

College Park Recreation Association Board of Directors' Meeting
Wednesday, August 28, 2019, 7:00 p.m.
City Recreation Unit (beside Cardinal Leger School)
MINUTES

In Attendance:

Helen Armstrong	√	Adam Goertz		Mark Shimmel	√
Clara Kim	√	Mark Planchot	√	Steve Cameron	
Brent Wolfater		Scott Gjesdal		Jami Gering	√
Evan Sharp		Malvina Rapko		Aaron Wright	
Jessica Smith	√	SueAnne Harms	√	Leah Howie	
Kamini Lakhenpal	√				

1. Call to order

- Helen called the meeting to order at 7:25 pm

2. Approval of Agenda

- The agenda was approved with the addition in adding “Advertising” to the new business items as well as a “Guest” heading for Donovan Buchannon. Moved by: Clara; Seconded by: Jessica; CARRIED

3. Review of June 12, 2019 Minutes

- Moved by: Kamini; Seconded by: Jessica; CARRIED

4. Business Arising from Minutes

- Helen noted that from the June minutes there was a motion to donate \$30 to Cardinal Leger grade 8 class for their farewell. This donation ended up being offered too late. Helen confirmed with the teacher that the donation was no longer necessary.

5. Old Business (standing or ongoing)

- Board Orientation (review of policies, internal/external communications)
 TABLED: until October 2019 meeting.
ACTION(1): Mark and Helen to discuss content for this orientation
- Criminal Records Check and Vulnerable Sector Check: Review policy for instructors
 - ❖ Although a motion to cover the cost for a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) was completed at the June 12, 2019 executive meeting – no policy to date has been drafted outlining exactly how these checks will be completed (the process). Since fall programs begin with the next 2 weeks, SueAnne will proceed with having instructors start to get these checks completed, and then the policy outlining the process will be created and approved by the board at the Sept 11 executive meeting following the AGM.
ACTION(2): Resend templates for CRC and CA letter to SueAnne, Mark S and Helen.
ACTION(3): SueAnne to modify templates and bring them to the Sept 11 CA executive meeting for review.

- Newsletter Advertisement policy and processes
 - ❖ Kamini had to leave the meeting early but said that she could review this policy over speaker phone with the group later in the evening if this works. Since the policy would not be put into place until the winter newsletter, it was decided to table this policy for the Sept 11 CA executive meeting.
TABLED: until Sept 11 meeting.
ACTION(4): Kamini to enter hand written newsletter ad policy into the electronic template so it can be reviewed at the Sept 11 CA executive meeting.

- Rink repairs:
 - ❖ No quotes for material or equipment costs have been received by Adam and Scott to this point.
 - ❖ The concern discussed is that without a confirmed plan to purchase the materials/equipment and to lead the coordination of the repairs to be done – holding the Sept 14 (prep) and Sept 21 (paint) dates seems premature. Also, no advertising for this event has been done to this point, so recruiting volunteers for these 2 dates will be difficult (relying on advertising through website and possibly a sign rental). Helen will follow up with Adam and Scott on the feasibility of this rink project being done by these dates in September, otherwise the project should be postponed until spring 2020 when better advertising and planning can be done.

ACTION(5): Helen to follow up with Adam and Scott to determine if quotes have been gathered and could the repairs planned by coordinated by them for the 2 dates planned in September. Helen to provide an update to the board so that a decision can be made on this in the next week (by Sept 4 an email update to group).
 - ACTION(6):** If this Sept rink work bee is to be done, the following items need to be decided on (possibly through email voting or at Sept 11 meeting, though only 3 days before prep date scheduled):
 - Budget for Clara to do the pizza social after the work bee
 - Who will be the leads on purchasing and coordinating the repairs on the Sept 14 and 21
 - A task sheet of things to be purchased, equipment to rent, equipment to bring (ext. cords, tarps, etc.) needs to be created and shared with the CPRA executive so that we can sign up to help
 - Decision on what ways will be used to promote the work bee and recruit volunteers (and motion if sign rental, etc. are done)

- Programming for fall: Review of planned classes
 - ❖ SueAnne reviewed the new programs being planned for this fall and which programs (such as Welcome to the Neighbourhood and Plalkers & Snow Angels) will be subsidized by Cost As A Barrier (CAAB) funds. It was also confirmed by the group that all programs will charge membership fees to registrants.

6. New Business

- Guest
 - ❖ Donavan Buchannon is a new resident to College Park and wanted to attend the executive meeting to find out what CPRA is all about. Helen encourage Donavan to ask any questions he may have and to consider coming back to the Sept 11 AGM to sign up for a vacant position.

- Family and individual CPRA memberships
 - ❖ Membership fee was also discussed. A motion was also made to keep the CPRA membership fee at the \$15 per household amount that it currently is. Moved by: Jessica; Seconded by: Clara; CARRIED

- Preparation for AGM (Mark Planchot):
 - ❖ In preparation for Sept 11, a few details regarding the AGM were discussed:
 - All executive projected 2019/20 budgets are to be sent to Evan asap so that they can be compiled and presented then.
 - All executive are to prepare a short summary of this past year's activities they were involved in and their plans for the upcoming year. Use the report template that Mark sent out in June (email Helen or Mark if you need a copy of this or have questions).
 - Clara will be in charge of pizza & made a motion for \$250 to cover all food and drinks for the AGM social. Moved by: Clara; Seconded by: SueAnne; CARRIED
 - Items such as agendas, copies of governance documents, signup sheet, executive position info sheets, past AGM minutes – all need to be prepared and brought to meeting.
ACTION(7): Mark to follow up with Brent, Leah & Evan to make sure these items are all brought to meeting.
 - ❖ AGM/CA executive meeting for Sept 11th, 2019 is the following:
 - 5:30-5:45 pm: Clara will arrive at school with food/drinks & plates/cups
 - 5:30-5:45 pm: Executive to arrive and start setting up library for meeting
 - 6:00 – 6:45 pm: Social/AGM (including elections)
 - 6:45 – 7:00 pm: Arrange room for meeting and start of in person registration (SueAnne to bring laptop?)
 - 7:00 – 7:45 pm: Monthly executive meeting with new board
- Promotion
 - ❖ There was some discussion on whether or not sandwich boards or renting a reader board/curbex sign would be a good way of promoting upcoming events or registration periods. SueAnne said that she would check on rental prices, and Mark could bring a couple of sandwich boards to the AGM (for CPRA to try out) if SueAnne wanted to bring some coroplast boards (2' X 4') that fit in it advertising the event.
ACTION(8): SueAnne to investigate rental costs of curbex signs, & to prepare 2 coroplast boards for the AGM (purchase boards likely at dollarama)
ACTION(9): Mark to bring 2 plastic sandwich boards to AGM.

7. Information Reports

President – Helen Armstrong

- ❖ No report

Vice-President - Brent Wolfater

- ❖ No report

Treasurer – Evan Sharp

- ❖ Report via email – will be collecting executive projected budgets and summarizing for AGM. Will also be following up to find out if financial review engagement is completed so it can be presented at the AGM.

Secretary – Leah Howie

- ❖ Absent No report

News Letter Editor - Kamini Lakhanpal

- ❖ Only newsletter ad policy was discussed – see comments in old business section.

Indoor Activities Coordinator – SueAnne Harms

- ❖ Discussion of fall 2019 programs – see comments in new business section.

Facilities Manager – Aaron Wright

- ❖ No report

Special Events Coordinator – Clara Kim

- ❖ Clara shared a number of different ideas she has for special events the CPRA could offer in the upcoming year. Following the discussion, Clara made a motion to offer 3-4 themed community events (for special dates such as Valentine’s day, etc.) over the course of the next year up to August 31, 2020 for a total projected cost not to exceed \$1,000. Moved by Clara; Seconded by: Mark S; CARRIED

Soccer Coordinator - Mark Shimell

- ❖ No report

Website Coordinator – Jessica Smith

- ❖ Jessica mentioned that recently she discovered that the CPRA Facebook that was created a number of years ago is still “live”, yet we do not have the password info to log onto it. Also, a former CPRA executive (Paul) has his own private College Park Facebook page and in conversations with Jessica, would be willing to let the CPRA post info to his page if the CPRA feels they would like to have a Facebook presence (as well as Instagram). Following a discussion on this topic, the board supported that Jessica do what she can to cancel the existing unused CPRA Facebook account so that a new one can be made in the future (if there is interest from someone on the board to lead this) and to discuss whether Paul is interested in being the Facebook Coordinator for CPRA with his Facebook page rather than someone on the CPRA simply post to his page.
ACTION(10): Jessica will follow up with Facebook about cancelling the CPRA Facebook page
ACTION(11): SueAnne (or Jamie?) will talk to Paul about if he is interested in being involved with the CPRA as the coordinator for Facebook.

Rink Coordinator – Steve Cameron

- ❖ No report

College Park School Liaison – Malvina Rapko

- ❖ No report

Cardinal Leger School Liaison – Scott Gjesdal

- ❖ No report

Evan Hardy Collegiate Liaison – Jami Gering

- ❖ No report

Members at large – Lukman Bolarinwa,

- ❖ No report

Adam Goertz

- ❖ No report

Community Service Liaison – Mark Planchot

- ❖ No report

8. Future Agenda Items

- ❖ None

9. Next Meeting Date – AGM on September 11, 2019, followed directly by a CPRA Executive meeting

10. Adjourn

- ❖ SueAnne made the motion to adjourn at 9:35 pm