

Wildwood Community Association
Executive Meeting Minutes
October 9, 2018; 7:00 pm (Bishop Pocock School)

Attendance : **Mark Planchot, Erin Mitchell, Amy Josephson, Pat Hauser, Kari Froelich, Danielle Proulx-Gaudet, Tracy Zhang, Myrnalyn Balzer, Bailie Knowles, Joel Miedema, Nicole Roe**

1. Call meeting to order @ 7:08 pm

- Chair Pat Hauser

2. Approval/Adoption of the Agenda

- a. Change to minutes needing approval, add update on online registration
- b. **MOTION** to approve the Agenda with additions **Danielle, Myrnalyn CARRIED**

3. Approval/Adoption of Minutes – September 10, 2018

- a. **MOTION** to approve the September 10, 2018 Minutes **Erin, Danielle CARRIED**

4. Old Business

- Monthly WCA executive meetings
 - Doodle poll indicated that Tuesday is the better day for most people
 - 4th Tuesday works best for Mark's schedule
 - **MOTION** to create the following meeting dates for the remainder of 2018 - November 27th, December 11th and in 2019 to move meeting dates to the 4th Tuesday of the month. **Amy, Erin CARRIED**
- Update on Online Registration
 - Online registration will not be available for the winter session, we will do in person registrations only. We hope to have online available for next fall. The Leisure Guide info went in on October 1st.

5. New Business

- a. **MOTION** to make a facility booking position, named Facility Coordinator, into an executive position. **Kari, Erin CARRIED**
Patrick will update this in the Bylaws. This change will need to be sent to the membership for approval at the next AGM
- b. Nicole Roe has expressed interest in the Adult Indoor Coordinator. As she is an instructor in the Yoga programs, the Board discussed whether a conflict of interest existed. We recognize that the perception may exist and after discussion Nicole will recuse herself from any issue that is potentially questionable.
MOTION to accept Nicole Roe to the Board and the position of Director of Adult Programming **Kari, Myrnalyn CARRIED**
- c. Improved access for Joel to the website and the Zendership registration software. Joel currently has midlevel access which doesn't allow him to make adequate changes. Jaimie has expressed concerns about confidentiality issues at higher level of access. The Board does not agree that there will be confidentiality issues.
MOTION to recommend administrator level access to website and to the registration software for the purpose of assisting in the update and operation of both
Erin Danielle CARRIED

6. Reports

- *President – vacant*
- Past President – Danya Mousseau

- Vice President – Robin Mowat
- Treasurer – Erin Mitchell
 - Has found a free software to transition the financial records
 - Has no report for this meeting, however it will be available after the transfer of information into the new program
 - A mature GIC and \$10,000 were invested at Scotiabank for a 2 year term. This leaves us with \$15000 operating money
 - Cheques for cancelled programs will be destroyed, returned, or refunded based on details of combination of programs paid for.
 - Kidsport monies were approved in part less \$25. Myrnalyn will confirm with the funded family whether they have received the payment
MOTION to used Cost As A Barrier funds for the remained of \$25
Myrnalyn, Danielle CARRIED
 - Basketball - Juvenile girls paid fees at \$225 but are playing down at midget level where the fees and \$180. Due to low enrollment the Juvenile girls league didn't run.
MOTION to refund the \$45 to the participants who paid the Juvenile League fees
Erin, Tracy CARRIED
- Secretary – Amy Josephson
 - no report
- Indoor Coordinator (children/youth) – Patrick Hauser
- Indoor Coordinator (adult) – **Nicole Roe**
 - Mark will arrange a meeting for orientation
 - Nicole asked for access from Bishop Pocock to a broom to tidy up after Yoga classes.
 - Kari noted that Associations are joining together to run programming because many are having to cancel due to low registration. Mark spoke about the benefits of cross promoting vs. partnering with others.
- Communications – Jaimie Lemire/Joel Miedema
 - Joel reported that they have a good path forward
 - He feels that will can start on layout and design changes to website. To begin that process he asked the board to log on and give ideas about improvements, how to change layouts, area specific items.
 - He requested an updated contact list
- Newsletter – Robin Mowat
 - not present, no report
 - We need to know programming for the beginning of November, Mark will follow up with Robin
- Membership Coordinator – Kari Froehlich
 - We will need new registration forms before winter registration. Kari will draft a new form that is consistent with the policies and bylaws. If carbonless duplicate is not available we could use single copy.
MOTION to update membership form to reflect new policies and be more socially responsible with our language. **Kari, Erin CARRIED**
 - There was a discussion about charging memberships to out of town registrants. In the past we haven't charged
MOTION that as of January 1st, 2019 the WCA will require a membership to take programming regardless of address (out of town) **Kari, Bailie CARRIED**
- Events/Social Coordinator – Danielle Proulx-Gaudet
 - Has been brainstorming for winter carnival ideas, will text Danya for more information

- Cancelled Kindersport program because of low registration. 4 participants aren't enough to run, prefer 5-6. Nicole suggested advertising in the Wildwood School newsletter
- Soccer Coordinator – Myrnalyn Balzer
 - Soccer is running one <7 team for a profit of \$500
 - All other registrants were transferred to other association teams. All of the transfer information has been given to Erin. One participant is Kidsport funded.
 - We donated a collection of used ball to Rosewood Association to assist them with program start-up.
- Basketball Coordinator – Tracy Zhang
 - Basketball is running 6 teams. Erin has confirmed the financial information, there are some fees outstanding and some transfers
 - Tracy requested some booking changes from Bailie for the next session including extending the time by one half hour, the Lakeridge small gym in not appropriate for Juvenile boys, need an alternate practice date to accommodate weeks with stat holidays.
 - We need 4 game balls for midget, juvenile boys, and 2 first aid kits. Myrnalyn suggests scavenging extra first aid kits from the soccer bags
- Rink Coordinator – Chris Gillings
 - Claiming our repairs under the Rink Improvement Grant wasn't cost effective. We are only getting \$150. Mark will scrap the RIG request and suggests that we apply the repairs to the Rink Operating Budget claim in April. This will get us 50% back which will be higher than \$150.
 - Mark suggests doing an assessment after the season and planning a large improvement in the near future - shack?, lights?, boards?
- Community Consultant – Mark Planchot
 - as emailed
 - Highlights, dates to remember - rink grant, community gardens, youth programming. There was some discussion and interest in youth programming. Nicole and Pat will work together on targeting youth, try to get something together and apply.
 - Park Improvement Grant - Pat noted that the basketball net in the park has heaved. Mark asked him to send a photo and he will look into it. Replacement/repair may be covered as a safety issue
 - Upcoming co-ordinator workshop - rink, treasurer
- Members at Large –
 - Evan Bradford
 - Katherine Skelton Rogalski
 - Kelly Liu
 - Bailie Knowles (Facility Booking) -
 - hopes to stay in our neighbourhood should get early priority bookings for next time

7. Next regular meeting

November 27th ; 7:00 pm (Bishop Pocock School)

8. Adjournment @ 8:57