

**Briarwood Community Association  
Board of Directors Meeting  
Monday February 8, 2016 – 8:15 PM  
Briarwood Community Centre**

Present: Eldon Ortman, Nora Ortman, Lou Anne Turcotte, Shirley Zhou, Bruce Richet, Wally Leis, Elaine Reinhart, Carrie Haimanot, Arin Jorgenson

Regrets: Li Zhang , Prem Sharm, Amy Sturgeon

1. **8:16** call to order
2. Approval of agenda – motion by Bruce, seconded by Wally
3. Approval of January 2016 minutes moved by Nora, seconded by Lou Anne
4. Business arising from January 2016 minutes:
  - Bruce asked if there was an update from City of Saskatoon regarding ability to use outdoor rink grants (operating or improvement) for purchase of major equipment such as a snow blower. Since the grant application deadline is April Arin had not yet investigated but will follow up and advise.
5. Correspondence:
  - One email regarding outdoor rink light staying on overnight. This was forwarded to Rink Coordinator and he unplugged light. Intent was to add a second time at the light pole however light does not appear to be coming on at night at all so will need to investigate.
6. Community Consultant Report (Arin)
  - a. Reminded board members about COS survey for training requirements (deadline Feb 12). As well as previous workshops again being offered (President, Indoor Programming, etc.) they will explore on-line training opportunities if enough interest.
  - b. Consultant February report has some ads that can be used in upcoming newsletters.
  - c. COS will be implementing the start of Rapid Transit on 8<sup>th</sup> street to downtown in July. There were some questions asked regarding frequency, possible changes to connecting routes and where Rapid Transit route starts (assume Centre Mall??). Arin did not have details however she will provide as they become available.
7. Directors Reports
  - a. Eldon

**What did you do in the past month?**

- Drafted BCA planning calendar and President calendar
- Approached Kevin Ariss (COS) regarding disc golf presentation at AGM

**What will you do in the upcoming month?**

- Sign letter of renewal for Memorandum of Understanding between COS and BCA for use of Community Center
- Planning for 2016 AGM in April

**Discussion Items for meeting:**

- Shade structure for park
  - b. Bruce

**Follow-up from last month's meeting:** Discussions with COS on various items

**What did you do in the past months? :**

- Contact with the City regarding:
  - Building permits and expectations on house construction
  - Moving of three "shade trees" from COS boulevard to spray park area.
- Reviewed Community Centre "Proposed" Agreement and offered comments to president.

**What will you do in the upcoming months? :**

- Change signage as required
- Participate in the COS activity around the BCA Park Shade Trees process for spring 2016.

**Recommendations and rationale why (including financial implications)?**

The replanting of three existing boulevard trees from COS is proposed to replace the "shade structure" originally contemplated. This is a much more cost effective and responsible approach to our "shade" issue at the spray park. One issue may be the survival rate of the transplant process.

**Motions/ Issues/ concerns:** See 8(e).

c. Lou Anne

- Advised that there were 2 rentals in month, nothing else to report

d. Elaine

- Introduced Carrie Haimanot who will be coordinator for spring youth soccer. Elaine will look after Kinder soccer and will recruit assistance as needed.
- Saskatoon Youth Soccer has added an under 7 age group. Also, U6 to U8 will be co-ed.
- Elaine recommends keeping soccer fees consistent with last year which she has provided to Nora.
- Registration period (on-line) will be the same as last year (Feb 22 to March 7) after which the late fee will apply.
- Payment to Saskatoon Youth Soccer will be due by March 21 4:00 PM
- February newsletter notice will be substantially the same as last year with some minor changes for dates, email address, etc. Elaine will forward changes to Li cc: Eldon/Nora

e. Nora

**What did you do in the past month?**

- Prepared and submitted Sask. Lotteries Grant application for 2016 BBQ
- Booked some entertainment for BBQ including bounce houses and balloon man
- Initiated inquiries for other presentations/entertainment at BBQ
- Compiled and prepared financial statements and working papers for year ending December 31,2015
- Submitted year-end to accountant's for review and preparation of reviewed financials.
- Provided registration lists to participants in indoor fitness classes, closed online registration for the winter session

**What will you do in the upcoming month?**

- Complete COS request for registration information for 2015
- Prepare updates to registration system for spring soccer
- Issue payment for expenditures and deposit/ transfer revenue when received

f. Amy

- Unable to attend, nothing to report

g. Li

- Unable to attend, nothing to report

## 8. Old Business

- a. Sask Lotteries Grant application – Nora submitted by deadline. Expect to hear if approved by May.
- b. Spring soccer – Nora submitted request for Briarwood Park soccer field for nights and times requested by Elaine (Kinder soccer)
- c. MOA with COS
  - First draft of revised MOA was sent out by Elaine in January and reviewed by Eldon, Bruce, Lou Anne
  - Although a number of changes were proposed by BCA, the only changes incorporated were minor (change description of Community Centre and addresses)
  - New clauses added which specifically identifies outdoor bulletin board being responsibility of BCA and BCA now being responsible for providing supplies for washrooms and general cleaning supplies during months that BCA has control of centre (September to May). Concern from BCA that even though rental income is generated during these months, the net income is small and goes towards other CA costs. Arin explained that the main concern from COS is that they don't have a designated person to bring supplies during the year. BCA suggested that COS stock supplies at end of August basis past usage and if any are needed before the following June BCA will look after. Arin felt that was reasonable and will have COS research past years usage.
  - Concern raised by BCA about COS being responsible to clear snow on pathways but BCA be responsible for clearing around entrance. Arin advised that this change was not incorporated into the MOA as this would require a change to the snow clearing service agreement with Parks. She feels that should be able to be done however the MOA will not be changed.
  - BCA noted that there was nothing incorporated into the MOA regarding condition of equipment (specifically tables and chairs) at end of COS summer programs. Arin was expecting this to be added so will investigate. BCA suggested there should be a formal handoff of Centre to COS in June including assessment of building/equipment condition and a formal handoff back to BCA in August. If any damage or cleaning required as a result of summer program then COS will be responsible to fix or clean. Arin will discuss with COS to see how this may be incorporated into MOA.
- d. Board appreciation event – Based on responses to date it appears majority of members prefer the evening of February 27. Eldon will advise everyone that we are planning for this date. Rather than holding at a Board Members residence, preference is for a meal at a restaurant. Eldon will solicit suggestions and coordinate final plans.

e. Shade for Playground/Spray Pad

- Arin has advised that COS has three mature trees in Montgomery Park which need to be removed due to construction this summer. Possibility that these could be moved to Briarwood Park to enhance shade around spray pad or playground.
- Bruce provided current pictures of trees and advised that by using Google Streetview you can see what the trees look like with foliage.
- Arin advised that COS did advise that larger trees are more at risk of not surviving and that Parks would need to provide additional information regarding underground lines (water, power, etc.) before determining how close they could be placed to the spray pad.
- BCA feels this is a much more cost effective solution for shade and would like to proceed. See following motion:

**Bruce moved “that BCA commit a sum of \$1,800 for the movement, replanting and annual watering of three trees for the Briarwood Park at the Spray Park in the spring of 2016, offered for no cost from the City of Saskatoon”. Second by Wally. Passed.**

- f. February newsletter – as soccer is proceeding we will need to issue a February newsletter. Elaine/Eldon will coordinate with Li.
- g. AGM Planning – Eldon has approached Kevin Ariss (COS) about a presentation at the AGM concerning the planned disc golf course for Donna Birkmaier Park. No response yet however Arin advised that some restructuring in that area has resulted in staff shortage and realignment of duties. She will follow up with him. If this is not an option for AGM she suggested that someone from Parks may be able to present plans for native flowers in natural area.

9. New Business

a) BCA Board

- Eldon advised that the following board members/positions are up for nomination this year at AGM:
  - President – Eldon advised that he will not be standing for election as President but will stand for nomination as Past President position for next year.

- Vice President (vacant)
- Secretary (vacant)
- Communications (Li)
- Indoor Programming (Prem)
- Community Centre (Lou Anne)
- Members at large – Wally, Shirley (need to determine if she needs to be formally elected as Social Coordinator as she took over that position during past year). Can also add additional members at large.

10. Next meeting – **Monday March 14, 8:15 PM**

11. Motion to adjourn at **8:50 PM**. Motion by Lou Anne, second by Wally.