

Willowgrove University Heights Community Association Minutes

Date: **October 17, 2018**

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

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

1. Call to Order @ 7:32pm.
2. Motion to adopt minutes (Jennifer 1st, Bonnie 2nd), carried.
 - a. Add to minutes: Vijay - Julian will be helping coordinate Kindersoccer and U-5.
3. Motion to adopt agenda as written (Dana 1st, Gwen 2nd), carried.
4. City Councillor report – Zach Jeffries
 - a. None
5. Community Consultant Report – Karen
 - a. Upcoming training for rink coordinator on Oct 25.
 - b. Upcoming workshop on conversational intelligence on Oct 29
 - c. Treasurer’s workshop on Nov 22
 - d. Community Gardens - application due Nov 1
 - e. Youth Grants: application deadline Nov 15
 - f. Sask Lottery Grant - up to \$10,000, new online application www.saskatoon.ca/grants- working together with other community associations increases likelihood of getting grant
 - g. Rink
 - i. City commitment to trench water lines and contract has been awarded to Stevenson
 - ii. City will also pay for water for rink (community levy will be supporting, voted through city council)

6. Treasurer's report – Bonnie
 - a. Motion that the following expenses be approved (Dayla 1st, Dana 2nd, carried):
 - i. Membership Refund #698 - Rocco Hoang \$15.00
 - ii. Refund #699 - Ola Farah \$50.00
 - b. Current Balances as of Oct.17, 2018
 - i. GIC - \$50,250.00
 - ii. Rink Account - \$2,182.99
 - iii. Operating Account - \$84,481.16
 - c. Review - ongoing

7. President's report – Carmen
 - a. Reviewing minutes since 2014
 - i. January, February, March, April and AGM 2018 minutes have 2017 dates (Jen 1st, Shalla 2nd, carried)
 - ii. Signing authorities
 1. 2 required - treasurer, assistant treasurer, president and past-president; in the bylaws the only people with authority is treasurer and president; need to give signing authority to past president on checks until we can get the change to the position approved at the next AGM.
 - Motion: Past-president be added to signing authority until next AGM (Jen 1st, Bonnie 2nd, carried.)
 - Motion: All past signing authorities removed except for new president, past president and treasurer (Gwen 1st, Jen 2nd, carried).

8. Correspondence - None

9. Task Force Leader reports
 - a. Vice president - None
 - b. Program coordinators
 - i. September very busy, checking emails lots, thankful for help from everyone, couple of refunds
 - ii. Willowgrove school multipurpose room very messy when Zumba arrives - Dana will look into
 - iii. Sports ABCs going well, beginner dance some issues with start times, looking for a new instructor for January for same
 1. Vijay will need to know if need a makeup class for booking
 - c. Soccer Coordinators
 - i. Player transfers from Sutherland, Forest Grove and Evergreen, all associations charged the same individual player fees and gained \$1100 in transfer fees
 - ii. Jocelyn needs to transfer money from PayPal to WUHCA account
 - iii. Delay in getting jerseys for Timbits - will arrive by end of October/early November
 - iv. Dayla - please let Vijay know right away so booking can be cancelled
 - v. There is a weekly report that Connie (Holy Family) gets on Monday that she can add Vijay's emails to so it can be double checked for no double bookings/see when schools booking trumps - Jen will get Vijay added
 - d. Softball Coordinator – None
 - e. Basketball Coordinator – None
 - f. Social Coordinator

- i. Karen gave Gwen some info on a grant for a social; will meet with other communities and apply for grant
- ii. Malvina - Past 2 years have registered in fundraiser for in motion fundraiser (one week in March), community can win \$10,000 - logging active time in on a website, every day as an individual in a household and whoever gets the most in motion wins the money. Someone needs to add WUHCA, Glenda Clesy signed us up last year. Anyone can contribute to your minutes of activity
 - 1. Had hoped to have a kick-off event such as a dance (to log more hours); have 50's decoration; maybe something with outdoor rink or both
 - 2. Lakeridge has won 3 years in a row
- iii. Jen has been offered by the Blades an opportunity to sell tickets and each ticket we sell we get \$5 and a puck drop; need someone else to take it on, Carman can look into if Jen sends info
- iv. Put a street hockey tournament on, Jen has some connections for same
- v. Family Skate Day - Point Optical unable to donate this year
- g. Membership Coordinator
 - i. Will be in contact with Jason
- h. Communications / Media Coordinator
 - i. Beverly needs to contact Carman to finalize financial report
- i. Equipment Coordinators
 - i. Please contact Paul directly if you need anything, unable to make it tonight
- j. Rink Coordinator
 - i. Committee fundraising for rink for 7 years, going on East side of dirt hill west of path by the schools
 - ii. City is trenching water from spraypark and willowgrove blvd
 - iii. We have to prepare area for rink and ensure proper drainage
 - iv. ~\$115,000 donations in-kind (labour, skills, some materials)
 - v. Concern regarding leaving area being worked on the same, Jen has someone to leave area as was
 - vi. Jen has the rink budget and blueprints.
 - vii. Plan to borrow money and pay back with sponsorship brochure
 - viii. Plan to have rink finished in next few weeks
 - ix. Jen will order lumber tomorrow
 - x. Fenceworks - galvanized 12' posts for netting at end (city recommendation) and need to be cemented in
 - xi. Plan for mesh fence for this year until can afford chain link fence
 - xii. City will make signs for the rink for \$50**
 - xiii. Money from fundraising was not allocated to restricted rink account properly in previous minutes, unsure now how to figure out actual figure that was fundraised for the rink (Carmen did minutes review)
 - xiv. **Motion:** \$50,000 to be allocated from WUHCA board to the community rink into the restricted account to be used for the rink project (budget and blueprints attached) presented October 17 2018 (Jen 1st, Dayla 2nd, carried).
 - xv. **Motion:** Round up the actual balance in the restricted account to \$5000 due to previous fundraisers that were not accounted for since 2015 (Jen 1st, Gwen 2nd, carried).
 - xvi. **Motion:** WUHCA will loan up to \$18000 if needed to be repaid by rink fundraising efforts and based on repayment contingency plan - attachment, sponsorship brochure (Jen 1st, Bonnie 2nd, carried).
 - xvii. Color: charcoal grey for warming shack

- xviii. Board needs to come with idea of how long people can advertise in rink, cost, cost for applying signage, can start doing in November
- xix. Vijay - suggestion for special appreciation plaque/interior rink sponsorship for Jen and core members of committee that built the rink; include City of Saskatoon
- xx. Bonnie has asked Jen to get everyone who is donating services in-kind to send bills for same so amount donated is known
- k. Booking Coordinator
 - i. Vijay is taking over the position for now until the end of March
 - ii. Some missed bookings as a result of soccer not starting until October (miscommunication with bookings)
 - iii. Vijay will coordinate with coordinators to cancel all pre-booked bookings that we are not going to use; took Friday off work to do same
- l. Traffic Coordinator - None
- m. School Liaisons
 - i. Holy Family – None
 - ii. Mother Theresa – None
 - iii. Willowgrove – None
 - iv. Centennial – None
 - v. Forest Grove - None
- n. On line - None

10. New Business

- a. To be discussed in November
 - i. Need volunteer/paid person for looking after 6 hours a week of public skating where no one can go out with sticks on the ice - can get reimbursement money from the City for this
 - ii. List in Leisure Guide for times of supervised outdoor rink times
- b. Advertising
- c. Liability signs
- d. Opening ceremony for rink

11. Next meeting November 21 @ 19:00 (goal: 2 hours, 2.5 hour booking)

12. Meeting adjourned @ 21:23 pm (Shalla)