

**Briarwood Community Association
Board of Directors Meeting
Monday January 11, 2016 – 7:00 PM
Briarwood Community Centre**

Present: Eldon Ortman, Nora Ortman, Lou Anne Turcotte, Amy Sturgeon, Shirley Zhou, Bruce Richet, Li Zhang, Arin Jorgenson

Regrets: Wally Leis, Elaine Reinhart, Prem Sharm

1. **703:** call to order
2. Approval of agenda – motion by Bruce, seconded by Lou Anne
3. Approval of minutes of November 9, 2015 meeting moved by Nora, seconded by Lou Anne
4. Business arising from November 2015 minutes:
 - See Lou Anne report in Section 7.
 - Liability insurance for outdoor pond rink has been added to our insurance policy at no extra charge. Thank you to Arin and Chuck Miles for providing all the information required by the insurance carrier.
5. Correspondence:
 - Battery Boys business has enquired about becoming involved with all Community Associations either through advertising or sponsorship. Eldon will respond to them.
6. Community Consultant Report (Arin)
 - a. Reminded board members about COS survey for training requirements
 - b. Advised that Phil Tank (Star Phoenix) has made contact with some CA's regarding COS budget for playgrounds. BCA (Eldon) will consider if we want to engage him.
 - c. COS requires 2015 Indoor Program results. Prem should have necessary information so Arin should let him know the specific information required.
 - d. Separate School Board will be holding a by-election to replace Kevin Waugh
 - e. January 30 deadline to book COS sports fields. Only field that BCA uses for Kinder Soccer is field in Briarwood Park and it appears that we are not required to book. Arin will follow up and we can also check with Elaine to see what has been done in the past.
7. Directors Reports
 - a. Eldon

What did you do in the past month?

- Drafted content for December newsletter and coordinated with Sask Abilities
- Coordinated set up of Briarwood Lake Outdoor Rink
 - Held initial meeting in November with Chuck Miles and rink volunteers (Morgan Adam and Kirby Harmon)
 - Assisted with actual set up in December (Eldon, Chuck, Morgan, Kirby)
 - Delivered firewood
- Attended gathering of Briarwood Muslim neighbors to discuss opportunities to partner with BCA
- Provided updates to website to Li

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
- Begin drafting new survey for 2016
- Planning for 2016 AGM in April

b. Bruce

Follow-up from last month's meeting:

- Discussions with COS on previous issues

What did you do in the past months? :

- Changed sign message at four entrances (Indoor Fitness, Christmas Message, Snow Angel)
- Participated in Briarwood Muslim neighbourhood gathering for community discussions
- Purchased, placed and removed Christmas decorations at entrance signs
- Contributed article to the BCA December Newsletter
- Responded to request from Buena Vista CA for info on our Bulletin Board (specs, cost, etc)

What will you do in the upcoming months? :

- Change signage as required
- Continue to review COS activity RE: Snow Dump (adequate fencing, etc) and Community Centre snow removal for street parking on Briarwood Road North (good so far in 2016), ETC!

- Participate in the COS activity around the BCA Park Shade Structure process, (Park Enhancement Program 2016)
- Make formal request of COS activity RE: Status of #35 Brookmore View – years of incomplete construction by Marquee Homes and thus an issue for the neighbourhood!

c. Lou Anne

Report for Month: November & December

Number of rentals for the month – November – 2
December - 2

Follow-up from last month's meeting: None

What did you do in the past month?

- Answered emails regarding rentals
- Coordinated key drop off and pickup and arranged cleaning
- Showed the rec centre to people from Elim Church for EOSL classes

What will you do in the upcoming month?

- Continue to coordinate rentals & cleaning

Discussion Items for meeting:

- 1st EOSL class was held on Saturday but only 2 attendees. I spoke to Ralph about it and he feels that attendance will improve. May look at changing the time to 10:00am to 12:00pm We are offering the rec centre for free to Elim Church for these free lessons.

d. Elaine

- Unable to attend, nothing to report

e. Nora

- Dec 31, 2015 draft financial report submitted
 - Total cash in bank \$44,642
 - Net income for year \$3,020
 - No invoice received yet for latest sign inserts purchased by Bruce. He will advise them to send invoice directly to Nora.
 - Bruce asked about misc. expense of \$1,702.38 under "General and Admin

Expenses". Nora advised that majority is due to accrual for accountant fees for review of 2015 statements. She will investigate balance and advise.

- Costs of newsletter are becoming significant due to high postage costs. May need to consider electronic distribution going forward with paper copies left at Lakewood Civic Centre and at Lakewood Suburban Centre. BCA will consider for 2016. Arin advised that even though we are required to publish at least 3 newsletters she does not believe that we need to deliver paper copies to every house. She also advised that condos in Lakewood Suburban Centre are considered within BCA area which we were never aware of.

f. Amy

- No report filed as minimal activity

g. Li

Report for Month: November, 2015 – December, 2015

Follow-up from last month's meeting: None

What did you do in the past month?

- Completed the December 2015 Newsletter.
- Updated of the web site.
- Contacted businesses for advertising on newsletter.

What will you do in the upcoming month?

- Update web site
- February Newsletter

8. Old Business

- a. MOA with COS – draft not yet available however Arin expects to have something for February meeting
- b. Board appreciation event – Eldon did not resend poll before Christmas as expected that everyone's availability would be limited. Will resend again in next week or two.
- c. Outdoor Rink
 - As reported in Section 4, liability insurance now in place. Rink was set up the weekend of December 19-20 with assistance from Chuck. Responsibilities have

now been handed over to Kirby Harmon with assistance from Morgan Adam and Cory Kos.

- Minimal costs to date (fuel and rental of ice auger). Arin was surprised at how few expenses were submitted last year for the Rink Operating Grant and we advised that costs are typically minimal unless major repairs are required to either the quad or the power sweeper.
 - Eldon asked Arin if the BCA Outdoor Rink is eligible for Rink Improvement Grant. Chuck has previously indicated that he had been advised it was not eligible since rink is not a permanent structure. Arin will investigate and advise.
- d. December newsletter – was completed and distributed. See discussion regarding costs in Treasurer (Nora) report.

9. New Business

- Shade Structure for Park
 - Arin prepared Park Improvement Grant application last summer for shade structure which needs to be submitted by January 31 if we are going ahead with it. This assumes BCA pays cost for supply and installation, either through reimbursement to COS or directly to supplier. Shade structure would become COS asset and they would look after maintenance, etc.
 - Because structure will be COS asset even though BCA is paying we need approval from COS for type of structure. Currently only one type (approx. 17 X 17 ft with fabric sail type material). Last one installed by COS cost about \$17,000. They would tender the purchase and if more than one the cost per structure may be less however if BCA chooses to proceed we need to be prepared to pay up to \$20,000 per structure.
 - Although BCA feels that there is strong need for shade around the spray pad we are concerned with the high cost of the proposed structure with no alternatives provided. One structure will be of limited value as it will provide shade to one or two small groups at the most. Purchasing two structures would deplete most of the BCA funds.
 - Bruce questioned if it would be possible to have larger mature trees planted around the pad as he felt that for the price of one shade structure we should be

able to buy a number of trees. Arin advised that this would need to be discussed with COS Parks and provided Bruce with a contact name. She advised that if BCA was to proceed with this plan COS would not require a Park Improvement Grant application. Bruce will investigate and we will advise Arin before end of January.

- AGM
 - Eldon would like to start planning for 2016 AGM. Discussed possible dates and decision was made to hold on Wednesday April 13th.
 - Eldon would like to have a smaller committee for organizing the AGM and asked for volunteers. Amy offered to help however he would appreciate one or two other people as well.
 - Discussed possible presentations/events as part of AGM with the following suggestions:
 - “Coffee with a Cop” which was an initiative presented at the most recent Ward 8 town hall meeting.
 - Disc Golf presentation
 - Eldon would like the format to be a presentation (PowerPoint) of BCA accomplishments in 2015 and Strategic Plan going forward with the support of the community. AGM would end with necessary motions (financial statements, etc.) and election of board members.
- COS 2016 Sask Lotteries Grant Application
 - Applications are due Friday January 15
 - In the past the annual BBQ qualified however approximately two or three years ago the application was denied as there were more requests than funds available.
 - Nora has reviewed the application which requires Sport, Culture and Recreation aspects. We feel that with some enhancements to the BBQ such as more cultural dancing and sport activities such as cricket demonstrations or ball games we may qualify. Unfortunately food costs are not eligible under the grant however other activities could be such as the bouncy houses, Henna Artist, Balloon Man, etc.
 - Nora and Eldon will complete the application and submit by the deadline.

- Bruce noted that preparation of the grant probably needs to be done in the fall since it is due so early in January.
- Fall BBQ
 - We need to set a date for the BBQ as entertainment needs to be booked well in advance (Balloon Man has already inquired if we want to book)
 - Nora asked the Public School Board if school will resume the week before Labour Day (Monday Sept 5) as it did in 2015 however they would not confirm at this time. Given the success of last year's BBQ and because holding the BBQ the week after Labour Day puts it at risk of cooler weather the decision was made to plan it for Sunday August 28. Nora will book Warren the Balloon Man.
- Soccer Coordinator for Spring
 - Latest update from Elaine is that we still don't have a coordinator for Spring soccer. Suggestion was made that we email members directly to stress the urgency for volunteers to come forward otherwise we will not offer this year. Amy will provide the email address list to Eldon and he will follow up with Elaine on the email content. Can likely use same article that was in the December newsletter.
- Next Newsletter
 - Major reason for newsletter in February has been the spring soccer registration information. If we cannot get a coordinator and are not proceeding with soccer there is less urgency to have the newsletter out before end of February.
 - Other major item for newsletter will be the AGM notice. Last year we did a separate mailout specifically for AGM in March however to save costs it would be preferable to do in newsletter only. We can follow up with an email to members just before AGM as well as using signage, etc. to advertise.
 - Should be able to make final decision on target date of newsletter by next meeting. Suggested content should be provided to Li as soon as possible to allow her time to compile.

10. Next meeting – Monday February 8, 8:15 PM

11. Meeting adjourned – **8:50 PM.**