leader reports

- a. Vice president – Not Present
- b. Program coordinators – Under general discussion items.
- c. Soccer Coordinators – Not Present
- d. Softball Coordinator – Not Present
- e. Basketball Coordinator
 - i. 8 teams.
 - ii. Bonnie can invoice the other community associations.
 - iii. Scott to find out what the various community associations charge for their basketball fees.
- f. Social Coordinator – Not Present
- g. Communications / Media Coordinator – Not Present

h. Equipment Coordinator – Not Present

i. Rink Coordinator

- i. Fence work is done but some alterations are coming. Did not fence one side because we don't have the money and wasn't a requirement. Made a decision to put up the chain link fence.
- ii. Lots of volunteers have helped out.
- iii. Willowgrove Dental and Zach Jeffries are donating a few items for the rink.
- iv. Some people have agreed to do the flooding.
- v. City requires the code for the shed. Can change the code weekly for security reasons.
- vi. Plumbing is finished. The water is turned on and the plumber will come and do a test.
- vii. Lights will be installed inside the shack.
- viii. Can flood the rink soon as soon as it is cold.
- ix. Lights are coming in January. Still a few tasks left before completion.
- x. Jen will be working with Bonnie for the budget.
- xi. Have received a number of donations. Still looking for donations and a snow blower.
- xii. Discussion about a port-o-potty. To be placed near the rink and chained to chain link fence. Karen to talk to Parks to ensure that there are no issues. To be discussed in January.
- xiii. Requested clarification from Karen about how people can book the rink. WUHCA would have to organize our own rental program – this could be through the website.
- xiv. Schools have figured out who will be using the rink when. May need extra liability insurance for the use of the rink by the schools. Jen to find out from Connie if the school requires additional insurance.
- xv. Water is hooked up and billing is being sent to the WUHCA address.
- xvi. Would like to put benches out.
- xvii. Will be doing sponsorship signs.

j. Booking Coordinator – Not Present

k. Traffic Coordinator – Not Present

l. School Liaisons

- Holy Family – Need some information about what to share with schools more consistently. May need a separate brainstorming planning meeting.
- Mother Theresa – Not Present
- Willowgrove – Not Present
- Centennial – Not Present
- Forest Grove – Not Present

m. On line

- i. Jocelyn has all the information she needs from Jason. Need to ensure that we have access to the Paypal information. Need access to the Google Drive – Dayla to discuss with the Raelene.

11. New Business

- January meeting – January 16th at 7pm at Willowgrove School

12. Meeting adjourned @ 8:56 pm (Chrissie)