

**Briarwood Community Association  
Board of Directors Meeting  
Tuesday, November 8, 2016  
Briarwood Community Centre**

Present: Eldon Ortman, Jeff Taylor, Shirley Zhou, Nora Ortman , Bruce Richet, Jordan Turcotte

Regrets: Prem Sharma, Raj Paudel, Lou Anne Turcotte, Amy Sturgeon, Mark Planchot, Wally Leis

1. **8:06** call to order
2. Approval of agenda – Motion by Bruce, second by Jeff.
3. Adoption of Oct 2016 minutes. Motion by Shirley, second by Jeff.
4. Business arising from minutes
  - MOA – see old business
  - Questions to Mark from last meeting
    - i. Basketball hoop netting – No update
    - ii. Missing trees on medians/boulevards – No update
    - iii. Unsightly/unmaintained yards/sump discharge/sidewalk replacement – see Bruce’s report
    - iv. Status of “temporary” snow dump – Mark advised that snow storage locations not yet chosen for this winter and directed BCA to COS website to monitor. He also advised how to subscribe for email updates on snow storage sites which Eldon has done through BCA President email account.
    - v. Landscaping around cell phone tower – no update
    - vi. Criteria for crosswalk (Briarwood Road between park entrance and Donna Birkmaier entrance) – Meeting held Oct 26 with Bruce and Eldon attending on behalf of BCA along with Mark Planchot and Yany Li (COS). Agreement was reached that crosswalk markings will be done at both north and south side of intersection of Briarwood Road and Beechmont Cres. Pedestrian signage will be done at north side only where cuts currently exist. Mark will request estimated completion date from Yang and advise.
5. Correspondence
  - Advertising requests for next newsletter – Jordan has responded with pricing
6. Community Consultant Report – Mark Planchot

a) Report distributed previously:

- Park Enhancement Project applications due January 31, 2017. Bruce will consider and advise what projects he may want to apply for.
- President/Treasurer workshops late November. Change of venue for President's workshop.
- Two workshops planned for SK Lotteries Community Grant in November. Grant application deadline is January 16, 2017. Shirley will consider attending workshop and will prepare grant application with assistance from Eldon/Nora.

7. Director Reports – motions only

a) Eldon:

**Report for Month:** October 2016

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

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

- Assisted with membership canvas
- Attended Ward 8 all-candidate forum (Oct 12)
- Attended meeting with COS regarding proposed location for crosswalk on Briarwood Road
- Drafted content for December newsletter

**What will you do in the upcoming months (Nov/Dec)?**

- Continue to monitor progress on MOA renewal
- Finalize content for newsletter, assist with development, printing and distribution
- Assist with setup of outdoor rink
- Assist in other areas as required

**Motions required for meeting:**

- None

b) Bruce:

**Report for month of:** October 2016

**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:

- Waiting for the contractor at 35 Brookmore to comply with his notice to COS and restart construction by end of October and completion by end of the year. Last promise was completion by Spring 2016. No evidence yet and the sump discharge is back flowing onto the sidewalk!!!
- Meeting with COS on Crosswalk potential at Briarwood Road and Donna Birkmaier Park.
- Continued dialogue with COS to address “Sump discharge on COS sidewalks – SAFETY ISSUE! Response received but needs more attention!
- COS continued to finalize the rehabilitation of Briarwood Lake west end pathway. Deficiencies regarding drainage from 2016-17 were addressed with finishing work in fill, seeding and such now completed. Job well done!
- Attended Ward 8 all-candidate forum on Oct 12.
- Assisted with the membership drive
- **What will you do in the upcoming months? :**
- Change signage as required and add Christmas decorations.
- Begin strategy for “Capital Planning” research for consideration in 2017 and grant application.
- Make contact with Sarina Gersher (Ward 8 councillor) to discuss outstanding operational issues of concern to BCA and prepare joint strategy for execution!
- Review/ participate in newsletter content

c) Lou Anne:

**Report for Month:** October

**Number of rentals for the month –** 10

**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
- Completed my route for the membership drive

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

- Continue to coordinate rentals & cleaning.

d) Amy:

**Report for month of:** October 2015

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

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

- Coordinated the membership drive
  1. Found Volunteers (8 Community Members, 6 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 will be turned over to Nora this week.
  5. Canvased for Membership Drive.

The membership drive generated a total of 160 memberships.

Here are the results from each route:

Route	Memberships Sold
A	19
B	32
C	28
D	11
E	10
F	14
G	1
H	1
I	11
J	4
K	5
L	11
M	10
Online	3
Totals	160

e) Nora:

- Distributed balance sheet and Profit & Loss statement as of Nov 7 (normally would be done as of month end however there were some large payments in early November that she wanted to reflect)

- Currently have \$51,718 cash in bank. Fitness instructors still need to be paid for fall sessions however outstanding deposit for membership sales will largely offset this expense so overall cash position will not change significantly.
- Currently showing \$10,881 net income for the year.
- Cash balance is currently sitting in chequing account which is non-interest bearing. Nora received and distributed some options for short term investments with BMO. All options have principal guaranteed (CDIC insured). Interest rates currently available are very low however she felt we should consider putting some of our chequing balance into some type of interest earning investment.
- Jeff asked if there was any concern with locking in money and then BCA being short of cash due to unexpected expenditures (ie: quad replacement) or severe downturn in economy which could affect memberships, sports and fitness registration, etc. Nora advised that we would only invest in a device that offered some flexibility for early redemption. She will put together a proposal which will be presented at next BCA meeting.

f) Jordan:

- Will begin working on December newsletter shortly. Eldon has provided some content already and Eldon/Nora will provide some more in the next few days. Would like to target Nov 25 at the latest for submission of final version to Sask Abilities for printing. Eldon will advise Sask Abilities to ensure paper is ordered and available.

8. Old Business

- a. MOA with COS re: Community Centre – no updates
- b. BCA Family Day BBQ
  - i. 2016 Grant Submission (Nora update)
    - Submitted request for Sask Lotteries grant and received funds which offset about half the costs of the BBQ. Lotteries grant does not cover food.
  - ii. 2017 Grant Application (Shirley)
    - Shirley just returned from travel/vacation and has not yet looked at grant application. She will begin preparation and will consider attending COS workshop.

9. New Business

- Youth Program Grant (COS)
  - i. Grant deadline is November 15. Nora thought we could apply for funds for a “Rocks & Rings” session that we would hold at the Community Centre for children. She had previously made contact with the organization and there is someone in Saskatoon who runs the sessions. If we can get grant approval and a date established

- Jeff asked if the equipment we have for the outdoor rink would be suitable for moving snow within the Briarwood Park to provide a ramp for snowboarding at the back of the bowl area. Eldon advised that the blade and sweeper for quad are likely not conducive to this application however we do have a snowblower that could possibly be used. We would need to ensure that COS would allow us to do this and find out if our current liability insurance would be sufficient.

10. Next Meeting – **Tuesday January 10, 2017 – 8:00 PM**

11. Adjournment 9:00 – Motion by Nora, second by Jordan