

**Briarwood Community Association  
Board of Directors Meeting  
Tuesday, March 4, 2013 - 8:15 p.m.  
Briarwood Recreation Centre**

Present: Chad Schatz, Valerie MacDonald, Chuck Miles, Ted Llewellyn, Cory Henderson, Laddy Hemeon, Lou Anne Turcotte, Amy Sturgeon, Annie Meng, Bruce Richet

Regrets: Bev Pongracz, Sima Arnold, Brandon Bishop, Kaveh Lotfian, Prem Sharma, Yan Wu, Art Lord (Community Consultant)

1. Call to order – 8: 17pm
2. Approval of agenda  
Motion to approve – Ted; second – Laddy; carried
3. Motion to adopt February, 2013 minutes – Bruce; second – Laddy; carried
4. Business arising from minutes
  - Regarding Lakeview soccer help – Laddy recommended SYSI for help in organizing their soccer registration. Lakeview ended up with 2 volunteers.
5. Correspondence
  - Numerous emails about soccer registration/schedule – all forwarded to Laddy and addressed
  - Emails regarding Community Gardening – forming a list
  - Email from Briarwood resident regarding lights on the pond
  - Few emails regarding Recreation Centre rental
  - Question about tax receipt for soccer sponsorship – yes, a receipt can be issued – Val will forward the email to Laddy
6. Community Consultant Report – Art Lord
  - See attached report
  - Highlights included: Volunteer Appreciation Night on March 28<sup>th</sup> at the Western Development Museum – still time to register; Eastside Indoor Coordinator Workshop (9:30-11:30am) followed by a CA Trade Show will be held on April 13<sup>th</sup> at Prairieland Park. In his email to the Ward 8 CA, Art asked us to discuss the Trade show that will occur from 12-2pm. The goal of the trade show is to trade the successes and achievements among associations and give a greater understanding of what associations do and helps to expand the reach of CA throughout Saskatoon. Early bird registration is March 18<sup>th</sup>; Living in Harmony Contests and Awards
  - Bev offered to volunteer to be at the Trade show but requested help. Chad will be present as well. Will need to come up with ideas as to what will be presented.
7. Director Reports
  - a. President – Chad Schatz

- Assembled electronic skeleton for membership list
  - Configured website for online registration
  - Assisted with spring registration night
  - Assisted with Family Day
  - Correspondence
  - Will continue investigation of merchant account options
  - Discussion items: new question for online poll, value of director reports, strategic planning
- b. Past-president – Tracey Kushniruk - none
- c. Vice-president – vacant
- d. Secretary – Valerie MacDonald
- Replied to emails regarding community gardening registration, soccer, recreation centre rentals, newsletter advertising and forwarding email to appropriate persons
  - Assisted with Family Day in the Park
- e. Treasurer – Ted Llewellyn
- See financial report
  - Review completed from the accountant (Paul Pidgeon)
  - \$36,318 bank balance
  - paid BlackSun website (2 year contract)
- f. Indoor Program Coordinator – Sima Arnold
- Nothing to report except that one of the instructors is asking where the yoga mats have gone – she can only find 2.
- g. Team Sports Coordinator – Laddy Hemeon
- Purchased and distributed medals for indoor soccer teams and starting to collect uniforms and equipment from teams that have finished
  - Registration numbers are up for outdoor soccer (kinders, U10 and football) but lower for U6 and U8 this year (kindersoccer - 48, U6 soccer - 32, U8 soccer - 35, U10 soccer - 48, Football – 40)
  - Gave Yan information for website and newsletter
  - Looked into getting water bottles for the Kindersoccer and U8/10 soccer teams and coaches.
  - Getting sponsors for the U8/U10 teams. So far we have 2 sponsors with a potential third. We will need a total of 10 sponsors if the numbers don't change by the registration date.
  - Attended football coordinator meeting put on by Saskatoon Minor Football.
  - Plan to get uniforms and equipment ready for the soccer and football season, register teams for soccer, get sponsors lined up and order jerseys for the soccer teams that have sponsors, order Kinder soccer shirts and water bottles.
  - *Motion:* to purchase the Kinder soccer t-shirts (approximately 60), not to exceed \$600 – Laddy, second – Chuck; carried

- Motion: to purchase Football shirts (one set for Huskies – 12 shirts) that will be reused for years, not to exceed \$200 if we actually proceed with this team – Laddy, second – Bruce; carried
  - Motion: to purchase soccer equipment (soccer balls, footballs, whistles, flag posts, etc), not to exceed \$1000 – Laddy, second – Chuck; carried
  - Motion: to purchase water bottles for the Kinder soccer, excess water bottles to go to coaches and other volunteers (150 bottles), not to exceed \$1000 – Laddy, second – Chad; carried
  - Motion: to purchase jerseys for those teams that have sponsors and water bottles (if it fits within the sponsorship income), not to exceed \$4000 – Laddy, second – Cory; carried
- h. Communications Coordinator – Yan Wu
- Updated website and continues to do so during the month
  - February newsletter production
  - Discussion: mistake in newsletter for Bootcamp advertisement – contact information was omitted. Promised customer that we would republish advertisement at no cost in next newsletter and to consider advertising on website before summer newsletter as they will not receive any business from our ad as clients have no way of contacting them. After discussion, it was decided that the advertisement would be re-printed at no charge in the next newsletter (1 page) advertising the AGM in April.
- i. Civics Coordinator – Bruce Richet
- Goran Ladic of C of S advised that he will be contacting CP Rail again to “request that they give the Cessation Order matter due attention and inform us of their decision/requirements at the earliest opportunity”. Awaiting the results of that request. Also advised Ernie Wurmlinger (Briarwood resident pushing for this) of the current status.
  - Was advised that on February 8, Ward 8 councillor Eric Olauson will be bringing forth the items from our January 23 meeting to C of S Infrastructure Services Manager Mike Gutek in order to push them forward. Hoping for some action as Eric is very supportive of the BCA initiatives/requests.
  - Plan to participate in a BCA Strategic Planning Session – same concern about lack of a BCA Strategic planning session may not allow for proper scheduling/support of activities, efficient capital expenditures, sufficient advertising/volunteer solicitation and thus possibly create Board/membership frustration.
  - Read email report from Saskatoon Police Services regarding the East side traffic issues (violations, etc). Bruce suggested that possibly the Police could attend a meeting. He also asked for suggestions on how to decrease traffic violations.
  - Discussed “granny suites” – a topic that was discussed in 2011 but recently reappeared in the Star Phoenix. The general consensus is that the BCA would be opposed to “granny suites” within Briarwood.
  - Bruce would like to investigate the cost of permanent signs for the entrances of Briarwood rather than using the temporary signs that we currently use to advertise registration, etc.

- j. Parks and Green Space Coordinator – Cory Henderson - none
- k. Volunteer/Membership Coordinator – Amy Sturgeon
- Updated the membership reports for the Soccer Registration night
  - Mailed out one membership card (application received via Canada Post)
  - Printed 4 copies of the report at Staples
  - Helped with Soccer registration on the evening of Feb 26<sup>th</sup>
  - Updated the membership reports again with new families who purchased membership at the soccer registration night and online
  - Will continue to update report as new memberships are sold
  - Will prepare a new set of reports for the upcoming exercise program registration night
  - Meet with Chad to discuss some questions
- l. Rink Coordinator – Chuck Miles
- Purchased replacement fender for quad.
  - Did a record amount of snow plowing.
  - Will shut down rink once ice becomes unstable.
  - Sweeper and quad maintenance during the off season and will price backstop netting.
  - Received one “thank you” email in the “rink coordinator” email from the BCA website
  - 3 more seasons prior to retirement!
- m. Recreation Centre – Lou Anne Turcotte
- 3 rentals in the past month and more upcoming
- n. Social – Bev Pongracz \*\*
- Did not book the Wacky Wizard for April as she has work projects that will make March and April very busy
  - For Family Day in the Park – purchased supplies (\$160) including hot beverage containers. Left over supplies left in BCA kitchen. Approximately 25 people and 3 dogs came to the Recreation Centre for beverages and cookies. Would do again but with more advanced advertising.
  - Advertised with SHR website and did follow-up survey
  - Will plan for Volunteer Appreciation Day in June – will include all coaches and BCA volunteers who have been on exec and whom have helped with activities such as BBQ
  - Ideas: appetizer night but may not be able to do hot appies; a BBQ in the Park; consider certificates of appreciation? Put thank you/names in the newsletter?
  - Suggestion to purchase a coffee urn (approximately 50 cup) and at least one 50 plus cup thermos type container for BCA activities. Will investigate cost of these purchases and report back to the Board with estimates.

- o. Director-at-large – Prem Sharma - None
  - p. Director-at-large – Brandon Bishop – None
  - q. Director-at-large – Kaveh Lotfian – None
  - r. Director-at-large – Annie Meng - None
8. Old Business
- a) Soccer nets: detailed email sent from Anurag Dalai with information about the soccer nets – will forward email to Board to read and comment on for next meeting
9. New Business
10. Discussion
- a. Community Gardening  
Bev is interested in the CG – will check with her to see if she is willing to be the Board representative. Plan to send out an email to the interested Briarwood residents to set up meeting to get initial group together and they then can make decisions on how to proceed with the C of S and involve the students from U of S.
  - b. Mission/Vision statements – defer to next meeting
  - c. AGM  
Needs to be advertised, financial statement needs to be prepared, also need to find out what positions will become available
  - d. Newsletter for AGM  
1 page newsletter advertising the AGM, other side of newsletter will have re-print of advertisement, advertise Board positions that are available; will be printed and sent to Canada Post for delivery
11. Motion to Adjourn – Cory – 9:55 pm  
Date of next meeting – April 9<sup>th</sup> 7pm AGM followed by brief BCA Board of Directors monthly meeting