

**Briarwood Community Association
Board of Directors Meeting
Tuesday Oct 13, 2015
Briarwood Community Centre**

Present: Eldon Ortman, Nora Ortman, Lou Anne Turcotte, Elaine Reinhart, Bruce Richet, Amy Sturgeon, Wally Leis

Regrets: Shirley Zhou, Prem Sharma, Li Zhang, Arin Jorgenson

1. **815:** call to order
2. Approval of agenda – motion by Bruce, seconded by Wally
3. Approval of minutes of Sept 14 meeting moved by Amy, seconded by Lou Anne
4. Business arising from Sept 14 minutes:
 - Chair cleaning (Arin) – no response
5. Correspondence:
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6. Community Consultant Report (Arin)
 - Distributed “Role of the Community Consultant”
 - Youth Program Funding Grant – applications for Winter 2016 due October 15th. Funding is for programs that have a mix of physical activity, creative endeavours, confidence building, ‘learn to’ activities, etc. (e.g. Girls on the Move, Boys on the Go). The target group is youth aged 10 – 18 years. Not allowable: organized sports (e.g. soccer, basketball), food. The maximum funding is \$500 per season, per community association. Please contact me if you would like an application form.
 - Rink Improvement Grants – Reports & receipts due November 1st. This is for rink improvement grants that were approved this spring
 - Park Enhancement Grants – Applications due **January 31st, 2015**. Park Enhancements typically add components to parks or playgrounds where there is a demonstrated need. Typical requests include: park bench, picnic table, cement pad, or playground equipment. Please contact me for further details and an application form.

- **Online Registration Workshop** Would your community association like to offer online registration for participants? Learn more about options, costs, and considerations. WHEN: Thursday, October 15th from 7:00-8:30 pm WHERE: 3rd Floor, Civic Square East, 202 4th Ave. N. (former downtown Post Office Building). [CLICK TO REGISTER](#) – there is still room!
- **Volunteer Management Bootcamp!** In this workshop, you will learn a balance of theory and practical advice to better attract, engage and retain volunteers. Barb Gemmell, volunteer management guru and trainer, will lead us through the day. Topics will include: • Context and trends • Marketing and recruitment • Orientation and training • Retention and recognition WHEN: Saturday October 24th from 10:00 am to 3:00 pm (*registration begins at 9:30 am) WHERE: TBD [CLICK TO REGISTER](#) by Friday October 16th
- **Grant Workshop for Community Groups** The City of Saskatoon provides a number of grant programs to assist registered non-profit groups to provide programs in the Saskatoon area, including the Sask. Lotteries Grant, Sports Participation Grant, and Environmental Grant Program. If your community association plans to apply for the Sask. Lotteries Grant (e.g. for a Fun Day in the Park) please send someone to learn more about the grant application requirements. WHEN: Monday, November 23, 2015 (or) Wednesday, November 25, 2015 at 7:00 p.m. WHERE: Theatre at Cosmo Civic Centre, 3130 Laurier Drive TO REGISTER: Call 306-975-3383 or email grants@saskatoon.ca by November 20, 2015 COST: Free To learn more about these grants, check our website

7. Directors Reports

a. Eldon

What did you do in the past month?

- Planning for transition of Rink Coordinator duties(meeting planned in November)

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
- Monitor results of current BCA survey, begin drafting new survey for the fall
- Canvassing for BCA membership drive
- Attend COS “Volunteer Management Bootcamp” workshop (Oct 24)

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 to "Indoor Soccer" and "BCA Membership Drive" at four entrances
- Conducted correspondence with various COS contacts concerning:
 - **Community Entrance Signage** – worked with the COS to finalize sign rehab. Construction activity was completed with the BCA LOGO in place Sept 25
 - **Fountain at Briarwood Lake** – The fountain problems have been investigated by the COS and an attempt to repair a submerged broken water supply pipeline failed in August. An alternate permanent repair was reviewed and the intent was to tackle again next spring **BUT** a barge is currently on the lake and in the middle of the repair. The fountain should be complete and ready for full use in the spring of 2016.

What will you do in the upcoming months? :

- Correspond with COS on BCA winter expectations for the community
- Participating in the BCA membership drive in October

c. Lou Anne

What did you do in the past month?

- Answered emails regarding rentals
- Emailed COS about dirty footprints in centre that look like might be coming from city workers **working on the landscaping in back** – coming in to use washroom??

What will you do in the upcoming month?

- Continue to coordinate rentals & cleaning

Discussion Items for meeting:

- Is it possible that I can deposit cheques into the BCA bank account if Nora is away?
- **This was discussed however Nora advised that she prefers to prepare the deposits so she has all the required records. BMO will charge if we request details regarding a deposit after the fact. Nora will advise Board when she is away for more than a few days and will arrange to pick up any cheques being held for deposit. Any cheques received while she is away should be held until she returns.**

d. Elaine

What have I done in the past month?

- Met with other community soccer coordinators to trade players and create teams
- Organized players into teams
- Found coaches, assistant coaches and team managers
- Ordered and picked up new uniforms
- Assembled and distributed uniforms and equipment (will be finished tonight)
- Registered teams and asked treasurer to pay the fees
- Requested and received permits for teams to use public school gyms for practices and games.
- Registered coaches for training clinics.

What will I be doing this month:

- Deal with cancelling any gym times that are not needed.
- Maintain communication with coaches/managers
- Confirm registration of teams in tournaments
- Requests permits for gym time after Christmas
- Create a list of tasks to be performed by the next coordinator and a timeline!

e. Nora

What did you do in the past month?

- Provided instructors with class registrant information and answered inquiries as needed
- Distributed contracts and attendance documents to instructors
- Arranged for replacement Zumba instructor for adult classes
- Filled balance balls and cleaned fitness equipment/room in readiness for the fall session
- Purchased music dock to replace equipment missing over summer months

What will you do in the upcoming month?

- Responsibility to revert to Prem on his return from vacation
- Register for COS Grant Workshop

Discussion Items for meeting:

- Sandi Sissions wishes to hold a Saturday fitness class in the fall session – “I also just got certified in the beach body programs PiYo and p90x live and would be interested

in a back to back class on Saturday mornings”.

- Discussed by board and decision was made that these programs will not be offered through BCA due to the risk of having enough participants to cover cost of instructor. BCA will offer to rent facility to Sandi on Saturday mornings as long as classes are complete by 11:00 so centre is available to rent for afternoons/evenings which is the higher demand times. Nora will advise Sandi and have her contact Lou Anne if she wants to proceed with this arrangement.

f. Amy

What did you do in the past month? :

- Mailed out several membership cards, for memberships sold online.
- Assembled and distributed membership drive kits.
- Emailed all current community membership holders (with e-mail addresses) to ask them to help with the membership drive and encourage those with a 2014/2015 membership to renew. We currently have 11 volunteers this includes community members and board members; we can always use more so if anyone else is able to help please let me know!
- Updated and revamped membership report. We have sold 158 memberships to date. This is prior to the membership drive.

What will you do in the upcoming months? :

- Distribute membership drive kits
- Oversee & coordinate the membership drive efforts
- Update the membership reports once the membership drive is complete
- Track the success of the membership drive and report back to the board
- Amy noted that while doing her canvassing one resident by lake expressed concern about dogs being taken off leash in the parks. Bruce suggested that we consider posting reminder on website and in next newsletter.

g. Li (no report submitted)

8. Old Business

- a. MOA with COS – No update from COS regarding status

- b. Membership survey – minimal participation since last meeting. Elaine will post link to BCA facebook page and we will leave up for a couple more weeks then remove and work on new survey for this winter. Board members should provide suggestions to Eldon for topics/questions ie: civic concerns, etc.
- c. Board appreciation event – Eldon will send a doodle poll to board members for possible dates in November to avoid conflicting with Christmas activities. If anyone has specific ideas about nature of function please provide to the board.
- d. Fall membership canvas – See Amy report.

9. New Business

- Next social event – Shirley was not at meeting however we should be thinking about ideas for a winter function.
- Wally – concern about amount of litter in community. Is there anything we can do for awareness or ask for more surveillance by police. Would likely not be a high priority, maybe needs more enforcement by city?? We could consider “gentle” reminder in next newsletter or on website, similar to concern raised by resident regarding off leash dogs (see Amy report).

10. Next meeting – will be **Monday November 9 at 8:15 PM**

11. Motion to adjourn by Nora, second by Wally – **9:00 PM.**