

**Briarwood Community Association  
Annual General Meeting  
Wednesday, April 8, 2015; 8:00 p.m.  
Briarwood Community Centre**

Present: Eldon Ortman, Bruce Richet, Prem Sharma, Chuck Miles, Lou Anne Turcotte, Elaine Reinhart, Li Zhang, Nora Ortman

Community Consultant: Arin Jorgenson

Regrets: Amy Sturgeon, Bev Pongracz, Shirley Zhou, Cory Kos, Wally Leis

Guests: Councillor Eric Olauson, Alan Wallace, Jeff Jorgenson

1. Welcome and Call to Order of the 2015 BCA Annual General Meeting – 8:00 p.m.
2. Approval of Agenda  
Motion to approve the agenda as presented - Bruce; second – Prem; carried
3. Adoption of 2014 AGM Minutes  
Motion to adopt 2014 AGM minutes – Chuck; second – Prem; carried
4. Business Arising from the 2014 AGM Minutes  
No business
5. 2014/2015 Review Report from Arin Jorgenson, City of Saskatoon Community Consultant
  - Introduction and brief description of role
6. 2014-2015 Reports from Board of Directors

- President – Eldon Ortman

*This AGM represents the completion of my first year as President. Similar to last year, I believe it has been another successful year for the BCA. Although we had some people leave the board last year, we were fortunate to have some new members at large join the board which always brings fresh ideas and perspectives. I was disappointed that we were not able to fill the positions of Secretary and Vice-President and those positions will be open for nomination at this AGM. I would like to outline some of the major accomplishments of the Association this past year as a result of the hard work of the board and volunteers:*

- *Implemented an on-line payment system in coordination with existing on-line registration system. We believe this is a major benefit to members and has also reduced the workload for some of our board members*
- *Provided successful fall and winter indoor and outdoor programs for both adults and children*
- *Delivered another successful fall BBQ at the Community Center*
- *Communicated directly with City of Saskatoon officials regarding concerns with*

*infrastructure, traffic safety, etc.*

- *Completion of a neighborhood membership canvas to explain the benefits of the BCA and attract new members*
- *Participated in an Outdoor Rink Coordinators workshop at the Briarwood Community Centre. Prepared and maintained the pond rink on Briarwood Lake*
- *Conducted a BCA strategy session with the goals of attracting more community members to the AGM, attracting new members to the BCA board and brainstorming ideas for new programs and social events to deliver to the members.*

-

*All the accomplishments have been achieved in a fiscally responsible manner with the BCA in a very strong financial position.*

*The normal practice for the BCA is for an individual to serve one year as Vice-President, one year as President and one year as Past President. However, since the Vice-President position has been vacant for the past year I am prepared to stand for election as President for one more year and then serve an additional year as Past President. This means that we must get a Vice-President in place to start the succession plan. As much as I have enjoyed serving as President, an organization such as this needs the energy and perspective that a new person will bring.*

*If elected again as President there are a number of initiatives I would like to continue to pursue:*

- *First priority is recruitment of a new Outdoor Rink Coordinator as Chuck Miles is completing his term at the this meeting and after being in the position for about 10 years he is ready to step aside and have someone else take over. If we do not have anyone let their name stand for nomination at the AGM then we will have to actively recruit to get someone in place for next winter. Ideally, the role of this person should be Coordinator with a pool of volunteers that he/she will manage so that one person is not responsible for all maintenance throughout the winter.*
- *Attempt to recruit for any other vacant positions arising from AGM. I believe this is the greatest risk to the long term viability of the BCA since activities such as outdoor sports are so critical to the BCA finances and these cannot be delivered without sufficient volunteer support. As well, our coordinators need volunteers to assist with our outdoor soccer programs and other social events.*
- *Enhance our programs and social events basis feedback from the members*
- *Continued to explore opportunities to coordinate with other community associations.*

*I would like to congratulate the BCA Board and volunteers on another successful year.*

- Past-president – Vacant
- Vice-president – Vacant
- Secretary – Vacant
- Treasurer – Nora Ortman

*Highlights of past year:*

- *Represented BCA in the implementation of Apparatus software for online program registration*
- *Established online payment processing for program registrations through PayPal*
- *Engaged accounting firm McKenzie and Company for annual review*
  
- *Prepared monthly and annual financial statements along with working papers for review purposes*
- *Coordinated the compilation of the annual budget*
- *Filed the annual return with Corporations Branch*
- *Deposited and recorded all revenues, prepared disbursements and recorded expenditures as required*
  
- **Indoor Program Coordinator – Prem Sharma**
  - *Coordinated with Treasurer for fall 2014 on-line and in person registration for indoor programs and on-line registration for winter 2015 indoor programs*
  - *Attended Community Association Special Events Coordination Workshop, events production work shop and Community Association Networking Trade Show*
  - *Discussed with community consultants about running Spring Indoor programs before the summer starts*
  - *Coordinated with Treasurer for on time payment for each Instructor for individual indoor program in fall 2014 and winter 2015*
  - *Registered for Indoor Program Networking Workshop on April 16,2015*
  - *Will help to other coordinator in need as time permit*
  
- **Acting Team Sports Coordinator – vacant (Elaine Reinhart)**
  - *No report*
  
- **Social Coordinator – Bev Pongracz**
  - *No report*
  
- **Communications Coordinator – Li Zhang**

*It has been a busy year for me as the Communications Coordinator. Below are some of the major accomplishments during the last year:*

  - *Played an important role in the implementation of the on-line registration system, in collaboration with the Treasurer*
  - *Developed three newsletters to communicate important events of the Association to the residents, and coordinated the distribution*
  - *Regularly updated the BCA website to ensure readers can find most current and relevant information they need.*
  - *Increased the revenue of the Association by actively seeking potential business to advertise on BCA newsletters. The revenue of the advertisement was able to cover most of the cost associated with newsletters distribution*
  - *Solved challenging technical problems of the BCA website*
  - *A major plan for the next year will be to investigate the best way to upgrade the*

*website content management system, and to explore if there is a need to switch the internet provider.*

- **Civics Coordinator – Bruce Richet**

*Report for: 12 Months of 2014*

*What did you do in the past 12 months? :*

- *This portfolio corresponds with the City of Saskatoon on issues concerning public works, transportation, parks, public safety, maintenance, planning and growth policies.*
- *Focus on identifying Briarwood assets that require effort for preservation or restoration.*
  - *Transportation (potholes, pedestrian safety, speed, etc)*
  - *Public Works (drainage, lake quality, signage, sidewalks, snow removal, etc)*
  - *Parks (maintenance, enhancement, pathways, tree removal/replacement, lighting, etc)*
- *“2014” - represented BCA and communicated activities to the community*
  - *Attend City of Saskatoon meetings (Growing Forward (2), Holmwood Development concept planning (2), Temporary Snow Storage, project sites, etc)*
  - *Initiate CP Rail Whistle Cessation efforts through the City of Saskatoon*
  - *Briarwood Lake improvements (subsurface drainage, shoreline changes, pathway rehabilitation/ replacement, algae treatment, etc)*
  - *Signage repairs and activity message inserts*
- *Administration of the Association*
  - *Attendance at Board meetings (8/9), preparation of “Civics” budget, support membership drive*

*Priorities for 2015? :*

- *Support and overview Briarwood Lake improvements to completion*
- *Enhancement of community entrance aesthetics in signage and floral improvements*
- *Update 2013 “BCA Asset Condition Report” and press City for preservation strategy/ action*
- *Enhance Briarwood Park – Shade/ Shelter, horseshoe pitches, painting, etc*
- *Maintain open dialogue with City of Saskatoon and convene “Fall” meeting for planning*

- **Parks Coordinator – Vacant**

- **Volunteer/Membership Coordinator – Amy Sturgeon**

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

- *Mailed out membership cards for Online Purchases.*
- *Responded to online registration questions.*
- *Ran a successful membership drive in October 2014. Total Memberships sold = 139*

- *Prepared membership report with all memberships information*
- *Compiled a list of email addresses for email reminders.*
- *Shared information with Lakeridge Community Association regarding membership drive. They are interested in running their own in the fall. Shared procedures, volunteer instructions and some of the handouts that go with the kit.*
- *Here is the data on memberships sold for 2014 year*
  - o *Memberships sold at BBQ = 76*
  - o *Memberships sold Online and mailed in = 146*
  - o *Memberships sold at Membership Drive = 139*
  - o *Total memberships sold to date is 361 (approx.)*

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

*Order 2015 membership cards (May)*

- **Rink Coordinator – Chuck Miles**

*Responsibilities:*

- *Test the ice thickness for safety*
- *Once ice is safe layout rink and clear surfaces*
- *Freeze in posts; bring out fire pit benches etc.*
- *Put up back stop netting and wind break*
- *Put up light and run power cord to Sheppard's*
- *Shovel snow at Rec center*
- *Sweep and flood skating surfaces*
- *Perform weekly sweeps pending snowfall including Rec center*
- *Purchase gas as required and fuel equipment*
- *Collect random garbage and organize shovels*
- *Flood as required (mainly to fill in ice cracks)*
- *Chop wood – if required*
- 
- *End of season;*
- *Remove nets, fire pit, benches etc. and put in storage*
- *Post caution tape at entrances*
- *Remove posts from shore repair damage to braces then store*
- *Collect garbage from shoreline*
- *Clean and organize cold storage, replace vacuum cleaner bag*

*Advanced Duties:*

- *Hook up and use "Vee plow" for snow removal (requires technique)*
- *Clear pathway from Rec center to street*
- *Perform maintenance on quad as required*
- *Perform maintenance on sweeper as required*
- *Solicit firewood donation*
- *Haul firewood, cut and chop wood*

**Issues/Concerns:**

*I have been using my own personal utility trailer towed behind the quad. Without a trailer this rink maintenance will be very difficult. I am donating the Vee plow to the BCA that I built for the quad some years ago.*

- Community Centre – Lou Anne Turcotte

*Below are some of the major accomplishments during the last year:*

- *From April 1<sup>st</sup> 2014 to March 31 2015 there were 29 rentals of the rec centre. This does not include the months of June, July & August as the city runs the outdoor summer program during those months.*
- *Worked with other members of the board to do a thorough cleaning of the kitchen and storage rooms.*
- *Coordinated the regular cleaning on an as need basis with the paid cleaning staff.*

**Motion** to accept the board reports as presented – Lou Anne; second – Li; carried.

7. 2014 Financial Statements

Presentation by Treasurer – Nora Ortman

- Summary of Financial Results:
  - Balance Sheet – Cash position \$39.5 K, increase of \$11K over prior year
  - Statement of Operations – Revenue \$37.8, decrease of \$5.5K over prior year
  - Expenses \$40.9K, decrease of \$8.7 over prior year.
  - Net Income \$ 6.9K, increase of \$3K over prior year.
  - Refer to Financial statements for details
- Review Engagement Report performed by McKenzie and Co, CPA

**Motion** to accept the 2014 BCA financial statements as presented; Nora, second- Chuck; carried

**Motion:** to waive the requirement for a financial audit for 2015 Corporate Registry requirement– Nora; second – Elaine; carried

**Motion:** Approve McKenzie and Co, Chartered Professional Accountants to conduct a review of the financial statements for 2015 – Nora; second – Bruce; carried

## 8. 2015 Budget

Presentation by Treasurer – Nora Ortman

- We are budgeting an overall loss of \$6.7K
- Revenue – significant changes :
  - Sask Lotteries Grant, application declined, decrease of \$1.5 over prior year actual
  - Soccer, reduced registrations, budget for spring session only due to lack of coordinator, decrease of \$8.2K
  - Indoor Programs, increase of \$2.3 with the addition of new programming as a result of a recent strategy planning session
  - Overall a reduction in revenue from \$47.8 in 2014 to \$38K in 2015, or approx. \$10K less
- Expenses – significant changes:
  - Newsletter printing and postage – increase of \$.5K
  - Community beautification initiatives – increase of \$4k
  - Soccer – reduced registration and session results in reduced expenditures \$4K
  - Indoor Programs, increase in expenditures of \$1.8K
  - Social Events, increase in expenditures of \$.7K
  - Computer, software expenses, decrease of \$.3K
  - Overall an increase in expenditures of approx. \$4K
- Represents the budget as previously presented at the March Board meeting

**Motion** to “accept the 2015 budget as presented” – Nora; second – Li; carried.

## 9. Election of the Board of Directors for 2015-2016

(Nominations from the floor for expired or vacant positions)

- President
  - Vice President position has been open since last year therefore no one available to stand as President
  - Eldon will stand for nomination as President for an additional year however will be last year as President
  - Eldon elected by acclamation
- Past President – vacant
- Vice-President – no nominations, position remains vacant
- Secretary – no nominations, position remains vacant
- Treasurer
  - Nora Ortman will stand for nomination for another term , no other nominations, elected by acclamation
- Volunteer/Membership Coordinator
  - Amy Sturgeon will stand for nomination for another term, no other nominations, elected by acclamation
- Civics Coordinator
  - Bruce Richet will stand for nomination for another term, no other nominations, elected by acclamation
- Team Sports Coordinator- no nominations, position remains vacant
- Social Coordinator- no nominations, position remains vacant
- Parks Coordinator-no nominations, position remains vacant

- Rink Coordinator –no nominations, position vacant
- Directors-at-Large
  - Wally Leis will stand for nomination for another term, elected by acclamation
  - 2 other positions open, no nominations

**Motion** to accept the new members of the 2015-2016 Board of Directors as presented – Lou Anne; second – Li; carried.

**Motion** to fill vacant positions as required during the year, Elaine, second Prem ; carried

**Thank you to everyone who has served the community of Briarwood.**

10. Amendment to bylaws:

8.7 Directors shall submit all expenditures over \$75 to the Board for prior approval  
*Revised: Directors shall submit all expenditures over **\$100** to the Board for prior approval*

8.8 Directors making purchases over \$1000 will be required to obtain 3 quotes. The quotes provided will be provided to the Board of Directors for approval.  
*Revised: Directors making purchases over \$1,000 **will make best efforts** to obtain 3 quotes. The quotes provided will be provided to the Board of Directors for approval. **If 3 quotes cannot be obtained the Director will provide to the Board of Directors the names and dates of all companies contacted which did not respond.***

8.9 All expenditures over \$3000 shall be submitted for approval at a General or Special Meeting of the Members.  
*Revised: All expenditures over **\$5,000** shall be submitted for approval at a General or Special Meeting of the Members.*

**Motion** to amend the above bylaws as outlined, Bruce, second Prem; carried.

11. Adjournment

**Motion** to Adjourn the 2015 AGM – 8:40pm, Chuck, second Prem.