

Willowgrove University Heights Community Association Minutes



Date: **October 16, 2017**

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

Members in Attendance			
Name	Present	Name	Present
Karen Farmer (COS)		Jennifer Oleksyn	
Glenda Clezy		Angela Hyra	X
Malvina Rapko	X	Jason Hosain	X
Heather Desjardins	X	Stacey Waters	
Bryan Dekelver	X	Lionel Tootosis	X
Bill Johnson	X	Siobhan O'Connor	
Dana Begg	X	Sun Duggan	
Amee Joshi	X	Kenelm Grismer	X
Chrissie Gutmann	X	Shalla Shular	
Catherine Delaney	X	Vijay Tumber	X

1. Call to Order @ 7:34pm
2. Motion to adopt Previous Meeting Minutes (Lionel 1st, Heather 2nd), carried.
3. Motion to adopt agenda (Bill 1st, Bryan 2nd), carried.
4. Guest presenters - None
5. City Councillor report – Zach Jeffries - Not present.
6. Community Consultant Report – Karen
 1. Karen / Mark emailed a report in advance.
 2. Karen not present.
7. Treasurer's report – Bill
 1. September 30, 2017 Closing Bank Balance is \$59,407.68.
 - a. September Revenue - \$20,958.66
 - b. September Expenses - \$11,990.00
 2. GIC (\$50,500) matures on November 16th, 2017. Motion to cash in the GIC, repurchase a \$25,000 GIC and put the remaining funds in the bank for the rink (Bill 1st, Vijay 2nd), carried.
 - a. The board has not committed these funds to the rink, but want to ensure that the funds are available if the board chooses to put it toward the rink at a later date.
 3. Motion that the following expenses be approved (Bill 1st, Angela 2nd), carried:
 - Amy Losman - \$50 (program refund)

- a. Raphael Barba - \$40 (program refund)
 - b. Anlyn Carolino - \$25 (program refund)
 - c. Diana Magbag - \$25 (program refund)
 - d. Amber Fusco - \$40 (program refund)
 - e. Jennifer Salzsauler - \$25 (program refund)
 - f. Mark Lepage - \$25 (program refund)
 - g. Lisa Broda - \$125 (program refund)
 - h. Ameer Joshi - \$792.48 (reimbursement for AGM program sign up)
 - i. Malvina Rapko - \$678.50 (sunbelt rentals)
 - j. Bill Johnson - \$214.75 (basketball expenses)
 - k. Kenelm Grismer - \$150.92 (equipment expenses)
 - l. Glenda Clezy - \$50 (board member programming refund)
 - m. James Zimmer -\$175 (soccer refund)
 - n. Julian Heath - \$175 (soccer refund)
4. Unclaimed 50/50 from the Fun Day. Winner did not claim the funds. Debbie confirmed that the lottery license allows us to collect the money because it was not claimed.
8. President's report – Malvina
1. Malvina officially welcomed Lionel to the board.
 2. WUHCA was given special access to daytime programming in the multi-purpose rooms at the Willowgrove / Holy Family schools. At this time, there is no extra space and the schools are using the multi-purpose rooms. The schools will let Malvina know if there is any change. WUHCA was hoping to offer programming for special needs such as fitness classes.
 3. VP position – Chrissie has offered to take the position. She will act as secretary until the position is filled. The secretary position will be posted.
9. Correspondence – Malvina
1. None.
10. Task Force Leader reports
1. Vice president - Chrissie
 - a. None
 2. Program coordinators – Ameer / Dana
 - a. Double booking issues. The issues are now fixed.
 - b. Cancelled a couple of classes due to low enrollment.
 - c. Too late to make changes to the scheduling for the winter sessions because it is too late to make changes to the Leisure Guide.
 3. Soccer Coordinators – Heather / Vijay
 - a. Tim Hortons provided equipment for U5 and U7.
 - b. Coaches are about 90% compliant with criminal record checks and training.
 - c. Games are starting this week or last week.
 4. Softball Coordinator – Shalla
 - a. Not present.
 5. Basketball Coordinator - Bill
 - a. 7 teams.
 6. Social Coordinator - Angela
 - a. Fun Day – Angela provided a verbal report. BBQ funds will go toward the rink. Next year, Fun Day will be on a Sunday because Brighton has their Fun Day on the same day. Menu will be changed and it will be a carnival theme. The Committee also discussed having a movie night, possibly joint with the schools.

- b. Winter Carnival - Planning to do a light tour early in December (likely a Thursday) and combining it with an event at the school. Also discussed possibly getting a liquor license.
- 7. Membership Coordinator - Catherine
 - a. No new information.
- 8. Communications / Media Coordinator - Lionel / Stacy
 - a. Lionel going to touch base with Debbie and Stacy.
 - b. Discussion about the newsletter. Grant requirement to mail at least one newsletter out. Typically sent out in January.
- 9. Equipment Coordinators - Kenelm
 - a. No new information.
- 10. Rink Coordinator - None
 - a. No update.
- 11. Booking Coordinator - Bryan
 - a. No issues.
- 12. Traffic Coordinator – Siobhan
 - a. Not present.
- 13. School Liaisons
 - a. Holy Family (Jennifer)
 - i. Great turn out for the back to school BBQ and the AGM.
 - ii. 508 kids enrolled this year at Holy Family.
 - iii. There is no longer a preschool in Holy Family. Preston Early Learning Center is still the before and after school provider. There is no waiting list and all kids are welcome.
 - iv. Noticed that there are kids late at night climbing the school and walking on top. Looking in to how this can be prevented.
 - v. Working on implementing a dress code.
 - vi. Parking out front is still an issue but not near as bad while the weather stays nice. Also only have two buses instead of three so bus pick up lane has changed and will be opening more parking where they used to pull up. Thinking of adding a no turning left to keep the traffic flowing and are implementing a no stopping lane instead of fire lane in the parking lot to prevent parents sitting in their vehicles waiting. This is for the safety of the kids so they don't run through vehicles backing up.
 - vii. Next meeting is November 1st at 7pm in the Holy Family library classroom. Anyone is welcome to attend as a guest.
 - b. Mother Theresa (Angela) – None.
 - c. Willowgrove (Heather) – None.
 - d. Centennial (Lionel) – SCC discussion items:
 - i. No catholic ruling being discussed.
 - ii. Minister's bill – takes away decision making at the board level, budget cuts being discussed.
 - e. Forest Grove (Glenda) – Not present.
- 14. On line (Jason)
 - a. 264 transactions for the 2017 September registration.
 - b. Recommend an “all in” approach for using credit card. (no cash transactions)
 - c. Recommend the credit card processing fee is included in the cost of the program.
 - d. Option to include a “learn how to use” on the website.
 - e. Board Members should be required to use the on-line registration and then be reimbursed later.
 - f. Need to force membership verification and/or purchase of membership first. Need to determine how to honour memberships from other community associations.
 - g. Jason to meet with Apparatus to determine if it might be a better product. Malvina indicated that College Park has a good system. Apparatus is \$750 per year, but no transaction fee. Jason to report back to the group.

- h. Will not assign membership numbers to those who got memberships through the September registration. Have not had anyone asking for membership numbers. If we are asked, then we create a number as needed.
 - i. Vijay suggested adding a year to the membership numbers.
 - ii. Could look at buying 3 – 5 year memberships. Can't offer discounts. Can discuss for the 2018 year.
- i. On-line coordinator, VP, membership coordinator, Treasurer and both program coordinators should have access to the program.

11. New Business

- a. Board Recruitment
 - i. An event could be an option (eg. Bingo AGM). Discuss closer to the time.
- b. Signage
 - i. Signage for WUHCA events. Group to think about options for the next meeting. A tent might be an option.
- c. Need to determine a plan for the rink including list of duties for the rink coordinator. We have a rink coordinator – someone interested in maintaining the rink once it's built but need to focus on building the rink now.
- d. \$150 toward a celebration at one of the first few meetings instead of the last meeting. Malvina to send out info for the November meeting.

12. Meeting adjourned @ 9:30pm

Next Meeting: November 20th.