

**College Park Recreation Association, Board of Directors' Meeting
Wednesday, June 9, 2021, 7:00 pm, Virtual**

Meeting Minutes Attendance:

Helen Armstrong	X	Kamini Lakhanpal	X	Mark Shimell	A
Clara Kim	A	Nadeem Bakhsh	X	Steve Cameron	A
Evan Sharp	X	Mark Planchot	X	Jami Gering	A
Jessica Smith	X	Malvina Rapko	X	Lukmon Bolarinwa	X
Afees Ayandiran	A	SueAnne Harms	X	Sanket Patel	A
Campbell Kendra	A	Cote Campbell	A	Rick Dupuis	A

Add to agenda: request for playground

1. Call to Order

Mark called the meeting to order at 7:02 pm

2. Visioning process was coordinated by Mark Planchot (7:02– 8:10 pm) – continuation from last meeting. Walked through the spreadsheet prepared by Mark; CPRA SWOT analysis, CPRA services/events update, recruiting/membership drive, ways to increase online presence.

Executive meeting began at 8:10pm, 7 members present.

3. Approval of Agenda

Motion: To approve agenda. Moved by Malvina, seconded by Jessica; all in favour.

4. Review of Last meeting – no question asked

Motion: To approve minutes of May 12, 2021, meeting, moved by Malvina Rapko, seconded by Jessica Smith; all in favour.

5. Business Arising from Minutes

- No item; nobody notices anything unusual.

6. Old/Standing Business

- Recruiting (filling vacant board positions): Mark asked for short term suggestions; suggestions from the group included:
 - using e-contact to university advisors. SueAnne shared the experience she used in the University by sharing University emails but said University is opening the next day and everybody will be kind of busy. This can be a good strategy for the group to try for the fall.
 - Connecting directly with people in the community. As public health measures relax over the summer, get to know your neighbours and share some of the great things the CPRA is involved in.
 - Promoting the fall AGM
 - Kamini suggest that each member on the CPRA reaching out to at least one new person on their street.

It was agreed to get a form of Eblast for reaching out - Lukmon to investigate online newsletter templates.

- Revenue – Loss of revenue over this past year and a half has been a concern shared by all executive. Mark reminded the group that all Associations are struggling with this loss in revenue over the pandemic. Discussing strategies on collecting more memberships & program registration will be the key to balancing the annual budget. Fundraising is another way some Associations are raising funds to help in projects or events they want to offer.
- Newsletter Ad Policy – Mark mentioned that there have been some recent advertising requests for both the newsletter and our social media. This raises the question of does our advertising policy provide guidance in all the advertising methods CPRA uses.
Action: Mark to meet with Jessica, Kamini and Lukmon to discuss this policy.

7. New Business

- Signing Authority: Evan requested that a new executive member be given authority to sign cheques issued by the College Park Recreation Association (CPRA). This additional executive would be to replace the President (Helen) who has resigned.

Motion: To remove Helen Armstrong as having signing authority for the CPRA and replace her with Jessica Smith. Moved by Evan, seconded by Nadeem; all in favour.

- Fall AGM Planning: With the AGM normally offered in September, there are several items discussed. Decisions made were:
 1. Malvina volunteered to chair the AGM if this role remains vacant by then.
 2. Food/venue – the group discussed different times/locations for this AGM. It was decided that a weekend afternoon “pizza in the park” AGM style of event would be fun and may bring out families to take part in the AGM. Malvina suggested Saturday, **September 18th @ 12:30pm – 2:00 pm**; group agreed.
 3. Outdoor Entertainment - Malvina suggested getting an outdoor entertainment for the kids.
 4. SueAnne suggested doing something extra and budget friendly. Nerf gun war (getting grade 8 volunteer with \$5 gift card). SueAnne suggested getting equipment – speaker, screen/projector – all in favour.
 5. Kendra/Malvina agreed to begin planning the coordination of the food & details of the AGM (board will assist once “to do” list is created).
 6. Pre-AGM meeting – group agreed to meet on **Sept 8th** (7 pm, at outdoor rink) to take a tour of the supplies CPRA has, and to finalize details of AGM.

Motion: To budget \$750 for AGM. Moved by Evans, seconded by Malvina; all in favour.

8. Information Reports (note: only executive reports with details to document will be listed)

- a) Newsletter Editor - Kamini advise that we should have all necessary information for the next newsletter by minimum of 15 days (sept 3rd) prior to AGM. She set deadline to receive all information to August 1st.

Motion: To approve \$230 for Kamini to deliver Fall newsletter. Moved by Kamini, seconded by Evans; all in favour.

- August coordination for newsletter distribution – Nadeem offered to coordinate the newsletter distribution (for the carrier routes heavily populated with apartments) using Canada Post.

Motion: To approve \$125 for Nadeem for August coordination of newsletter distribution to specific areas in the neighbourhood with apartments. Moved by Nadeem, seconded by Malvina; all in favour.

b) Indoor Activities Coordinator – SueAnne Harms

- Spring programming: SueAnne gave update on spring programming which is planned for 10 kids and starting in June or July until August. She said it will be free for members and will probably hold for 8 weeks. She also talked about having the Baby-sitting program. Nadeem said he can help with the Taiichi protocols.
- Fall programming:
 - Babysitting course – Malvina to follow up with organizing babysitting course. Course pushed to Fall. She will keep coordinating with SueAnne.
 - SueAnne is coordinating ongoing virtual painting with Nadeem (memorial painting of 250 kids found in boarding school)
 - Fall/Winter planning – kids/adult learning to skate, newbies skies, winter program planning, planning on doing virtual art class in fall, monkey madness (SueAnne said she does not trust doing indoor/outdoor together, suggest if somebody is able to take Monday for 8 weeks)
 - Rink management - Now that we have a big rink committee, we should be able to get Fall booking one June. SueAnne ask for other people’s opinion on it.

c) Facilities Manager - Nadeem Bakhsh indicated that he has now had an orientation and will be overseeing the booking and coordination of school program space this fall.

d) Website Coordinator - Jessica Smith noted that online registration for children’s painting program is now open.

e) Community Consultant – Mark Planchot shared visioning plans as well as June monthly report. Plan will be to summarize short & medium length goals so as a board we can discuss in the fall and assign leads or subcommittees to the action items.

Motion: To accept all reports. Moved by Jessica, seconded by Kamini; all in favour.

9. Adjourn – Moved by Malvina at 9.18 p.m.

10. Next Meeting Date – Sept 8th, 2021 @ the rink (7pm)