

Willowgrove University Heights Community Association Minutes



Date: **January 16, 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)		Bonnie T. (Treasurer)	x
Dana W. (Adult Programs)	x	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)	x
Jocelyn T. (On Line / Membership)		Beverly L. (Social Media)	
Heather D. (Willowgrove Liaison)	x	Jennifer O. (Rink / Holy Family Liaison)	
Shalla S. (Softball)		Karen F. (CoS)	x

1. Call to Order @ 7:05 pm.
2. Motion to adopt minutes (Vijay 1st, Gwen 2nd), carried.
3. Motion to adopt agenda (Dana 1st, Heather 2nd), carried.
4. City Councillor report – Zach Jeffries – not present
5. Community Consultant Report – Karen
 - a. See attached
6. Treasurer’s report – Bonnie
 - a. Motion that the expenses indicated in the Treasurer’s Report (attached) be approved- one amendment- cheque 721 (for current sign rental) will be voided as Carmen paid this, so WUHCA will reimburse her later (Paul 1st, Yuly 2nd), carried.

Financial General Discussion Items

- b. Year-end financial review will be done by next week. **ACTION:** Bonnie will invoice the other CAs for the Fall 2018 program costs. There were two PayPal accounts. Bonnie will close one – the old payment option for Goaline for soccer- and this will save \$30/month.
 - c. WUHCA volunteers need to serve on the board for a year before claiming one free program up to \$50.
7. **Correspondence** – there has been a problem getting mail at the Coop due to the current strike, as Canada Post will not cross picket lines to deliver. Have had to pick up mail at the Canadian Tire. (There was poor communication about this from Canada Post/Coop.)
8. Task Force Leader reports
- a. **Vice president** – no report- Yuly present
 - b. **Program coordinators** – Dana, adult programs- registration went well Jan. 8-13th. Most programs will run for adults. They will cancel photography and basketball and beginner dance (due to lack of an instructor and/or low enrollment). Karen has asked if anyone knows of a dance instructor to please let her know and the City will include them on our Instructor registry.

ACTIONS: Vijay will cancel bookings. Dana will attend first classes to take late registrations and an extra \$15 for each extra child for family yoga as the online booking only took payment for one child. The inputting on the shared spreadsheets will be done tomorrow. Classes start next week.

Zumba and Ballroom dance will run, although Zumba only had about 8 people sign up. This was still enough participants to run the class. There was an error in the Leisure Guide with Tuesday and Thursdays listed as T, Tu and Th. Karen explained that the Leisure Guide listings will be shorted from 26 pages for CAs to about 6 pages in the fall 2019. More info to follow on that change.

ACTION REQUIRED: It was suggested that having a brief description of each program on the website/FB page or newsletters could entice more people to register for classes. The website is currently out of date.

- c. **Soccer Coordinators** –The U5 + U7 will get Tim Horton’s jerseys. Vijay has the jerseys for U 9. **ACTION:** Paul needs to deliver equipment in late March for outdoor soccer. The U5-U9 mini-Sisco tournaments are already covered in the fees and will be coming soon. Outdoor registration runs from Feb. 1- March 1. **ACTION:** Vijay will test to ensure the online system works before then. Vijay will double check if people paid their memberships with Goaline AND WUHCA. Outdoor soccer’s approximately 220 kids will need new memberships. Vijay needs the membership list. People paid their memberships through Goalline not through WUHCA. Bonnie and Vijay will deal with any refunds of membership (\$15) if required.
- d. **Softball Coordinator** – not present- **ACTION:** will need to post registration dates in social media and on sign. A sign has been rented for this and soccer registration.
- e. Basketball Coordinator – not present
- f. Social Coordinator – **Action:** Gwen will plan a Family Skate Day event for Mon. Feb. 18th (Family Day) from 11- 1pm with hot chocolate and coffee. More details to discuss at the Feb. meeting. **Action:** Karen will ask if you can have a fire pit on the park for this event.

- g. Communications / Media Coordinator –discussion about changing the name of this position as Media Coordinator is confusing. **ACTION:** Heather has offered to do the Facebook page and will arrange to be an administrator.
- h. Equipment Coordinator –Paul asked about some old furniture in the storage unit. **ACTION:** Paul will talk to Principal Colleen. There was discussion too about selling it as a fundraiser at a community garage sale. Vijay and Paul discussed storage shelves for the storage unit and the specs. More details to follow.
- i. Rink Coordinator – Jennifer’s report attached

MOTION: It was decided NOT to pay for a winter Portapotty due to limited funds and because people can go home/to school if needed. Heather 1st, Paul, 2nd

- j. Booking Coordinator – Vijay has been working hard and shared some frustration about the cancellation process and the inefficient computer program that crashes and is difficult to use. He has great communication with the schools and alerts others and coaches about cancellations.
- k. Traffic Coordinator – not present- Carman spoke with a frustrated resident who lives near the intersection of Patrick/Muzyka who, for the fifth time, has had a vehicle go through her fence or damage property. **ACTION:** The City of Saskatoon is following up with this resident.
- l. School Liaisons
 - Holy Family – see below
 - Mother Theresa – not present
 - Willowgrove – Heather
 - Centennial – not present
 - Forest Grove – not present
- m. On line – see Dana’s discussion above.

9. New Business

- Heather and others discussed asking WUHCA past members if they would be willing to return their old WUHCA volunteering t-shirts instead of throwing them away or disposing of them. **ACTION:** Heather will follow up.
- Should you buy a portable sign or continue to rent them- beginning discussion about bylaw fees and rental costs and storage. This will be discussed further at the February meeting.

10. Meeting adjourned @ 9:20 pm (Paul)

NEXT MEETING- DATE AND LOCATION ALTERED DUE TO SCHOOL HOLIDAY: To be Determined, Vijay will follow up.

Attached Reports:

Jocelyn- Registration

Here is my report for tomorrow night. I'm off to Panorama to go snowboarding. See you next month.

49 classes listed with 263 number of spots to fill by our community association (I put the classes that had unlimited registrants as 10 spots each) Had 81 spots filled.

Issues:

- not knowing website where to register
- not having receipt emailed to them for confirmation (only a couple, I am able to resend the receipt through apparatus)
- paying membership fees twice (people already paid membership fees to goalline but had no receipt of same and not told what their membership number was; in addition to issue with apparatus the night board members did registration)
- Wanting more spaces for some programs - 4 more interested in volleyball, 2 more interested in pickleball, had one inquiry for each about kids volleyball, badminton and coed basketball
- There is no key for the master spreadsheet for all the associations that I use when I'm inputting classes. Some are highlighted in yellow, some are in red writing, some have lines through them. I was unsure what it all meant - does anyone know anything more about this?

Media

Got handover from Stacey on the website and for how to update posts.

The website needs to be updated to the newest version of wordpress but we will lose the current theme - it was something that was customized by Stacey's husband (not willing to do the work to update the theme again, it would need to be updated every time wordpress comes up with an update). I will look at options for themes for updating.

All of the information Stacey gave me she has also given to JJ. So, JJ has all of our passwords to all our logins for emails, wordpress, netfirms, etc. I will be changing the password for netfirms and the website tonight but I will also need to reset everyones email passwords. I will be changing the password to: J@nu@ryR@!n on **January 24**. I will also resend out instructions for getting your email onto your phones/computers. Netfirms has updated their website and has some decent looking instructions on there now which should hopefully solve the not getting into emails issue.

Soccer Registration Update - will be posted by Wednesday.

Softball Registration - Shalla do you have the information for that yet?

Extra Questions

- Do we keep statistics on number of classes and number of registrants? I have a spreadsheet for our numbers but wasn't sure if the city or someone else tracks it?
- Paper newsletter - do we need to put one out for a grant? Stacey mentioned something about it being a \$5000 but we need to put out a paper newsletter once a year
- Community Garage Sale - is this something we will continue?
- Earth Day Cleanup - Monday April 22 - historically has been done every year, supplies are in the community association storage at the schools in green bins; is this something we will continue?
- Community Skate Day - are we going to host one at the new rink this year?

Jocelyn Trask

Registration Coordinator
Willowgrove University Heights Community Association

Rink Report and Holy Family- Jennifer:

Holy Family News:

Nothing to report. If you have any questions or anything to pass along to the school let me know and I can do that. Just want to say thanks to Vijay again for his very detailed report he sent asking us all to post information. It was very well done!

Rink Coordinator:

Rink shack is pretty much completed. I am going to start opening and closing it daily. The public warm up side is useable. I have put a lock box on the garage side for those maintaining the rink to get in to be able to use the garage storage side to flood and scrape.

So far no supplies have went missing. It is being used a lot.

I have an app called Viber. We have 26 members. Those 26 people have been taking care of the rink for me and I haven't had to do much since the initial flood.

Light posts will be delivered on Jan 21st. Then I will have to find someone with a zoom boom of some sort to have them installed. Once that is done then we can remove the load barring matts and there will be lights that turn on when it goes dusk and be on a timer.

So far this is how the rink will run, I will take care of opening and closing the shack each day. The 26 members will take turns seeing who can scrape and flood for this winter. Come September at the AGM I will be resigning my position and looking to fill the rink coordinator position.

I know I need to get a set of Keys to Karen, on my list of things to do.

I know I need to review the rink budget with Bonnie and see what our final numbers will be and how much we will dip in to the \$18,000 that has to be paid back.

I need to follow up with those that have not invoiced us yet. James from ASL paving will contribute \$5000 but he wants to wait till spring to see what work has to be done on the paths first, then he will do the work up to \$5000 and whatever isn't used he will give in cash. So we will not be seeing that money in the account till spring.

I need to still create a marketing plan for advertising on the inside of the rink boards.

I have had no luck finding a volunteer to supervise 6 hours of public skate time for the rink. So I don't know what we want to do? Any ideas? I need help with this and reaching out to WUHCA now to help with this. Do we offer money and find someone to do this for us? This person can open the shack at 8 am and close it at 10 or 11 pm each night, they can keep the shack clean, take out the garbage and recycling. They can supervise 6 hours. I am thinking 2 hours on Thursday from 6-8pm and Saturday morning from 8-10 am and Sunday morning from 11-1pm or something to that affect. Also this person can join my facebook page and post

anything that needs to be posted, as well as be on our Viber App. It is being used a lot by hockey players. I have not heard any complaints yet wanting no stick and puck. Can we find someone to fill this position? Can we post an ad?

I need to create a sponsor board and get everyone's logos and get a size and find out how much it will cost.

Year Round Port A Potty – I sent the costs to Carmen and Bonnie I believe. Take a vote on this tonight to see if we want to provide this service year round, if its affordable or if we stick to just May to September. I can make a motion to add this to this meeting or wait and do it in February and vote on it a month later.

It was decided NOT to pay for a winter Portapotti due to limited funds and because people can go home/to school if needed.

I would like to make a motion- THIS WAS TABLED UNTIL THE RINK FINANCES ARE CLEARER

If we do not have a new project in the works/plan in the next 6 months to a year that WUCHA gives the additional \$18,000 grand or less to the Rink and that the Rink will then therefore not have to pay back those funds.

WUCHA General:

I need someone to take over the WUCHA facebook page, I need to add one or two or three people as admin on the site. There are messages that are sent through and lots of times I do not know the answer to those messages. I suggest the adult and youth coordinators ultimately. Or Carmen as the president. Or the social media person that I have not met yet? After the meeting let me know, I will have to add you as a friend on facebook then send you the request to be an admin from the WUHCA page. Stacey Waters removed herself and now its only me and I manage 5 pages and can't keep up.

I think we should budget to purchase our own Magnetic Sign or Printable sign and consider that cost in our forecast to save on renting one every time we need it.

I would like to suggest restructuring the positions on the WUCHA board.

Jocelyn - Registration, Emails, Website, Facebook, Newsletter, Controller of information position – this person needs to redo the website ASAP, find a new host, and control the emails, needs to take control of the facebook page, sending out the newsletter information, and for being the controller of getting all the right information typed up in a manner to send to all the school liaisons.

Gwen – Social Planner (maybe this needs a new title not to confuse social with social news feeds but rather then party planner, or fundraiser planner or something better then that)

Family Skate day – B/c Point optical is sponsoring the rink this year we will not be sponsoring the family skate day. This is coming up in a month, we usually do it on the stat holiday. Gwen is this something you can plan for, pick a date, what we should do, use our new outdoor rink, notify the rink crew of the date so it is prepped and shack is open, possibly could do it revolving around a grand opening of the rink, have a bon fire? Hot chocolate and donuts? Tim's? Or a new sponsor? Have music there are plug in's, post it on WUHCA and Rink

facebook pages, in the school newsletters, on the magnetic sign, on our website if it can updated, etc... Karen do we need a permit to do something like this on city land?

I want to say thanks to everyone supporting me on the rink, and for everyone helping out. I want to say thank you to Carmen and Bonnie for being so dedicated to helping get our board back on track and moving forward.

Sorry that I was not able to attend, and that my report was so long. I hope it made sense.

Good luck tonight

Jennifer

Holy Family Liaison and Rink Coordinator.