

Wildwood Community Association

Executive Meeting MINUTES

June 22, 2021 @ 7:00 PM

Location: Bishop Pocock School, Science Room 

Attendance : Patrick Hauser, Nicole Roe, Mark Planchot, Joel Meidema, Chris Gillings, Amy Josephson, Danielle Proulx-Gaudet, Erin Mitchell, Tina, Tracy Zhang, Myrnalyn Balzer

1. Call to Order @ 7:05 pm

2. Welcome and Introductions

3. Approval/Adoption of this Agenda

Motion to approve the agenda with any additions. Joel, Nicole CARRIED

4. Approval/Adoption of Previous Minutes – May 2021

MOTION to approve the unadopted previous minutes. Danielle, Erin CARRIED

5. Old (and Ongoing) Business

- **COVID Protocol Update - Mark** ONGOING
 - Currently in Step 2 of the Roadmap to reopen. On target to meet Step 3 on July 11.
- **SUM Theatre in Wildwood Park, Summer 2021 - Pat** IN PROGRESS
 - See letter from SUM attached to the minutes
 - LCA volunteers to staff early show, we can staff late one
 - Tuesday July 20, early show at 5:30, late show at 7:30.
 - Joel promoting on facebook, website
 - Danielle, Tina volunteer to assist, Chris, Erin, Nicole may be around as well
- **WCA Summer Newsletter - Pat** ONGOING
 - Plan to start in late July
 - Two requests for full page ads, board discussion

ACTION Create a subcommittee to amend advertising policy to include an online only option and to modernize ad prices. (Joel, Pat, Erin)

6. New Business

- **Newsletter Coordinator Workshop - May 27th - Pat participated**
- **Program Evaluation Results - Joel**
 - See report attached to minutes
 - Overall very good, change in facility from tennis dome to dance studio was well received.
- **Park Maintenance tour, set date - Pat**
 - date will be in July
- **Outbuilding inventory Lists - discuss**

- see report attached to meeting request
- relevant for insurance purposes
- Nicole will donate some supplies to build shelves in the shed.

ACTION - a work party will be organized on a July weekend to create shelves for the shed. (Nicole and Myrnalyn will send some pictures of the available supplies. Pat will organize a work bee.)

7. Director's Reports

- President – Pat
 - Reminder to include Lakewood Park and Heritage Park in our July tour.
 - AGM date? Historical September 8th, 2021. **September 14th, 2021** chosen
- Vice President – Tina
 - Summer support list is finished & I'll send it to Joel
 - Jole will plan to promote on the website.
- Finance – Erin
 - Reviewed reports emailed to the board.
 - COS Grant money payment has come through, also Serina's newsletter payment. All outstanding things are accounted for.
 - Year-end was May 31. Erin will wrap things up and get with the accountant soon so that the books are back by the AGM.

MOTION to accept this financial report.

Nicole, Danielle

CARRIED

- Secretary – Amy
 - No report
- Indoor Coordinator (children/youth) – *Vacant*
 - No report
- Indoor Coordinator (adult) – Nicole
 - Booking space for fall. December space is very limited in school gyms, nothing past the first week.
 - Conflict between Soccer and Basketball times, recommend just booking the space and someone will use it, also try the other school.
 - Mark offered to help sort through historical records.
 - New bookings will be available July 19th.
- Website & Communications – Joel
 - Report as emailed to the Board
 - Searches based on food availability have increased, people are looking for information and clicking through to our website.
- Newsletter – Pat
 - As above
 - Several empty roles to fill in the association, Pat will put a plea in the newsletter.
- Membership – *Vacant*
 - No report

- Events/Social Coordinator – Danielle
 - Still a box of promotional frisbees in the shed to handout at SUM.
- Soccer Coordinator – Myrnalyn
 - Things are moving along, she will bring more info forward as she has it.
- Basketball Coordinator – Tracy
 - Changes afoot within the main organization. She will remain for the next year to hand over the role since she has moved outside the community.
- Rink Coordinator – Chris
 - No report
 - Quotes not available yet for upcoming work on lights. He doesn't expect them to exceed the existing motion.
- Facility Coordinator - *Vacant*
 - No report
- Members at Large – *Vacant*
- Community Consultant – Mark
 - Report as circulated by email.
 - Highlights : Great job, everyone! Continues to be impressed by the association and the effort we put in.

MOTION to accept these reports as presented.

Amy, Nicole CARRIED

8. Next regular meeting – Tuesday, August 24th, 2021

(7 PM @ ZOOM)

9. Adjournment

- **MOTION to adjourn made at 8:29 by Erin.**