

**College Park Recreation Association
Board of Directors' Meeting
Wednesday, February 13, 2019, 7:00 p.m.
Mr. Ribs, Saskatoon, SK**

Minutes

Attendees: Mark Shimell, SueAnn Harms, Helen Armstrong, Mark Planchot, Jessica Smith, Scott Gjesdal, Jami Gering, Evan Sharp

Regrets: Brent Wolfater, Steve Cameron, Kamini Lakhanpal, Aaron Wright, Malvina Rapko

1. Call to Order: Helen called the meeting to order at 7:10 p.m.

2. Approval of Agenda

MOTION: Evan/Jessica; all in favour

3. Review of November and January Minutes (No December meeting)

Note: November minutes were approved at the January meeting; January minutes tabled for approval at March meeting, as sent just before meeting start time.

4. Business Arising from Minutes

- Action items were reviewed from January minutes: 1) ACTION - Evan, Brent, and Helen still need to see to adding Helen's name at Affinity Credit Union for signing authority. 2) ACTION - There still needs to be a rink site assessment to see what work needs to be done. Mark P will get in touch with Steve to set that up. Helen offered to join them. 3) ACTION – Has Steve initiated the repairs for which \$400 was approved (rink nets)? Helen to email Steve.

5. Old Business

None

6. New Business

- Resignation from CPRA, and change in assignment
Darren Howarth has emailed his resignation from the CPRA as the Cardinal Leger Liaison, which is noted and accepted.

MOTION: Evan/Jessica; That Scott Gjesdal be moved from the role of Member at Large to Cardinal Leger School Liaison. All in favour.

- Review of CPRA policies and practices, for example internal/external communication; programming (instructor course outlines and evaluations), relationship with ECPCA and other orgs. Tabled
- CPRA goal-setting 2018-19

The CPRA revisited the most recent goals, updated in June, 2018:

- 1) Membership. There was a discussion about how we record the memberships that we do have. ACTION: Jessica/SueAnne will send a copy of the 2019 winter registrations to the entire executive board (Helen – for membership; Mark – for annual program grant), as that document will show who has the most recent memberships. The CPRA does not have access to the information about fall memberships, as the program registration was completed with ECPCA. Should we consider having a membership coordinator so that new and renewed memberships can be tracked? For now, Helen will create/save a repository of memberships. ACTION: More discussion needed on how the CPRA can promote what this membership fee goes towards (e.g., any of the free programs and services offered by the CPRA); and what this membership information could be used for (e.g., eblasts for upcoming events, volunteer helper signup) Discussion needs to follow regarding what the CPRA might offer for paid memberships.
- 2) Projects: Rink repairs were the project focus. ACTION: The needed repairs will be elaborated during the meeting between Mark P and Steve (which might include Helen). Those will be reported at the March meeting in order to have time to complete the related grant application by April 30.

- 3) Projects: Year-at-a-Glance sheet that notes important dates for grant applications, as well as responsibilities for each of the CPRA positions. ACTION: Helen thinks that Mark P sent this to us. She will have a look for it, and communicate with Mark P if she cannot find it.
- 4) Park Enhancement: Helen noted her interest in a picnic table and a garbage container for a space just east of the apartment buildings on Summers Place. That grant application is also due at the end of April. ACTION: Helen will find and review the information that we have, and report back to the March meeting.
- 5) Programs. We might expand our programs to include more of our College Park residents. Currently, our CPRA does not do that much for either immigrants or seniors in our area. We need to reach out to both demographics, perhaps in our newsletter first. ACTION: Helen will craft a sentence or two for the spring newsletter that specifically asks: How can our College Park Recreation Association serve you? We could include that question in several languages.
For now, we might focus our expenditures on the rink, and consider programs that might be initiated in the newly renovated rink.
- 6) Website: A big thanks to Jessica for all her work on our CPRA website! Well done!
- 7) Community Clean-Up event. As noted, June 1 is the agreed-upon date for the 2019 CPRA back-alley clean up, if the date is available (ACTION: Mark P will check and get back to Helen). Helen also noted that it may be a good idea to work with the three schools (particularly College Park and Cardinal Leger) to educate the students not to drop garbage on the ground, which then blows down the adjacent back alleys. As well, Helen noted that the back alley clean-up focusses on the bigger items in the back alleys, as it should, and that smaller refuse is dropped all the time. She suggested a CPRA Back Alley Clean-up Walking Participants (BACUWP) group, perhaps communicated in the newsletter and on the CPRA website. Folks could register their name for the CPRA BACUWP on line, for example, be provided a sheet to log walks and bags of garbage picked up, as well as a link to report unsafe garbage, graffiti, and/or large items, all which need someone with a truck and/or a city/health person (e.g., to pick up needles). Each week, the group might meet in some park for a visit, with a monthly coffee at Mystic Java, and/or a concluding appetizer evening at Mr. Ribs once the snow flies. This idea needs to be fleshed out more with everyone's input.

7. Information Reports

Sub-committees (Programming, Membership) No reports

President – Helen Armstrong (No report)

Vice-President - Brent Wolfater (Absent; no report)

Treasurer – Evan Sharp

Evan noted that a financial update will follow.

Mark P elaborated some details about the various grants available for the CPRA, the applications all of which are due on April 30. His latest report contains details of those applications. Primarily, the CPRA members who are responsible for the requisite areas of the grant funding will work with Evan to complete and submit the applications.

Evan noted that only \$100 of the \$811 Cost-as-a-Barrier funding was used in 2018. Mark P noted that the Cost-as-a-Barrier funding might be used to provide free registration, to subsidize programs, to cover the cost of NSF cheques, for example. It was noted that participants who receive free registration may give back by volunteering with the CPRA, for example.

Secretary – Vacant/Rotating

News Letter Editor - Kamini Lakhanpal (Absent, but asked the CPRA to make a decision about the length of the spring newsletter)

MOTION: Jami/SueAnne; That the spring newsletter be a two pager (one sheet of paper printed on both sides)/ all in favour

ACTION: Helen is to call the Cadet squadron that volunteered for our back alley clean-up to see if they would like to volunteer to deliver the newsletters. Evan noted that that Cadet squadron had not yet cashed the cheque for \$30 that we gave them for volunteering at the back alley clean-up. Helen will also ask about that and offer to get a new cheque issued as the other will be stale dated by now.

ACTION: Jami noted the newsletter should note a change in Evan Hardy School to Evan Hardy Collegiate. Helen will communicate that change to Kamini.

ACTION: The CPRA decided by consensus to host our second annual back alley clean-up, this year on June 1 (if the date is available). Mark P will check on the availability of the date, and Helen will make sure that the communication is included in the spring newsletter.

Indoor Activities Co-ordinator – SueAnne Harms

SueAnne reported that we had netted \$475 from our fall programs, but that our winter programs, with some difficulties with booking, so far look to be netting approximately \$100 from five programs. A breakdown of the programs and registrants was sent under separate cover. It was confirmed that all instructors must submit copies of Criminal Records, Child Abuse, and Vulnerable Sector record checks before they can be employed for the CPRA programs. ACTION: SueAnne will confirm with all instructors. Mark P. will bring related information to our March meeting.

Facilities Manager – Aaron Wright (no report)

Special Events Coordinator – Vacant

Soccer Coordinator - Mark Shimell

Mark S reported that registration for spring (outdoor) soccer will begin this week, with printed information going to College Park and Cardinal Leger Schools for distribution to students, as well as an electronic notice sent to both schools for inclusion in their school electronic newsletters.

Register - Vacant

Website Coordinator – Jessica Smith

Jessica reported a smooth use of the on-line registration platform, which is still open. About 2/3 of registrations were on-line, and 1/3 in person. She noted that refunds can also be made on-line. Soccer registration is also being done on-line. Our charge for the platform is \$10 per month. The CPRA team offered kudos to Jessica for taking the initiative to research inexpensive platform for our group and doing the work to get everything in order!

Rink Coordinator – Steve Cameron (Absent; no report)

College Park School Liaison – Malvina Rapko (Absent; no report)

Cardinal Leger School Liaison – Scott Gjesdal (No report, as just new to role)

Evan Hardy School Liaison – Jami Gering

Jami noted that Evan Hardy will be staging a spring concert.

Members at large – Vacant

Community Service Liaison – Mark Planchot

Mark P reviewed his most recent newsletter, particularly noting the Volunteer Appreciation event, as well as elaborating sources and details of granting opportunities for the CPRA.

8. Next Meeting Date – March 13, 2019

9. Adjourn: 9:00, by consensus