

**Briarwood Community Association  
Board of Directors Meeting  
Wednesday June 15 – 7:00 PM  
Briarwood Community Centre**

Present: Eldon Ortman, Nora Ortman, Lou Anne Turcotte, Bruce Richet, Amy Sturgeon, Shirley Zhou, Jordan Turcotte, Prem Sharm , Raj Paudel, Mark Planchot

Regrets: Wally Leis

1. **7:00** call to order
2. Approval of agenda – motion by Bruce, seconded by Prem
3. Approval of May 2016 minutes moved by Nora, seconded by Prem
4. Business arising from May 2016 minutes:
  - Discussions with Elanne – no updates since May meeting
  - MOA and shade trees to be discussed under old business
  - Netting for basketball hoops – Mark advised that this is on the COS list to be done.
5. Correspondence:
  - Request for advertising – Jordan will respond with prices
  - Information from YAS Basketball that can be posted to website
  - Resident inquiry – wanted to discuss some issues concerns directly with someone from BCA board. Eldon is attempting to coordinate. Still have not connected, Eldon does not have their phone number but has provided his.
6. Community Consultant Report (Mark)
  - a. Draft submission of Fall Leisure guide will be sent to CA's later this week to verify indoor programming information. Will need to respond to Mark by Sunday June 19.
  - b. Information for 2016 Winter Leisure Guide will be due Sept 19
  - c. Tips to CA's for preparing for fall activities
  - d. Tips to promote CA's.
  - e. Information on CA passport program for CA members attending other CA events.
  - f. Additional general information update on COS activities/initiatives.
  - g. Updates from Mark regarding previous BCA questions/issues:
    - Disc sports association is working on temporary signage for planned disc golf course in Donna Birkmaier Park. Current plan is for course to be operational by mid summer 2016

- COS will not place doggie bag stations in Birkmaier however if BCA wants to purchase they can provide pricing information. COS will have bylaw officers monitoring parks on bicycle over summer to watch for infractions such as dog owners not picking up dog feces. It was suggested to Mark that dogs being left off leash in this area continues to be a concern.
- COS Occupational Health & Safety will not allow portable umbrellas to be put up by BCA in spray pad area. They will examine existing picnic tables to see if there is any opportunity to modify to hold umbrellas if park users choose to bring.
- Broken tie in playground area has been replaced

h. Questions for Mark:

- Bruce – asked about missing trees on medians/boulevards, specifically on Briargate Road where several trees in a row were cutoff at ground after being damaged by vehicles but not replaced. Mark will follow up.
- Bruce – asked about COS bylaws regarding unsightly/unmaintained yards. Provided some pictures as examples. Mark believes this should be reported to Fire and Protective Services but will follow up and advise.
- Bruce – raised concern about poor maintenance in parks, medians, boulevards by COS especially concerning lack of control of dandelions. Recent interview with Mayor Atchison that appeared in print indicated that COS will not spray dandelions with herbicide but will be proactive in mowing to prevent dandelions from flowering and going to seed. Recent pictures provided by Bruce show this is definitely not been the case in Briarwood.
- Bruce – asked about specific dates for COS summer programs at Briarwood Community Centre as he will update BCA signage to advertise. Mark will provide dates.
- Bruce – asked for update from COS regarding the Briarwood temporary snow dump as when it was opened in late 2014 the message provided by COS was that it was most likely only going to be used for one winter as COS was very close to securing land for a permanent site. However, it was used again during the 2015/16 winter and BCA would like to know if it is going to be used again in 2016/17 winter. BCA noted that since 2014 most of the temporary fencing surrounding the site has fallen down, providing little benefit in controlling trash blowing around from the site after snow melts and before COS cleans up trash.
- Bruce – advised Mark that when the cell phone tower was placed in Briarwood in 2013 as a concession to nearby residents COS had indicated that there would be some trees planted around base of tower which has never happened. Bruce has an email from Eric Olauson from that time that he will forward to Mark to follow up.
- Eldon – asked Mark to find out what criteria is to have a visible crosswalk on a main artery. There is a place on Briarwood Road where the path out of

Briarwood Park ends on one side and the entrance to Donna Birkmaier Park is on the other side but there is no crosswalk. This is also at a slight curve in Briarwood Road so visibility for motorists is somewhat restricted. Given the large volume of pedestrians and cyclists crossing it would enhance safety by having a crosswalk. Mark will follow up with applicable COS department.

7. Directors Reports

a. Eldon

**Follow-up from last month's meeting: None**

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

- Discussions regarding proposed MOA
- Monitored BCA email, provided updates for website

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

- Attempt to negotiate resolution of proposed MOA changes and finalize
- Request K+S donation (\$300) for BCA
- Draft content for summer newsletter and website
- Assist with BBQ planning

**Motions required for meeting:**

- Appreciation gifts for prior board members

b. Bruce

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

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

- Contact with the City regarding:
  - Park Shade Trees – Advised the City of the Board's motion at the last meeting to proceed. They advise that if a tree fails to thrive, they would replace it with the same species, likely the following year. We will be advised of the approximate date of planning later.
- Posted signage message for the "Spring Community garage Sale"

- Met with Eldon and Lou Anne to discuss strategy for the MOA for the Community Centre
- Made contact with COS Parks Director RE: Completion of the re-surfacing of the path around the lake AND the water treatment for algae this year. Awaiting a response on the 2016 activity.
- Made contact with the Building Permit Department at the COS as follow-up to my last inquiry in February 2016 RE: 35 Brookmore View “Incomplete house”. Awaiting a response on update.
- **What will you do in the upcoming months? :**
- Change signage as required
- Follow-up with COS on work plan for 2016 concerning BCA! Several items like lake pathway paving completion, lake algae treatment routine, tree planning and other asset preservation strategies, etc.

c. Lou Anne

**Number of rentals for the month – 5**

**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
- Met with Eldon & Bruce to discuss MOA
- Contacted Mark about coordinating walk through for COS summer takeover

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

- Continue to coordinate rentals & cleaning for the fall

**Discussion Items for meeting:**

- Damage to wall in men’s bathroom – Lou Anne advised that there was some small damage to wall however it has since been patched, sanded but not painted. She asked Mark if this work is being done by COS as BCA has not engaged anyone to do the work. Mark will follow up with COS Facilities.

d. Nora

- I have been away for the past couple weeks, so do not have the recent statements available. Main items are:
  - Balance in bank \$53,059.05
  - City of Saskatoon Grants for 2016 have been received \$3,729.84

- All invoiced expenditures have been paid, all cheques received have been deposited.
- With respect to Registration System – Indoor fitness:
  - Lisa Gurski Risling – instructor for Core Strength and Stretch and Sculpt has advised that she will not be returning in the fall, but she has asked Nelda Werbicki to take over these two classes. Nelda has agreed and arranged for another instructor to take over her Bootcamp class.
  - All other instructors have confirmed their intention to return for the fall session. Over the summer months the registration site will be updated with classes schedule and instructor bios. The BCA site will also need to be updated for the instructors, information will be provided to Jordan for the site update.
- e. Amy
  - No report submitted.
  - She will be ordering new supply of pre-numbered membership cards for BBQ and fall canvas.
- f. Prem
  - Nothing to report
- g. Wally
  - Regret, nothing to report
- h. Shirley

**Follow-up from last month's meeting:** N/A

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

- Shared the National Philanthropy Day info with the board
- Contacted TapSnap for a quote on a photo booth at the BBQ at 12-2 pm
  - Quoted for \$895
  - Unlimited 4x6 prints, a kiosk specialist, a logo, props (digital and/or real), a flash drive of the images and pop up tent
  - Green screen will be an additional \$100
- Contacted few friends who live in Briarwood for volunteering at the BBQ

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

- Work with the board to complete the BBQ plan
- Work with the board to call for volunteers

**Motions required for meeting:**

- *Motion to hire TapSnap for BBQ for amount not exceeding \$995 in total. Seconded by Lou Anne. Carried.*

i. Jordan

**Follow-up from last month's meeting:** N/A

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

- Posted Briarwood Community Garage Sale information on Facebook and Twitter
- Minor website updates

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

- Begin working on news letter
- Continue to update website and social media

j. Raj

- Nothing to report
- Eldon suggested to Raj that since his initial interest was as Soccer Coordinator that rather than looking after Indoor Programming perhaps he could look after Kinder Soccer starting this fall. He will consider this and advise back.

8. Old Business

a. MOA with COS re: Community Centre

- BCA (Eldon, Bruce, Lou Anne) have provided response to latest COS MOA proposal. Mark has provided to his superior at COS and will provide reply from COS as soon as possible. Copy of letter was also sent to Mayor Atchison (temporary Ward 8 councillor)
- Handover list finalized between Mark and Lou Anne prior to meeting.

b. Shade for spray pad, playground

- Update provided in Bruce's report. Mark will find out if end of June is still target date for tree planting.

c. BCA Family Day BBQ

- Remail Art Van, Bouncy Houses, Balloon Man booked
- Nora has sent Shirley the application for Sask Lotteries grant and their approval letter along with backup from previous BBQ
- Raj will see if anyone available to provide cricket demonstration during BBQ

- Eldon will follow up with Disc Sports Association to see if they would be interested in providing a demonstration of sport during BBQ
- Shirley will book photo booth as per her report and motion.
- Eldon will email previous BBQ volunteers sometime later July to remind them of BBQ and see if they are available again.
- Either Shirley or Eldon will send general email to all members in August requesting volunteers.
- Board members were reminded to let Shirley know their availability to work along with spouses, children, etc.
- Eldon will look after sound equipment rental again
- Nora will look after purchasing food, drinks, etc. so Shirley can focus on volunteers and entertainment.
- Nora will look after getting two Henna Tattoo artists rather than one due to high demand last year
- Shirley asked about possibility of providing recognition to KSPC sponsors (BMO, Tim Hortons, K+S). Eldon will follow up so see if sponsors have banners, etc. that can be displayed.
- Bruce would like to see some type of activity planned for basketball court, either a skills test or 3 on 3 tournament. When BCA asks for volunteers through website, newsletter, email this will be included.

d. Volunteer recruiting (vacant positions)

- Eldon to draft content for website and newsletter

9. New Business

a. Key inventory results

- Mark provided list of keys for Community Centre that were issued to BCA in January 2006. Eldon updated list basis keys currently held by BCA (Eldon, Lou Anne, lockbox at Community Centre)
- Basis the 2006 there are several keys missing for both entrance and interior doors. When Eldon returns list to Mark he will suggest that COS consider re-keying at least the entrance to prevent unauthorized access.

b. Summer newsletter

- Main content will be:
  - Promotion of BBQ including need for volunteers with brief description of duties (Eldon/Shirley)
  - Promotion of fall programs (Raj or Nora)
  - Civics Issues (Bruce)
  - Fall membership drive (Amy)

- Promotion of BCA sponsors (BMO, Tim Hortons, K+S)
- Eldon suggested that Jordan contact organizations who have advertised in past year to see if interested again. Jordan asked if any limit to amount of advertising and was advised that we try to keep newsletter limited to 4 pages (one 11 X 17 sheet folded vertically) and that we would not want advertising to displace BCA announcements. If large amount of advertising requested Jordan will follow up with Eldon for guidance
- Discussed date for issuance and decided that final version should go to Sask Abilities around end of first week of August so newsletter is distributed by Canada Post no later than August 15. Eldon will coordinate with Sask Abilities.

c. Recognition for Past Board Members

- Unfortunately item was missed and not discussed before meeting adjourned. Eldon will provide his recommendation to BCA board via email to get approval prior to proceeding.

10. Next Meeting – **Monday September 12, 8:15 PM**

11. Motion to adjourn at **8:50PM**. Motion by Nora, second by Jordan.