

# Wildwood Community Association

Executive Meeting MINUTES

February 26, 2019; 7:00 pm (Bishop Pocock School)

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**Attendance** : Robin Mowatt, Mark Planchot, Erin Mitchell, Amy Josephson, Danielle Proulx-Gaudet, Nicole Roe, Myrnalyn Balzer, Kari Froelich

**1. Call meeting to order @ 7:04 pm**

- Chair - Pat Hauser

**2. Approval/Adoption of the Agenda**

- a. **MOTION to adopt the Agenda**  
**CARRIED**

**Nicole, Danielle**

**3. Approval/Adoption of the Minutes - January 22, 2019**

- a. **MOTION to adopt the Minutes as presented**

**Amy, Myrnalyn CARRIED**

**4. Special Guest**

- **Heather Morrison (SUM Theatre)**
  - The theme is climate change. The set, puppets will be made of recycled materials
  - Wildwood park will host this year. Dates will be finalized in May. That timing will miss the newsletter, but we agree to post signs, do social media to promote
  - SUM asks for a donation amount of \$600. (50/50 share with Lakewood)
- Mark wonders about the details of our agreement with Lakewood. The board doesn't know the specifics. He will contact Danya Mousseau and investigate with the LCA. Erin doesn't remember sending a donation to SUM last year.

**ACTION - Mark will research our agreement LCA regarding the sharing of SUM theatre performances**

**ACTION - Erin will look into last years books to see if we made a donation to SUM**

**5. Old (and Ongoing) Business**

- a. Future Projects – Wildwood Park (2019?)
- Suggestion box at family fun day, blurb in newsletter.
  - Nicole spoke with Wildwood School PTA and is working on a joint proposal for painting backboards/new nets on basketball hoops.
  - Topics arising are : gazebo/shade structure, skateboard rails, benches, adult exercise equipment, rink improvements (boards, warmup shack, chain links fencing.)
  - Nicole and Pat are appointed to a subcommittee on this topic. They will gather and compile feedback and meet with Mark in early March to get a grant proposal ready for April 30th deadline.

**ACTION - Nicole and Pat will form a Park Projects Subcommittee to submit a grant proposal to the City.**

- b. August Newsletter Delivery – using Canada Post & City Hall Printing Services
- Robin had nothing new at this time. He will update next meeting.

**6. New Business**

- a. Family Fun Day - rescheduled due to cold weather - Danielle
- New permits are in place, Josephson family will mind the firepit, Pop-up Playground by Tinytots will be inside, menu by Tim's (coffee, hot chocolate, tea, timbits)

- Nicole and Pat will renovate, update the poster board display
- Kari may have a lead on free skates for use at the rink

b. June meeting

- Bishop Pocock school is not available.
- A Mr. Ribs supper meeting is suggested.

**7. Reports**

- President –
- Past President – Danya
- Vice President – Robin
- Treasurer – Erin
  - reports that she has begun to use Quickbooks software. There will be a ongoing cost to use this software of ~14/mo. (1st 6 months @\$3/mo). \$14,000 in the bank right now.

**MOTION to spend \$15 for the Quickbooks online software for the remainder of this year (June 1).**

**Erin, Amy                      CARRIED**

**MOTION to spend up to \$200 for the use of Quickbooks online software to the end of 2019/2020 fiscal year.**

**Amy, Erin                      CARRIED**

**MOTION to change our banking to Affinity Credit Union with Amy, Erin, and Nicole acting as signing authorities.**

**Kari, Danielle                      CARRIED**

**MOTION to accept this report as presented.**

**Nicole, Kari                      CARRIED**

- Secretary – Amy
  - No report
- Indoor Coordinator (children/youth) – Patrick
  - Preschool Dance is going forward.
  - Chinese cultural experience has been plagued by cold weather. They will start again in March and be extended by a week.
- Indoor Coordinator (adult) – Nicole
  - No report
- Communications – Jaimie /Joel /Kari
  - Joel reported via email - See Addendum 1.

**MOTION to spend \$150 per year on Jotform registration software.**                      **Kari, Nicole                      CARRIED**

**MOTION to eliminate the \$5 credit card processing fee for online registrations.**

**Nicole, Myrnalyn                      CARRIED**

- Newsletter – Robin
  - One page summary newsletter was well received. Second printing was required due to date change.
  - Katherine will take over newsletter duties from Robin. He will mentor her for the next publication and hand over.
- Membership Coordinator – Kari
  - 100 new registration forms printed with updated, asked for information about city hall printers from Mark.

- Babysitter's Training course was a big success, Stay Safe is upcoming
- 131 memberships
- Events/Social Coordinator – Danielle
  - Kari will meet Danielle at 12:30 to assist with set up and give access to School
- Soccer Coordinator – Myrnalyn
  - sign up for next session will be on Sunday, rates will increase (<5 - \$70, <7 - \$75, <9 - \$85)
- Basketball Coordinator – Tracy
  - No report
- Rink Coordinator – Chris
  - Report as emailed - see Addendum 2
- Facility Coordinator - Bailie
  - Report as emailed - See Addendum 3
- Community Consultant – Mark
  - Report as presented, highlighted volunteer appreciation event on March 28th
- Members at Large –
  - Evan
  - Katherine
  - Kelly

**MOTION to accept these reports as presented.**

**Amy, Danielle**

**CARRIED**

**8. Next regular meeting**

March 26, 2019 ; 7:00 pm

**9. Adjournment**

- a. **MOTION to adjourn the meeting at 8:36 pm made by Myrnalyn.**

**ADDENDUM 1 - Joel Miedema - Communications Report**

Online Registration Status Update

We have made major progress in selecting and implementing a software solution in the past month, and I believe we are in a position to have our online registration system ready in time for the Spring registration season (starting March 3rd).

The system I'm recommending is the JotForm software that College Park is using. It's not the best around, but it's very inexpensive, and will provide all the basic functionality that we need. Best of all, it's so quick and easy to set up and integrate that I already have it working on a hidden page of our website:

[Please click here to have a look](#)

It's integrated into a hidden page of the website that you can only access with the link. Please ignore the scary red warnings - they are temporary since it's technically possible that someone could accidentally type in the exact URL to this page.

The form is set-up to use PayPal for credit card processing and is surprisingly flexible functionally. Cost-wise, the software will be less than \$150 CAD per year, and credit card fees will be generally \$1 to \$2 per transaction (potentially less pending nonprofit application approval).

I think there would be huge value in using the Spring registration as a low-volume pilot of this system before we have our full program and membership load in the fall. I am planning on meeting with Erin and Kari at 7pm on Thursday to go over the system and its implementation, and so if anyone else from the board has pressing questions or is very keen on seeing the details of this system, they are welcome to come to this meeting.

There are only four open items that I need before implementation, and most of these Erin can help me with. However, if any of the issues around implementation need board approval then I would appreciate if these discussion could take place at tonight's meeting:

1. I need our bank account / institution / transit numbers to set up PayPal & Credit Card deposits into our bank account. Right now any payments will just accumulate into our PayPal account.
2. I need cost approval and a payment method to upgrade the registration software from the free version to the paid version (which will remove JotForm branding and allow us to do more than small-scale test registrations). The software cost will be less than \$150 CAD/year.
3. I need approval to remove the \$5 credit card fee. We won't want the fee anymore as we should be incentivizing online payments, not discouraging them. Plus, with this setup our actual costs for credit card payments are in the range of \$1 to \$2 per transaction, so they can be easily absorbed in membership and program fees.
4. I need to know if we're ready to receive e-transfers yet, or if it's possible to have this ready in time for spring registration. Otherwise I'll remove it as a payment option. Also, I was hoping you could have a look at the cash registration option and let me know if this is too much of a nightmare to allow as an option.

#### **ADDENDUM 2 - Chris Gillings - Rink Update**

Nothing new to report on the rink front. I am just starting to make calls for estimates for work to add on the grant application due April 30.

We are going to scrape and flood the rink at 8:30 on Thursday night if anyone wants to join us out there too. The hard and long work is the shovelling and scraping. Once that is done the flood is easy. The more people we get to help out the faster the scrape is done and the flooding can get going.

Thanks.

#### **ADDENDUM 3 - Bailie Knowles - Bookings Co-ordinator**

Hi All,  
Don't think I'll make it today, if I do I'll be late. Something has come up that I need to be at home.

My only things are:

1. June- I can't book our mtng, because they don't book last two weeks in June.

Do we need a mtng in June? Or can we meet somewhere else?

2. April and May meetings are confirmed.

3. I want to apology again for the confusion for family day. I got my dates mixed up, and feel terrible! But I'm glad it all worked out.

See you next month!