

**College Park Recreation Association, Board of Directors' Meeting  
Wednesday, January 8, 2020, 7:00 pm, École College Park School Library  
Meeting Minutes**

**Attendance:**

Helen Armstrong	x	Kamini Lakhenpal	r	Mark Shimmel	x
Clara Kim	x	Adam Goertz	a(bsent)	Steve Cameron	a
Brent Wolfater	x	Mark Planchot	x (til 8:00)	Jami Gering	x
Evan Sharp	r(egrets)	Malvina Rapko	x (for last 15 min)	Aaron Wright	a
Jessica Smith	x	SueAnne Harms	x	Lukmon Bolarwina	x

1. Call to Order

Helen called the meeting to order at 7:00, and welcomed guest MLA Eric Olausson.

2. Approval of Agenda

**Motion: To approve agenda; moved by Mark S, seconded by Brent; all in favour.**

3. Review of December Minutes

**Motion: To approve minutes of December 11, 2019 meeting; moved by Brent, seconded by Jami G; all in favour.**

4. Business Arising from Minutes

Most action items, as noted in minutes from December 11, have been addressed. **Actions yet to be addressed: Mark P will send out a check list for what needs to be checked at the Rec Centre for those volunteering. Helen will fill the water bottles currently stored in the lean-to shed in preparation for the Fun Day. Mark P purchased the lock box; Mark S took it, and will install it on the rec center fence with the the keys inside that he currently has. Steve Cameron will keep his set of keys because he accesses the rec centre for the flooding and care of the outdoor rink.**

5. Old/Standing Business

- Criminal Records Check and Vulnerable Sector Check: Review status of policy for instructors: Helen noted that she went to the police station, and completed her CRC and VSC. She distributed the letters to CPRA volunteers, along with the forms from the police station, and gave the letters for instructors to SueAnne, as well as some of the police station forms.

6. New Business

- Registration for winter 2020 classes (simultaneous with meeting): SueAnne and Jessica assisted with in-person registration. SueAnne reported that registration numbers were improving with most of the programs having some registrants (although a couple have only two registrants thus far and two programs will not run: Plalkers and Welcome to the Neighbourhood)
- Check of rec centre with check list; purchase of lock box; set up of volunteers for rec centre check block times. **Action: Once Mark P sends out the check list, Helen will put out a call for volunteers to check the rec centre.**
- Recruitment of new CPRA members to fill vacant positions. Jami suggested that we could use the opportunity at the Fun Day to see if we might recruit volunteers for the following positions: Secretary, Cardinal Leger School Liaison. Jami also challenged our CPRA members to each invite three people to the Fun Day on January 18!
- Attention to CPRA policies regarding:
  - a) requests for website or social media advertising: It was agreed that we should continue the current policy of accepting business advertising only in the newsletter and for the agreed cost, and to advertize events from the City of Saskatoon and non-profit organizations on our website, as we saw fit, for no cost.
  - b) frequency of and persons/positions responsible for review of CPRA insurance policy: **Action: Helen will contact Brent, Evan, and Mark P to see if we can find a time to meet to review the insurance policy, with an annual review by the President and Vice-President becoming a practice.**

c) frequency of review of all CPRA policies and procedures **Action: President and Vice-President will review annually.**

- Final plans for January 18 Winter Fun Day. Clara reviewed the plans, and made arrangements to fill in the needed tasks.
- Professional development opportunities for CPR: Helen suggested the possibility of some in-house CPRA professional development, in particular reviewing Malcolm Gladwell's book *Talking to Strangers* and assessing its application to our work as the CPRA executive. It was felt that there was a lack of time for this initiative.

#### 7. Information Reports

President – Helen Armstrong: No report (NR)

Vice-President - Brent Wolfater (NR)

Treasurer – Evan Sharp (Regrets, so NR; email message sent)

Secretary – Vacant

News Letter Editor - Kamini Lakhanpal (Regrets, NR)

Indoor Activities Coordinator – SueAnne Harms

SueAnne noted registration for winter 2020 programming, and gave Helen cash and a cheque (noting that \$100 was claimed for CAAB funding). **Action: Helen will take the cash and cheque (as well as Mark P's receipt for the lock box) to Evan.**

Facilities Manager – Aaron Wright (Regrets so NR; Aaron sent an email just prior to the meeting that he was resigning from the CPRA after spring bookings are completed.)

Special Events Coordinator – Clara Kim

Clara noted that all is coming together for the Fun Day event. **Action: Jessica will buy the groceries needed and take them over to Helen's house. Action: Mark S will unlock the rec centre by 12:00 on January 18. Action: Mark P will send Clara and Lukmon consent form templates that will allow for participants to consent to their pictures and/or videos being posted on the CPRA website and/or social media platforms.**

Electronic motion sent January 13, with sufficient votes for passing received the same day:

**Motion:** That the January 18 Fun Day be postponed because of cold weather and that that be communicated to those affected, with a future date to be decided. Moved by Mark S, seconded by Malvina, votes in favour by Mark S, Malvina, Clara, Evan, Kamini, Jessica, Brent, Aaron, and Lukmon.

Soccer Coordinator - Mark Shimell (NR)

Social Media Coordinator (added) – Lukmon Bolarwina

Lukmon, as well as Clara, noted that the three platforms needed to be discontinued and begun again as they all were in Clara's Special Events Coordinator's name rather than in Lukmon's Social Media Coordinator's name. The platforms should be back up in about 10 days, hopefully in time to post yet about the January 18 Fun Day.

Website Coordinator – Jessica Smith

Jessica noted that the registration has experienced a few hiccups in that folks cannot always complete the process with payment. She is attempting to address the challenges. She needs to meet with Mark S to plan for spring soccer registration. Jessica sought and received permission to delete old emails coming into the CPRA website that are then forwarded to us through our personal emails.

Rink Coordinator – Steve Cameron (Absent so NR)

College Park School Liaison – Malvina Rapko

Malvina noted that our new CPRA bulletin board is up. Thanks Malvina! Ecole College Park School is also doing a project on raising awareness of education, with displays being hosted by the College Park Sobeys.

Cardinal Leger School Liaison – Vacant

Evan Hardy Collegiate Liaison – Jami Gering (NR)

Members-at-large – Adam Goertz (aka rink helper; absent so NR)

Community Service Liaison – Mark Planchot's report was circulated. He sought feedback on a volunteer event for the community associations. Folks noted that a networking event with food would be our preference.

8. Future Agenda Items - None as noted at meeting

9. Next Meeting Date – February 12, 2020

10. Adjourn – Moved by SueAnne at 8:50 p.m.