

**Briarwood Community Association
Board of Directors Meeting
Monday May 9 – 7:00 PM
Briarwood Community Centre**

Present: Eldon Ortman, Nora Ortman, Lou Anne Turcotte, Bruce Richet, Amy Sturgeon, Shirley Zhou, Mark Planchot

Regrets: Jordan Turcotte, Raj Paudel, Wally Leis, Prem Sharm

Guests: Elanne Krainyk

1. **7:15** call to order
2. Approval of agenda – motion by Bruce, seconded by Shirley
3. Approval of March 2016 minutes moved by Nora, seconded by Lou Anne
4. Business arising from March 2016 minutes:
 - MOA and shade trees to be discussed under old business
 - Netting for basketball hoops – appears that one has chain link netting and one has nothing. Mark will follow up again with COS
5. Presentation: Elanne Krainyk
 - Elanne is Sales and Marketing Manager with Canlan Ice Sports Corp (Jemini Arena)
 - Explained that she wanted to engage Community Associations to see if there is any opportunities to partner with BCA on initiatives
 - Some items discussed were advertising (BCA newsletter, bulletin board space at Gemini arena) that could be used for cross-advertising
 - Discussed possibility of sharing direct mailing costs
 - Shared used of social media
 - BCA board indicated that we would have to consider some of these ideas and come back to Elanne with a proposal if we think there is an opportunity
6. Correspondence:
 - Urban Ag Research – email from a U of S Research Assistant with College of Nursing:
 - We are looking for people to engage in small group discussions about growing food in your neighbourhood. We aim to create an urban agriculture plan for Saskatoon that can increase access to quality, affordable food. These meetings will help us understand the

work we need to do to support people in small-scale food production. Anyone interested in participating can register at <https://urbanagresearchsk.wordpress.com>, or by contacting the lead researcher, Wanda Martin, by phone at [\(306\) 966-5429](tel:3069665429) during normal office hours. We are also looking for a few volunteers to help organize a community facility for these meetings. Anyone interested in helping out can email us at urban.ag.research.sk@gmail.com.

- Eldon will work with Jordan to have notice placed on website along with recent guidelines from COS regarding community gardening on boulevards, etc.
- Email from North West Regional 4-H specialist:
 - Asked if we could advertise their upcoming informational nights with focus on getting more residents involved with 4-H either as members or leaders.
 - PDF poster is provided which Eldon will ask Jordan to put on website.
- Resident inquiry – wanted to discuss some issues concerns directly with someone from BCA board. Eldon is attempting to coordinate.
- Although BCA was not advised directly, appears from recent news media that Mayor Atchison will cover Ward 8 until fall municipal election as there is no councillor since the resignation of Eric Olauson.
- Eldon was approached by Star Phoenix for interview regarding disc golf course planned for Donna Birkmaier Park. Eldon gave short telephone interview last week and article was in Star Phoenix on Monday May 9.

7. Community Consultant Report (Mark)

- a. Annual Grants due dates
- b. Fall 2016 Indoor Programming deadlines
- c. Information on Volunteer Training opportunity – more details to follow

8. Directors Reports

- a. Eldon

What did you do in the past month?

- Chaired 2016 AGM
- Provided updates to website after 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
- Request K+S donation (\$300) for BCA

Motions required for meeting:

- None

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:
 - Park Shade Trees – On April 29 met with Mark Planchot and Terry Smith of Urban Forestry and 2 additional staff to assess the issue of planting shade trees near to the Spray Pool. Discussed the type of tree for appropriate shade, the number and the process with estimated cost.
 - 2-American Elm and 2 Prairie Horizon Alder
 - Trees come from City nursery and are 6-8 ft tall and 3" trunk. Planting to be end of June.
 - Estimated costs: trees -\$1188, planting-\$860 for total of \$2,048. Watering at \$50/tree/yr at 3yrs for \$600
 - Posted signage for "AGM" and changed for "Watch For" Message
 - Contributed pictures for President's AGM presentation
 - **What will you do in the upcoming months? :**
 - Change signage as required
 - Initiate COS activity around the Park Shade Trees process for spring 2016, if approved.
 - Follow-up with COS on work plan for 2016 concerning BCA! Several items like lake pathway paving completion, lake algae treatment routine, other asset preservation strategies, etc.

Recommendations and rationale why (including financial implications)?

Motions/ Issues/ concerns

Motion by Bruce: **“Rescind previous motion concerning City of Saskatoon and relocated shade trees and proceed with the installation of four trees at the Spray Pool area as recommended by COS Urban Forestry at a cost of \$2,048 plus annual watering cost at \$50 per tree for three years”**

Motion was seconded by Amy, carried.

c. Lou Anne

Number of rentals for the month – Two in March, six in April

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
- My husband and I did a major cleaning of the floors. We do this about once a year by bringing in a pressure washer. After a while the mop and broom doesn’t quite do the trick.
- Contacted Mark about City Of Saskatoon going into the rec centre during their day – eating their lunch, using the washrooms etc. and leaving messy bathrooms and floors.

What will you do in the upcoming month?

- Continue to coordinate rentals & cleaning

Discussion Items for meeting:

- City Of Saskatoon employees accessing the rental centre.
 - ***Lou Anne will try to provide additional information for Mark regarding days/times that Centre has been accessed. Assumption is that they were not doing work in centre but instead were working nearby and utilized centre for washrooms/lunch. Concern that someone renting the centre could be disrupted if COS employees have keys and enter at will.***
- Amy advised that she did witness a resident access the building using keys from lockbox. Decision was made to change the code immediately. ***Eldon will change and advise BCA board of new code.***

d. Nora

- Tasks completed in the past month:
 - Compiled and completed 2016 Operating Grant application
 - Compiled and completed 2016 Rink Operating Grant application
 - Compiled and completed 2016 Program Grant application

- Filed 2015 Financial statements with Corporate Registry
- Finalized minutes to 2016 AGM
- e. Amy
 - Nothing to report
- f. Prem
 - Absent
- g. Wally
 - Absent
- h. Shirley
 - Asked if BCA would be interested in nominating anyone for National Philanthropy Day awards as she serves as the Communication Chair on the organizing committee. She will provide information to the board and we can consider for next meeting.
- i. Jordan
 - Regret, nothing to report
- j. Raj
 - Regret, nothing to report

9. Old Business

- a. MOA with COS re: Community Centre
 - Need response on Liability Insurance (reason for increase, cost)
 - Mark to follow up again with Legal Department on this issue
 - Mark is working on handover checklist
 -
- b. Shade for spray pad, playground
 - See Bruce motion for additional trees
 - Bruce also investigated fabric umbrellas with bases that are filled with ballast (water) to hold in place. He indicated that they would have to be dug into the ground but would provide additional shade until trees larger. Cost would be approximately \$500 each.
 - Placing of umbrellas as proposed would require clearance from COS Parks and we would need assurance that someone from COS Summer Youth Programs would be able and willing to detach umbrellas and bring into centre overnight so not stolen or vandalized.
 - Will discuss at next meeting once Mark has been able to discuss with Parks

10. New Business

- a. BCA Volunteer recruiting to board (Mark)
 - Mark provided a document from a recent Volunteer Management Boot Camp which was provided by COS to Community Associations
 - Stats from Volunteer Canada website
 - Tips on volunteer recruitment ie: focus on skills we are seeking rather than position name
 - Develop recruitment matrix
 - Tips on volunteer retention
 - Eldon will incorporate some of these ideas into a notice for website and next newsletter regarding current vacancies
- b. BCA garage sale May 28
 - Date posted on website
 - Facebook notification (Jordan??)
 - Signage
 - Advertising on Kijijii (Eldon can do)
- c. BCA BBQ Aug 28
 - Remail Art Van, Bouncy Houses, Balloon Man booked
 - Nora will send Shirley the application for Sask Lotteries grant and their approval letter
 - Bruce suggested getting local cricket players to demo sport
 - Disc golf demo may also be an option
 - Shirley has a contact for photo booth, will need to determine if cost is within budget or if we would have to charge users
 - Lou Anne will provide previous list of volunteers. Eldon also has email addresses.
 - ***Although Shirley is the Social Coordinator this event will require assistance from all BCA board due to work involved.***

11. Next Meeting – **Wednesday June 15 7:00 PM**

12. Motion to adjourn at **8:35PM**. Motion by Shirley, second by Lou Anne.