

**Briarwood Community Association  
Board of Directors Meeting  
Monday Sept 14, 2015  
Briarwood Community Centre**

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

Regrets: Li Zhang, Shirley Zhou, Prem Sharma

1. **8:15** call to order
2. Approval of agenda – motion by Bruce, seconded by Amy
3. Approval of minutes of Aug 26 meeting moved by Nora, seconded by Wally
4. Business arising from Aug 26 minutes:
  - None
5. Correspondence:
  - a. Advertising requests for next newsletter – passed on to Li.
  - b. Correspondence with BlackSun regarding website problems – see Li’s report
  - c. Mass email distribution re: soccer registration – should have been BCC. Several emails requesting BCC in future with 2 recipients requesting to be unsubscribed. Eldon sent apology to all who commented advising it was done in error.
6. Community Consultant Report (Arin)
  - a. Winter Leisure guide submissions due Sept 21
  - b. Upcoming workshops and events for Community Association Volunteers
  - c. Upcoming community events – Curbside Swap and “Active Like a Girl” which were both last weekend
  - d. COS has asked if BCA would be interested in renewing MOA with City of Saskatoon (COS) for multi-year, either three or five. Eldon advised that Karen Farmer had asked this previously and was advised that we would like a five year agreement which Arin will pass on to COS Solicitor department.
  - e. Two new tables were provided for Community Centre to replace two with damaged legs. BCA asked that COS remove damaged tables as they are taking up space in the cleaning supply room which is limited.

- f. Arin followed up on BCA request to have chairs cleaned as several had paint on them from summer youth programs. COS does not have someone directly responsible for this however they have suggested in future years that COS bring their own tables and chairs since the BCA chairs have fabric covers which are not suitable for the painting and crafts that are done as part of summer programming. Arin will ask again about COS arranging chair cleaning.
- g. There has been a request to COS Parks from a local association interested in establishing a disc golf course in Donna Birkmaier park. COS will assess whether suitable space can be found and if it appears that it can, COS will conduct information meetings with BCA and residents prior to making a final decision. Major issue could be sufficient parking due to existing sports fields in park.
- h. Concern was expressed to Arin regarding the degree of cleaning done in the Centre by COS before handover back to BCA at end of summer, specifically regarding the bathrooms, kitchen and walls including mats. BCA suggested that the amended MOA should include minimum standards or checklist.
- i. Arin apologised on behalf of COS regarding communication to BCA in summer regarding missing equipment.

## 7. Directors Reports

- a. Eldon

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

- Assistance with BBQ (setup, music rental, BBQ, cleanup)

### **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

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 "BCA BBQ" and "Community Fall Garage Sale" at four entrances
- Conducted correspondence with various COS contacts concerning:
  - **Community entrance signage-** worked with the COS to finalize the signage rehab. Confirmed the BCA Logo with the manufacturer (appliqué of black on 60% black/grey background) to be permanently affixed to the crest plaque and then protected with anti-graffiti surface. Project should be completed by Sept 20.
  - **Pedestrian safety concern at Boychuk and Briarwood Road North** –Cross-walk has been enhanced with bold paint and trees trimmed to allow better sightlines to warning signs.
  - **Shade/ Shelter for Briarwood Park** –Arin has submitted application for Park Enhancement approval to install asset next year. Will need to investigate additional info from COS and other sources on the type of shelter to proceed with.
  - **Drainage/ Pathway program at Briarwood Lake-** Last year a subsurface drainage system was installed to channel the groundwater and protect the structure integrity of the pathway. After a review this summer, additional drainage works were installed. The success of this drainage program is still being evaluated.

In the meantime, about 275 meters of pathway resurfacing was completed in areas not affected by the drainage issue. Approximately 300 meters of pathway rehabilitation remains and unfortunately the COS has recently advised BCA that funding will not be available this year for the completion. It will be presented for consideration in next year's budget for the "Parks" program. Will be working with Councillor Olauson to ensure this makes the budget for 2016.

The quality of the Briarwood Lake has been an ongoing issue for a number of years and the COS has been battling this algae issue with an "additive" in a program of multiple applications over the spring and summer months. This will become a routine maintenance program and hopefully the issue will be less severe in future years.

The fountain problems have been investigated by the COS and an attempt to repair a submerged broken water supply pipeline failed. An alternate permanent repair is now being reviewed and the intent is to tackle again next spring.

- **Briarwood Road** saw activity this summer as part of the COS Asset Management Strategy to treat roadways earlier in their life when they are in fair condition rather than allowing them to degrade to poor condition. Each of the five sections took about 24 hours to cure before traffic is allowed to return. Detours allowed for access to all parts of the community during construction and BCA heard of no complaints.
- I assisted with the preparation of the BCA Newsletter by submitting a “BCA Project Summary Report”
- I assisted with the BCA BBQ.

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

- Meeting with COS on site in mid September to complete entrance signs rejuvenation
- Follow-up on all the projects/ inquiries and previous correspondence for action
- Correspond with COS on BCA winter expectations for the community, specifically that COS ensure that snow is not windrowed and left in parking area in front of the Community Centre on Briarwood Road.

c. Lou Anne

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

- Answered emails regarding rentals
- Coordinated volunteers for BBQ
- Helped at Briarwood BBQ
- Emailed Arin & COS about cleaning of rec centre and few items that needed tending to after playground program finished – damaged tables and chairs etc.

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

- Continue to coordinate rentals & cleaning

**Discussion Items for meeting:**

Will need contact info for the instructors for Monday classes as will need to let them know about rec centre not being available on Oct 19<sup>th</sup> because is being used a polling station for federal election. I already notified Lisa Gurski who does Core Strength class and she will extend classes by one week.

- Rec Centre will not be available for morning Boot Camp so Nora will provide Lou Anne with instructor contact info.

d. Elaine

**What have I done in the past month?**

- Assisted with the bbq
- Assisted in getting soccer registration info updated on the website
- Set up the Briarwoodca facebook page and twitter account (@briarwoodca). If you are a facebook or twitter user, please like our page and also try to use #briarwoodca in your comment.
- Communicated with volunteer coaches
- Assisted Nora in getting soccer registration online
- Booked gyms for soccer

**What will I be doing this month:**

- Compiling registration information and forming teams
- Ordering uniforms
- Organizing equipment (please expect an email asking for help)
- Organizing coaches and coach training
- Looking for team coordinators to manage the different age groups and take some of the work off my shoulders
- Attending meeting of all Lakewood zone coordinators to combine teams

**Important information:**

- I have finally just landed a teaching contract for the rest of the year. I will be coordinating indoor soccer but will be asking for help. I am not going to be able to continue doing the coordinator work for the spring season. I would suggest sending out an email to our membership looking for someone to do the job. I would be available to advise.
- Please extend registration for soccer until Sept 18.

**Motion:**

- I make a motion that we purchase uniforms for 3 U8 teams and 1 U10 team. This would allow us to have more than enough uniforms for now, and still be able to get a good price for a bulk order. It would mean ordering 45 uniforms @ \$15 each for a total of \$675.00. We should order the same uniforms as last spring from the same supplier.
  - Motion was seconded by Bruce, passed.

e. Nora

### Past months Activity

#### BBQ

- Purchased food and beverage supply
- Arranged and/or confirmed entertainment
- Applied for and obtained city permit for the event
- Assisted at the event as needed
- Outcomes:
  - o Total revenue (incl memberships)= 2,016
  - o Cost of food, beverage, ice cream =1,643
  - o Cost of entertainment =2,290
  - o Cost of other=213
  - o Recycling funds received= \$20.95
  - o High turnout, cooked 360 beef burgers, 144 hotdogs, 28 veggie burgers
  - o 108 memberships sold
  - o For next year Elaine suggested that next year if we have face painting and Henna tattoo artists again these people start 15 minutes later and are paid until 3:15. This year there were some children who waiting in line a considerable time however were not able to be completed before the paid time was up. We will need to monitor waiting lines next year and ensure that lines are cut off in advance of the end of BBQ.
  - o Bruce suggested that people who start on BBQ keep cooking even if crowd is slow to begin with. Once a lineup formed for food we could not keep up cooking which resulted in people waiting. Also, we should have two tables for condiments to keep line moving.

#### Online Registration System

- Setup for fall registration, updated instructor bio
- Monitored registrations and payment processing
- Corresponded with applicants as required

#### Fitness Classes

Assist during Prem's pending vacation with submissions to COS activity guide for the winter session, liaison with instructors for commencement of classes in the fall.

- Good response for most fall classes, registration remains open until Sep 15.
- iPod dock went missing over the summer months, reported to COS, will need to purchase a new one before classes commence. **Cost not to exceed \$150.00, no motion required.**

## Other

- Obtained a donated computer for use by Soccer coordinator. The computer comes with operating system, but we will need to supply virus protection and Microsoft Office. Nora will investigate costs and advise at next meeting.

## Treasury

- Balance in bank \$ 44,412 does not include fall registrations which are currently \$10 K (nor related expenses)

Financial statements separate document

- f. Amy
  - o No report filed, see new business.
- g. Li

## What did you do in the past month?

- Updated of the web site.
- Completed the August 2014 Newsletter.
- Resolved the website technical problems with BlackSun

## What will you do in the upcoming month?

- Update web site

## Discussion Items for meeting: none

## 8. Old Business

- a. MOA with COS – See Community Consultant above
- b. Membership survey – Eldon distributed current results as survey is still open. Small participation with only about 7 – 8 people responding on various questions. Appears to be some interest in one-time courses such as first aid or CPR and some interest in new social events such as newcomers tea. Survey will be left open for fall and results updated for future meetings.
- c. Board appreciation event - deferred
- d. BBQ – See Nora report

- e. Rink Coordinator – We have one person who will take over Rink Coordinator position for winter and two other people who have offered to assist. Eldon has corresponded with Chuck and plan will be to have a meeting/workshop in November so he can demonstrate the equipment to the volunteers. Eldon will coordinate and we will advertise on website to try attracting other people who may be interested in helping.
- f. Social Coordinator – Shirley has offered to take over this position going forward. We will discuss ideas for a winter function at upcoming meetings.

9. New Business

- a. Repairs/cleaning required for tables and chairs – covered in Community Consultant minutes.
- b. Broken glass in BCA notice board – replacement is responsibility of BCA. Decision was made to not replace at least for winter as board gets minimal use. Paper notices can be put into plastic sleeves to prevent weather damage.
- c. Fall membership canvas – Amy is planning for October 5 – 25. Process will be the same as last year, coverage will depend on number of volunteers.

10. Next meeting – will be **Tuesday October 13** at **8:15 PM** as the second Monday in October is Thanksgiving Day.

11. Motion to adjourn by **Amy**, second by **Elaine** - **9:45 PM**.