

**Briarwood Community Association  
Board of Directors Meeting  
Monday November 9, 2015  
Briarwood Community Centre**

Present: Eldon Ortman, Nora Ortman, Lou Anne Turcotte, Amy Sturgeon, Wally Leis, Arin Jorgenson, Prem Sharma, Li Zhang

Guest: Kevin Ariss (Open Space Consultant, Recreation & Sport Division, City of Saskatoon)

Regrets: Shirley Zhou, Elaine Reinhart, Bruce Richet

1. **8:20:** call to order
2. Approval of agenda (added December newsletter to new business) – motion by Wally, seconded by Prem
3. Approval of minutes of Oct 13 meeting moved by Amy, seconded by Wally
4. Business arising from Oct 13 minutes:
  - Chair cleaning (Arin) – City of Saskatoon (COS) will reimburse BCA the costs to clean the chairs and have suggested that a periodic cleaning paid for by COS (every five years??) be incorporated into the Community Centre MOA as part of the current revisions.
5. Correspondence:
  - Advertising requests for next newsletter
  - Elim Church – offer to teach English as Second Language classes at BCA Community Centre. We would be interested in pursuing however would need more details regarding fees, centre rental, etc. If classes are being offered for free we would consider providing the Community Centre free of charge. Lou Anne will follow up with Elim Church pastor for more information as soon as possible as our December newsletter would be a good opportunity to advertise if we proceed.
  - Some comments from residents during membership drive wanting mowing done in natural area because of large weed growth
6. Community Consultant Report (Arin)
  - a. Report distributed
    - Free Events for Youth Nov 12 and Nov 13

- Input on COS budget - interactive on line tool. BCA should add the link on website
- COS Active Transportation Plan – Public Events Nov 25 as well as online survey Nov 20 to Dec 9
- Reminder that Smoking Bylaw changes take effect Jan 1. Another link that BCA can add to website

b. Community Centre MOA

- The main changes we recommended will be implemented, such as changing the name to Briarwood Community Centre and switching to a five year lease
- Looking to incorporate something regarding level of service for keeping snow cleared in parking area
- COS suggests that level of service (checklist) be developed regarding cleaning, etc. when facility turned back to BCA at end of summer. Facilities would provide supplies at end of summer and BCA then responsible for replenishment during rental season
- Arin will provide a draft MOA to BCA for our review, likely in early 2016

c. COS Learn to Skate program – Would like to know availability Briarwood Lake rink and Community Centre for program. BCA advised that this request was made last year as well however COS required access to Community Centre Saturday and Sunday for multiple weekends which would impact our ability to rent out. Arin will find more details and advise

d. Kevin Ariss – presentation about Disc Golf.

- Currently one at Diefenbaker Park which is at capacity
- Proposal being put forward to COS to develop disc golf course in Donna Birkmaier part in spring 2016.
- Proposal would be for 2 year trial period
- Kevin provided written presentation outlining history of disc golf, reasons for selecting this location along with a suggested map of course.
- BCA was asked if board would provide letter of support for the initiative. There are currently no public meetings planned to advise community of this initiative
- BCA asked a number of questions regarding the layout, etiquette, etc. which Kevin addressed. Overall the BCA is not opposed to the initiative however we

would like some public input. Kevin will provide background information that BCA can place on website along with a link to an on-line survey to gauge community response. We could also consider having a short presentation on the planned course for the BCA AGM next spring.

7. Directors Reports

a. Eldon

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

- Monitor BCA email and respond
- Canvassed for BCA membership drive
- Attended COS Bootcamp for Volunteers workshop
- Sent doodle poll to BCA board soliciting possible dates for Board Appreciation event in November
- Provided website updates 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
- Summarize results of current BCA survey for website
- Begin drafting new survey for the fall/winter
- Coordinate Outdoor Rink workshop with Chuck and volunteers

b. Bruce

**Follow-up from last month's meeting:**

- Discussions with COS on previous issues unresolved

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

- Changed sign message at four entrances
- **Fountain at Briarwood Lake**-The fountain problems have been investigated by the COS and the operations repaired. The fountain is now fully functional and has been working through to shutdown last week.
- **Membership Drive** – Participated in the canvas for the area assigned.

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

- Correspond with COS on BCA winter expectations for the community

- Change signage as required

c. Lou Anne

**Report for Month: October 2015**

- Number of rentals for the month - 4

**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
- Assisted with membership drive by going door to door on Brookmore

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

- Continue to coordinate rentals & cleaning

d. Elaine

- Unable to attend, nothing to report

e. Nora

- October financial report submitted
  - Total cash in bank \$49,190
  - Net income for year \$11,484
  - Fall indoor programming instructors not yet paid – will happen toward end of current classes
  - Will attend upcoming COS Grant Workshop

f. Amy

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

- Coordinated the membership drive
  1. Found Volunteers (5 Community Members, 8 Board members)
  2. Assembled canvassing kits for each volunteer
  3. Met with volunteers to distribute kits.

4. Reconciled the kits as they were turned in, all cash and cheques turned over to Nora (November 9th).
5. Canvased for Membership Drive.

The membership drive generated a total of 91 memberships.

Here are the results from each route

Canvasser	Memberships Sold
Lou Anne	19
Amy	21
Jeff	1
Wally	18
Audrey	9
Bruce	12
Nora/Eldon	13
Barbara	1
Faisal	5
Online	5
<b>Totals</b>	<b>104</b>

- This brings the Membership total to 298 from all sources.

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

- Update the membership reports with new memberships

g. Li

- December newsletter – Li would like submissions by Nov 25
- Problem updating website as BlackSun advised website has been compromised
- Need to update backend software however we will need a quote from BlackSun

8. Old Business

- a. MOA with COS – discussed under Community Consultant minutes
- b. Membership survey - removed from website. Eldon to summarize results and begin drafting new one for winter.
- c. Board appreciation event – current results of Doodle Poll are below:

	Friday Nov 6	Saturday Nov 7	Friday Nov 13	Saturday Nov 14	Friday Nov 20	Saturday Nov 21	Friday Nov 27	Saturday Nov 28	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	0	1	2	2	3	2	2	3	
4 participants								Cancel	Save
Eldon & Nora				✓	✓	✓		✓	
Elaine		✓	✓	✓	✓	✓	✓	✓	
Lou Anne			✓		✓				
Bruce							✓	✓	
	0	1	2	2	3	2	2	3	

Eldon asked for those who have not yet replied to do so as soon as possible. Prem and Wally will check schedules and advise. Li advised that her schedule is very full with family activities and will not be able to attend. Assuming we can get at least a majority of board members in agreement for a date we can plan details.

d. Fall membership canvas – See Amy report.

#### 9. New Business

- Outdoor rink liability – BCA has been advised that the standard policy no longer includes liability insurance for outdoor pond rinks. Broker has asked for additional information regarding lake and rink size as well as responsibilities for ensuring that ice is proper thickness, flooding, etc. Arin should be able to provide some answers and the request has been forwarded to Chuck to see if he has some of the answers. Once this information is provided back to broker we will be advised of the additional cost and a motion can be brought forward if cost > \$100.
- Next newsletter – see Li report.

10. Next meeting – Eldon will canvas board to see if meeting required in December for motions. If not we will not have a meeting. We should consider having another separate planning session in the new year to plan for the AGM and try to incorporate some of the ideas that were presented at the Volunteer Boot Camp.

11. Motion to adjourn by Lou Anne, second by Prem – **9:50 PM**.