

Willowgrove University Heights Community Association



Minutes

Date: **June 18th, 2014**

Location: **1246 Willowgrove Court.**

Members in Attendance			
Name	Present	Name	Present
Marieke Knight (COS Rep)		Lee Schuler	
Glenda Clezy	X	Lisa Bolton	X
Malvina Rapko	X	Carla Guedo	
Jered Heigh	X	Natalie Benoit	X
Luc Gauthier		Stephanie Hnatiw	
Heather Hollman		Stacey Waters	X
Dani Schwab		Neil Harmon (Rink)	X
Kristin Potter	X	Cassandra Williamson	
Erica Verity-Osicki	X	Zach Jeffries	
Melissa Glab		Connie Tenaski	
Tamara Larre		Shane Armstrong	

Minutes:

1. Call to Order @ 7:20 pm
2. Motion to adopt Previous Meeting Minutes (Lisa 1st, Natalie 2nd) Carried
3. Motion to adopt agenda. (Jered 1st, Lisa 2nd) Carried
4. Guest presenters
 - a. There were no guest presenters.
5. President's report – Glenda Clezy
 - a. Thank-yous to everyone for everthing this year
 - b. CBC phoned to get some comments about the north bridge
6. Correspondence
 - a. Someone is interested in teaching zumba
 - b. Someone is looking for information on fall programming
7. City Councilor report – Zach Jeffries
 - a. Not present

8. Treasurer's report – Luc Gauthier
- a. May 2014 reconciled bank balance is \$39,403.95. Cleared the \$25 'debit' issue with RBC...they claimed that one of the cash deposits was short \$25. The deposit was not only confirmed by Luc's count twice but also by the teller on the day of deposit. After a bit of back and forth they agreed to waive the credit and returned the \$25 to WUHCA. Luc will be asking RBC in the future to count the deposits twice to ensure accuracy before he leaves the bank.
 - b. Invoice for \$790.73 from Erindale Arbor Creek CA for shared programming.
 - c. Invoice from Rayner Agencies Ltd. in the amount of \$895 for Royal & Sun Alliance Directors and Officers insurance policy (three year policy, this is our second annual instalment). While WUHCA approved the three year policy last year when it was first implemented, Luc would like to confirm payment of the invoice in the amount of \$895 representing the second year premium due on July 1, 2014.
 - d. A decision is required this week about the locker rental at Stor All, which expires on June 30th. We can flip to a monthly arrangement, but in order to do this, we need to provide them with a credit card for monthly billing purposes. I can do that on behalf of the association should the association approve a motion to provide me with a monthly reimbursement of incurred expenses. As a backup plan, I would like to present a motion to spend as much as \$2,100 for storage locker fees for the 2014/2015 year.
 - e. Any expenses that require reimbursement, should be written a cheque in June to officially clear the accounts payable for the 2013/2014 year (which ends June 30th, 2014).
 - f. If anyone has any monies coming to the association for the 2013/2014 year, present those for deposit as soon as possible.
 - g. WUHCA awarded \$3,300 in total from the City as annual operating grant.
 - h. Draft budget attached. Review and advise if reasonable for various areas of responsibility. If membership fee increases it is profit and gives spending freedom on \ transition year to the new school. A smaller fun day is affordable, but cost should be reduced to around \$3,000 – the reason being that weather is a large risk for as we have no school to move activitiest. Sponsorship would limit risk.
 - i. ISC Annual Information Return has been filed along with the \$10 fee.
 - j. Motions
 - i. Motion to approve Stacey to be reimbursed \$64.15 for magnet advertisements
 - ii. Motion to approve Silverspring Community Association spring, \$273.25, and winter, \$660.14 for a total of \$933.29 payment made for shared programming
 - iii. Motion to approve Sutherland/Forest Grove Community Association kids winter, \$27.27 & \$158.67 for a total of \$185.94 payment made for shared programming
 - iv. Motion to approve Erindale/Arbour Creek Community Association adult winter, \$712.17 & \$790.73 for a total of \$1502.90 payment made for shared programming. Pending approval.
 - v. Motion to approve Lisa to be reimbursed \$10.50 for kijiji advertisement
 - vi. Motion to approve paying Rayner Agencies Ltd. in the amount of \$895 for Royal & Sun Alliance Directors and Officers insurance policy
 - vii. Motion to approve paying Stor All \$2,100 for storage locker fees for the 2014/2015 year. Pending on receiving a reimbursement if storage is no needed for full year.
 - viii. Motion to approve paying FastPrint up to \$700 – if more is needed an email will circulated for additional motions.
 - Background on motion:
 - 1) 1,500 registration forms - 3 part NCR, 8.5 x 5.5, black ink
 - 2) 500 – membership/business cards - double sided, black ink
 - 3) 3,800 - newsletters - 20 page newsletters, black ink
 - 4) 1,500 - membership forms, single sided, black ink
 - 5) 1,500 - membership card - 3.5 x 2 inches, change of dates (years) only, color
- (Lisa 1st, Natalie 2nd) Carried
9. Community Consultant report – Glenda Clezy (on behalf of Marieke Knight)
- a. WUHCA survey ready for test drive – contact if changes are needed
 - b. CASL anti-span legislation
 - c. Rink location discussion

10. Task Force Leader reports

a. Vice president – Malvina Rapko

- i. Discussed the WUHCA survey
 - prizes \$50 gift card towards WUHCA programming and/or membership (no cash back)
 - takes ten minutes to complete
 - Marieke needs to know final decision by Wednesday
 - have it ready for July 7th
 - it will expire on July 20th with a possible second closing day or August 8th
- ii. Playground fundraising
 - WUHCA will run the concession stand at the Fun Day in the Park

b. Program coordinators – Kristin Potter/Dani Schwab

- i. Booked theater at Centennial Collegiate for registration night and AGM
- ii. Jered suggested a power point presentation for the AGM that would include job descriptions, budget, website, facebook page and advertisements for donors.
- iii. Suggested adding two extra program coordinator positions
- iv. Membership should be increased to \$15

c. Soccer Coordinators

- i. Stacey organized a discount for ice cream at Pink Cadillacs as a kinder soccer wind-up
- ii. One –two kinder coaches needed for next year – Bonnie Thiesen may be interested
- iii. Soccer total numbers have increased, kinder added 2 year olds so that caused the numbers to increase, but that will not happen again

d. Ball Coordinators

- i. Decided not to purchase jerseys
- ii. Received a cheque from Kidsport for \$42, Luc will find out why it was short
- iii. Erica's friend can get jerseys made for \$10 each and can print at this school at Warman
 - will check the reproducibility of this idea
- iv. Ball total numbers are flat – last year saw significant increase

e. Social Coordinator – Lisa Bolton

- i. Received \$500 from city, but ask was \$3000
- ii. Fun Day can be done for \$3971- this does not include \$500 from city or other sponsorship, suggested it be round up to \$4000
 - Motion to approve the Fun Day in the Park expenses up to \$4000
(Stacey 1st, Jered 2nd) Carried
- iii. Would like businesses in WUHCA to sponsor activities at event
- iv. Warren the balloon guy is already booked
- v. No back-up plan for bad weather
- vi. Family Focus Eyewear will be there with a booth and volunteers
- vii. Pink Cadillacs and RBC are interested in doing something at the event
- viii. Stacey suggested that all sponsors should pay for advertising on the website (@ \$150 each) if they want to advertise at the Fun Day – it doesn't make sense for some to do it and for others not to
 - If businesses are interested then they should contact Stacey first then Lisa – this is for in-kind and monetary donations
- ix. Motion for WUHCA to run the concession at the Fun Day
 - (Lisa 1st, Neil 2nd) Carried
- x. Should contact local grocery stores and specialty food shops to provide food and/or beverages
 - Glenday will contact Safeway, Coop and Tim Hortons
- xi. Decrease the amount of bouncy houses

- Malvina will contact the reptile guy
 - xii. Need a less expensive face painter
 - Malvina will contact one she used for her block party
 - xiii. Eliminate the tent to save on expenses – the city may have one WUHCA can borrow
 - xiv. Coaches will not receive free food this year , they will get a Fast Pass to use for fall and/or winter registration
- f. Membership coordinator – Heather Hollman
- i. Nothing to report.
- g. Communications coordinators - Natalie Benoit and Stacey Waters
- i. Stacey suggested having street reps
 - ii. About fourteen businesses added to website
 - iii. Magnets advertising WUHCA were handed out
 - iv. (there is discussion in New Business (11) and Treasurer’s Report (8) that applies to Communications as well
- h. Community Watch coordinator – Luc Gauthier
- i. Nothing to report.
- i. Rink Coordinator – Neil Harmon
- i. city has approved the locations and it may be in Wallace Park – Holy Family will use it in programming for physed – these decisions need to be made as soon as possible
 - ii. a rink subcommittee is needed
 - iii. Glenda will email possible volunteers
 - iv. Neil suggested setting up a hockey shoot for a fundraiser and to hype up the rink at the Fun Day – possibly get a speed gun also (\$1 for 4 shots??)
11. New Business
- a. AGM Positions
- i. 1 secretary
 - ii. 1 membership
 - iii. 1 media assistant
 - iv. 2 additional indoor coordinators
 - v. 1-2 kindersoccer coordinators
 - vi. 1 email registrar
 - vii. 1 social coordinator
 - viii. 2 U6 soccer coordinator
 - ix. 1 equipment coordinator (Carla said that she will do this position if it is a MAL)
 - x. Heather will email people who have shown interested in volunteering
 - xi. Board members in current positions will write blurb about their positions including average commitments per position
 - xii. Stacey’s husband will help with the website but not as a voting member
 - xiii. A subcommittee is needed for the AGM
 - Jered will MC, Luc will present the budget, Stacey AV, Heather will email membership, magnetic signs will be up as well
12. Meeting adjourned @ 9:40 pm