

Wildwood Community Association

Executive Meeting Minutes

September 10, 2018; 7:00 pm (Bishop Pocock School)

Attendance : Mark Planchot, Erin Mitchell, Amy Josephson, Robin Mowat, Pat Hauser, Melissa Zink, Kari Froelich, Chris Gillings, Danielle Proulx-Gaudet, Tracy Zhang, Myrnalyn Balzer, Katherine, Skelton Rogalski, Kelly Liu, Bailie Knowles, Joel Miedema

1. Call meeting to order @ 7:02

- Chair Mark Planchot, assisted by Robin Mowat

2. Approval/Adoption of the Agenda

- a. **MOTION** to adopt the Agenda with additional points i.) and j.) and request to adopt the Minutes from May 7, 2018 **Amy, Erin CARRIED**

3. Approval/Adoption of Minutes – June 4, 2018 / May 7, 2018

- a. **MOTION** to approve the May 7, 2018 Minutes **Danielle, Pat CARRIED**
b. **MOTION** to approve the June 4, 2018 Minutes **Erin, Danielle CARRIED**

4. Old Business

- Post-AGM review
 - Pat has unused food that he will donate to the Food Bank or local service groups
 - Joel had contacted the executive prior to the AGM and expressed interest in creating a Circus Arts program. There was a demonstration at the AGM that was very well received. He will also work with the executive to update the website.
 - Improvements for future events were discussed including: more signage, seperate tables for sports, moving away from the door, separate AGM and Fun Day events, outside seating area

5. New Business

- a. The mature GIC and how to proceed with that investment
- i. **MOTION** to investigate investment options with Scotiabank for the mature GIC plus \$10,000 from the chequing account. A decision can be made by the 3 signing authorities prior to the next meeting. **Erin, Kari CARRIED**
- b. Booking issues with the RecTrac system
- i. Mark reviewed the joint use agreement between the City and the school divisions and some of the problems with the new online booking system
- c. Job Assignment – review all vacant executive positions & determine priority to fill
- i. Created a booking co-ordinator position to act as a liaison with the adult, youth and sport directors and to use the RecTrac system. Bailie volunteered. Mark will meet with her to assist.
- d. “Cost as a Barrier” application - review
- i. Three applications were present to the executive. One was recommended to proceed through KidSport.
- ii. **MOTION** to apply Cost as a Barrier funding to one Midget Basketball player for \$180. **Erin, Kari CARRIED**
- iii. **MOTION** to apply Cost as a Barrier funding to one adult individual for \$100. **Erin, Danielle CARRIED**
- e. Setting a Regular Meeting Time
- i. Mark will create a new doodle poll to explore a new meeting date
- f. Set signing authority

- i. **MOTION** to add Robin Mowat to the signing authority and remove Danya Mousseau.
Kari, Myrnalyn CARRIED
- g. New MAL – Joel Meidema
 - i. **MOTION** to accept Joel Meidema as a Member at Large. He will also assist Jaimie with updating the website and run the Circus Arts class.
Danielle, Pat CARRIED
- h. Juggling Program – review details and decide on whether to offer
 - i. Details were reviewed. There were about a dozen signups at the registration night. Joel would like to keep the program free and volunteer his time to lead it. The executive supports creating the program.
 - ii. Our insurance company looked at a list of proposed activities and denied coverage under our existing plan. Robin will look into this further and find out what can be done.
- i. Indoor Programming
 - i. Yoga (beginner and intermediate) and jazzercise have enough registrants to run.
 - ii. Amy will email class lists to the instructors. She will work with Erin to generate a complete list from the membership sheets. She and Erin will meet with instructors on the first night to take late registrations, deliver contracts and give them the keys and instructor packages.
 - iii. Amy will also contact the registrants of the cancelled classes. Melissa will contact the instructors.
 - iv. Bailie will collect the keys from the school and get them to Amy.
 - v. **MOTION** to not run Zumba and West Coast Swing classes this session.
Melissa, Danielle CARRIED
- j. Late Fees
 - i. **MOTION** that as of January 2019 the WCA charge \$25 per membership as a fee for late registrations and to enforce this after the registration night.
Kari, Amy CARRIED

6. Reports

- *President* – **vacant**
- Past President – Danya Mousseau - No Report
- Vice President – Robin Mowat - No Report
- Treasurer – Erin Mitchell
 - Report as presented. Some outstanding transfer payments and cheques.
 - Erin requested help with double entry accounting in a spreadsheet. Tracy had a lead that she shared.
- Secretary – Amy Josephson - No Report
- Indoor Coordinator (children/youth) – Patrick Hauser
 - registration was low for youth programs. KinderSport will continue and registrants in the dance programs will be encouraged to join. As well, Danielle will promote the program through the preschool.
 - **MOTION** to not run preschool dance programming this session.
Pat, Danielle CARRIED
- *Indoor Coordinator (adult)* – **vacant**
- Communications – Jaimie Lemire
 - Jaimie was not present to report. Joel, Jaimie, and Tyson will meet to discuss website and on-line registration.
- Newsletter – Robin Mowat
 - next one will be in December.
 - Mark shared that the Leisure Guide format will change in the new year.
- Membership Coordinator – Kari Froehlich

- Kari is waiting for online information from Tyson and Jaimie to finalize the numbers. Registration is much lower than last year.
- Events/Social Coordinator – Danielle Proulx-Gaudet
 - Will communicate with Danya about Winter Fun Day information. Mark offered support with ideas, assistance as well.
- Soccer Coordinator – Myrnalyn Balzer
 - There is a meeting of the local CA co-ordinators tomorrow to finalize teams. Myrnalyn expects to run one under 7 team and transfer all other participants. The team information will be submitted to SYS on Monday. She will have extra booked time available for other programming.
- Basketball Coordinator – Tracy Zhang
 - Currently there are 5 teams. She will work with Myrnalyn to use the extra gym time. Requested a cheque from Erin for end of September
- Rink Coordinator – Chris Gillings
 - Report as emailed.
- Community Consultant – Mark Planchot
 - Report as presented. Highlighted October 1 due date for winter programming for Leisure Guide, Rink Co-ordinator training
- Members at Large – Evan Bradford, Katherine Skelton Rogalski, Kelly Liu, Bailie Knowles
 - Welcome to new members, no reports presented

7. Next regular meeting

TBD - see pending Doodle poll

8. Adjournment

- a. **MOTION** to adjourn made by **Danielle @ 9:35**