

# Willowgrove University Heights Community Association Minutes



Date: **November 21, 2018 7:30pm**  
 Location: **Willowgrove School - Foyer**

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

1. Call to Order @ 7:30 pm.
2. Introductions
3. Motion to adopt minutes (Bonnie 1<sup>st</sup>, Gwen 2<sup>nd</sup>), carried.
4. Motion to adopt agenda (Bonnie 1<sup>st</sup>, Vijay 2<sup>nd</sup>), carried.
  - a. Amendment - Accountant Cheryl Woloschuk present today to give us the financial report from last year.
5. City Councillor report – Zach Jeffries – not present
6. Accountant’s report – Cheryl Woloschuk ([cwolos@sasktel.net](mailto:cwolos@sasktel.net))
  - a. Cheryl advised that the financial statements have been delayed this year. She is looking for information/feedback from the group. She advised that there might be some bills that need to be paid from last year.

- b. Cheryl provided paper copies of the draft Statement of Financial Position (Balance Sheet)
  - Cash: unrestricted and restricted.
    - Restricted cash (cannot be used for the day to day operations)
      - Includes \$3,020 for the funding the rink.
      - Unsure how much unrestricted cash for this past year – need more information from the deposits / need confirmation on how much should have gone to the rink.
        - Rink project going ahead. Looking for information on what was done after year end for the rink (June 30<sup>th</sup>). Rink started construction on Oct 25<sup>th</sup>. Prior to the October WUHCA meeting, no money was approved for the rink.
    - Unrestricted cash (can be used for operations)
      - Savings = unrestricted cash
- c. Website is paid for more than one year at a time.
- d. Term deposits
  - GIC rolling from year to year (renewed for this year). Cheryl to be provided a copy of the renewal. No restriction on when these funds can be used.
- e. Accounts receivable
  - This would include people who want to advertise in the newsletter but haven't paid yet. Cheryl spoke with Debbie Dawe and Stacey Waters – they don't think there are any outstanding receivables and the practice was that the ad was taken down if not paid.
- f. Bonnie needs to get access to the google drive and other accounting information for the programs and the registrants. Indoor programmers have access to this. Karen to send Bonnie the link.
- g. Deposits don't have enough information
  - Need to have names / info on what was done. Unable to do the revenue calculation in the proper categories. Lionel, Debbie and Stacey made the invoices last year, not the Treasurer.
  - Vijay gave his invoices to Bonnie.
- h. Discussion about if Quickbooks should be used for book keeping. WUHCA would need to purchase the program.
- i. Accounts payable and accrued liability
  - Bonnie has requests to pay:
    - Programs that run as far back as fall 2017 - Silverspring.
    - Basketball 2018/2019 bill to be paid (\$11,000)
    - Evergreen invoices
  - More information on required payments needed. Accounts payable number might grow.
  - WUHCA will have enough to cover rink costs but need to do a review of the accounting and see how much we are making going forward. (profit vs expense going forward).
- j. Karen advised that the Indoor Coordinators have a sense of how much is made on each program.
- k. Vijay gave the group a copy of the amount of money that is made on soccer at the October meeting.
  - The group discussed that the coordinators need to do something similar.
- l. Need to purchase jerseys out of the funds WUHCA has.
- m. \$12,00 from is provided every year from the City to WUHCA.
- n. Net assets
  - Need information about how much is allocated to the rink
- o. Expenses
  - \$71,401 revenues – Cheryl is not sure if it is categorized correctly.
    - Newsletter is advertising instead.

- Advertising is understated and is based on cancelled cheques. Don't know the exact mix.
    - \$59,671 expenses
      - Programming costs = \$45,000 (plus \$11,000 SMBA to pay)
      - Difference from previous year might be because of new on-line program that was purchased.
  - p. Recommendation from Cheryl – Paypal account should be treated like a bank account. Balance in the Paypal account should be included in the minutes.
    - Soccer uses Paypal. Paypal for soccer is unloaded right away.
    - There are two Paypal accounts – one for soccer and one for programming.
    - Need to contact Jason for the Paypal information. Passwords should be changed on this ASAP to ensure previous board members are no longer listed.
      - Bylaw change for next AGM: banking information should be updated after a change in board members for security reasons.
      - Need to develop a manual on how to access the email / banking / etc.
        - Should include job descriptions for roles and responsibilities.
          - Karen to send the document with the list of positions and information.
  - q. Cheryl cannot sign off on her report because she does not have enough information.
    - Not concerned about fraudulent behavior. City not worried about having the “sign off” paragraph for grant purposes.
    - Grants done by City in April.
  - r. Cheryl Woloschuk needs:
    - to keep looking at accounting statements.
    - understanding of insurance coverage.
      - equipment list and the values.
        - Paul to itemize the equipment. Cheryl to send him the list from last year.
  - s. Cheryl needs the following:
    - understanding of anyone that donates time or services (eg. for the rink such as an architect or any other donated services) - need to put the value in the financial statement.
      - Jenn has a form for everyone that has helped out with the rink for every person – will provide all to Bonnie.
  - t. Board did not vote on the draft report until more information is received.
  - u. The group discussed how instructor payments are managed
    - Contract with the City – managed through the Indoor Coordinators.
      - Coordinators need to get the cheques to the Instructors.
      - Need better information on who the instructors are and what we owe them.
    - Need to consider how to manage Board resignation going forward. Need to put some expectations up for the roles going forward.
7. Community Consultant Report – Karen
- a. Karen handed out her report
  - b. Community garden on Attridge by the Soccer Centre and Recycling Centre proposed (not approved yet). Lands are owned by City.
  - c. New bus stop on Attridge now has a sidewalk. The group discussed that a layby may be appropriate in that spot.
  - d. Fire Department has a program for seniors to check for risks, etc. Contact the Fire Department for information.
  - e. Drop and Shop program at Leisure Centres for the season.

- f. Karen provided information being a good neighbor to the Swale.
- g. Carman asked a question about Wilkens and Stensrud intersection – Carman to send more information to Karen.

8. Treasurer's report – Bonnie

- a. Bonnie ask the group to please use expense reports – fill out the form and attach the receipt. (emailed the group)
- b. WUHCA has an on going commitment to replace jerseys, etc. Jerseys are past their life span, need to refresh them.
- c. The group discussed the equipment room. Vijay to donate a shelf for the equipment room. There are items in one of the rooms that doesn't belong to WUHCA. Jennifer to check into this further. Curtis mentioned that these things need to be decommissioned. Need to be accountable if something goes missing.
- d. Membership numbers – Has to be a 10 digit number. Jocelyn to explore this question further.
- e. Motion that the following expenses be approved (Bonnie 1st, Chrissie 2nd), carried:

*Cheques Written: Operating Account* Current Balance: \$39,538.88

- Oct.18 \$50,000.00 Move to rink account (approved amount to spend)
- Oct.18 \$ 2,817.01 Move to rink account to capture the balance of fundraising activities
- (as approved in Sept. minutes)
- Oct.23 #700 \$ 294.00 For building permit
- Nov.1 #701 \$ 143.88 Reimbursements for printing
- Nov.1 #702 \$ 15.00 Efreem Sium – refund Membership fee
- Nov.1 #703 \$ 25.00 Gary Gai – refund Co-Ed Basketball fee
- Nov.1 #704 \$ 1,100.81 Silverspring Community Association – shared programs from Fall 2017 &
- Winter 2018 – waiting for the invoice details
- Nov.1 #705 \$ 30.00 Derek Hubbs – refund Children's Yoga
- Nov.1 #706 \$ 50.00 Dayla Barry – refund Family Get Fit
- Nov.1 #707 \$ 1,564.00 Move to rink account (school donations Willowgrove=\$1,000, HF = \$564)
- Nov.1 #708 \$ 175.00 Kamal Jassal – refund midget boys Basketball
- Nov.1 #709 \$ 175.00 Li Liu – for Juvenile Basketball
- Nov.20 #710 \$ 872.48 Carmen Colon – reimburse Rayner Agencies (adding rink & construction insurance to our account)
- Nov.21 #711 \$ 855.00 Magnet Signs – need someone to approve these Aug/Sept bills

*Cheques Written: Rink Account* Current Balance: \$31,526.64

- Nov.18 Draft \$14,430.00 Warman Home Centre – lumber for shack and rink
  - Nov.8 #001 \$11,110.00 Fence Worx – progress payment for steel posts
  - Nov.12 #002 \$ 77.70 Mister Print – fundraising brochures
- GIC Balance: \$50,250

- f. The group discussed the need to look into refunds for programs. This information is in the bylaws. There are circumstances where we may want to provide a refund.

9. President's report – Carmen

- a. Insurance for rink construction: value of the property and coverage for every volunteer that might help. Workers are on their own insurance. \$872.48 but it provides piece of mind. The group

discussed that the rink insurance is paid from the operating account because it is a liability for WUHCA. Eventually the rink account will be shut down.

- a. Accounts have been changed at the bank. Waiting for cheques.

## 10. Correspondence - None

## 11. Task Force Leader reports

- a. Vice president – Not present
- b. Program coordinators – Not present
  - Met last week and have redone the database. Going to improve the invoicing system.
  - Vijay pulled programming info. Basketball and volleyball on same day at same day. – Vijay to do some more digging.
- c. Soccer Coordinators
  - Jerseys were late. One team didn't fit sizes. Vijay to buy jerseys without WUHCA logo.
- d. Softball Coordinator - Not present
- e. Basketball Coordinator - Not present
- f. Social Coordinator
  - Erindale / Arbor Creek, Evergreen / Aspen Ridge, Sutherland, Forest Grove, Silverspring met to discuss a community BBQ on June 2 at the Forestry Farm.
    - o Asking the Community Associations to commit \$3000. \$3000 covers event details, food, etc.
    - o Evergreen making sponsorship letters.
    - o Requesting the SaskLotteries Grant– will know in April if we got it (up to \$10,000). Only will get the grant once. Grant won't cover food.
    - o 650 people attended last year – about 100 people weren't part of the associations that participated last year. Used bracelet to help determine who is with who.
    - o Opportunity to showcase the programs, showcase Community Associations, etc.
    - o Parking was free last year – decided to charge for parking this year.
    - o Advertise in the newsletter, website.
    - o Looking to have different events for this year. Hoping for groups that will come and do things for free.
    - o The group discussed that this event could be an alternative to Funday. This new event would be planned to be a yearly event.
    - o Determined that we need to better understand our financial position before making this decision. Will discuss again next month.
- g. Membership Coordinator - Not present
- h. Communications / Media Coordinator – Not present
- i. Equipment Coordinators – Nothing to report
- j. Rink Coordinator
  - Rink is coming along. Jen doing a lot of work for this.
  - Couple of hiccups. Needed double the amount of fill because surveyed wrong.
    - o Getting confirmation about how much is being donated and how much is being payed for. Trucks weren't being weighed.
  - Shack is up and putting board on today.
  - SaskPower could be 5 weeks. Would like to have ice for Christmas but dependent on SaskPower.
    - o Some Board members have contacts they will talk to.
  - Won't have lights till January – 10 weeks from when they were ordered.
  - Boards are up. Puck board is on. ½ way to finishing it.
  - Plumber not coming until it is insulated and ready on the inside.

- Water will not melt the snow therefore need to remove the snow.
- Rink sign
  - Public skate time – don't want to have to do the supervision.
    - Perhaps have students or pay someone. Need someone to empty the garbage or recycling. Can asked the community – facebook page, etc. Could do an honorarium. Don't need CPR, etc. Could be a high school student or retired person. Expected to be 6 hours a week.
  - Could have 'see wuhca.ca' on the sign.
  - Put sign 'closed for the season' at the end of the season.
  - City to make the signs.
    - Jen to put text together.
    - About \$230.
    - Karen to arrange (including payment).
  - Need to put call 911 in case of emergency.
- Jen will take care of opening and locking the shed until there is a rink coordinator. Going to have a code.
- Have someone who is going to flood the ice.
- Advertising – Boards in the rink
  - 4X 8 size. 36 spots. Could make \$21,000 per year – would help pay for the rink.
  - Suggestion to charge \$1000 for 1 year for board ads. \$1500 for 2 years – (could pay \$750 each year for 2 years). Could pay at 6 months and a year.
  - The group discussed if this should this be something the advertising group does.
  - Life span of decals last 5 years.
  - There will be a separate thank you in the shack – WUCHA will pay for that.
- Rink fund donations
  - Brad and Janelle Will - \$100
  - Erin Janell Brady \$25
- Sponsorship package complete. Carman to share the package with businesses.
  - Jen could put together an advertising package.
- k. Booking Coordinator
  - Concerns with the new booking program. Karen was helpful in providing the information about the programs being offered. Vijay has a chart with the bookings for each week.
  - Booked to the end of March. Booking for April starts in Feb. Can book extra spaces in April if needed.
  - Cancellations need to be a week ahead of time.
  - Vijay meeting with the coordinators. Bonnie to attend.
- l. Traffic Coordinator - Not present.
- m. School Liaisons
  - Holy Family – Nothing to report
  - Mother Theresa – Not present
  - Willowgrove – Not present
  - Centennial – Not present
  - Forest Grove – Not present
- n. On line
  - Jocelyn getting in touch with Jason.

## 12. New Business

- December meeting – December 18<sup>th</sup> at 7pm

13. Meeting adjourned @ 10:09 pm (Paul)