

**Briarwood Community Association
Board of Directors Meeting
Tuesday, May 7, 2013 - 8:15 p.m.
Briarwood Recreation Centre**

Present: Chad Schatz, Valerie MacDonald, Chuck Miles, Ted Llewellyn, Lou Anne Turcotte, Bruce Richet, Wally Leis, Bev Pongracz, Laddy Hemeon, Keith Janzen, Prem Sharma, Annie Meng, Sima Arnold, Yan Wu, Eldon Ortman, Art Lord (Community Consultant)

Regrets: Amy Sturgeon, Brandon Bishop, Nora Ortman, Cory Henderson

1. Call to order – 8:20 pm
2. Approval of agenda
Motion to approve – Bev; second – Annie; carried
3. Motion to adopt April, 2013 minutes – Bruce; second – Annie ; carried
4. Business arising from minutes - none
5. Correspondence
 - many emails about the Garage Sale – made request to get date of sale on website but will require further information to be added; continued emails about soccer registrations that have been handled by Laddy
 - Sask Lotteries – approved grant for \$1500
 - Application and procedure from the School board for rentals for the fall
6. Community Consultant Report – Art Lord
 - See attached report
 - Highlights included: this year BCA will receive \$2100 for the Annual Operating Grant and \$1200 for the Annual Program Grant. The Annual Rink on Pond Operating Grant for up to \$1000 was not applied for; The Eastside Indoor Coordinator Workshop provided a lot of good information on involving diverse populations in programs and as volunteers; both Fall 2013 and Winter 2014 programs for the Leisure Guide are due May 15th; information on dealing with graffiti.
7. Director Reports (not discussed at the meeting)
 - a. President – Chad Schatz
 - Led AGM discussion
 - Met with Ted to begin transition of role to Nora
 - Attended City of Saskatoon hosted Community Association Trade Show
 - Showcase of what Community Associations have for events
 - Thanks to Bev for the fantastic display that she (and her family) put together for us, it generated some good discussion amongst CA's. The display is now posted in our glass bulletin board after the show
 - Met with Rosewood and Lakeridge Community Association Presidents

- Discussion on how we can help each other
 - Communication is essential
 - No need to overlap, i.e Zumba offered by both CA's on Monday
 - Discussion on possibly partnering for a special event to bring the communities together
 - No formal partnership at this time, more an agreement to discuss the concept with each CA at their next meeting
 - Received \$500 donation from SaskPower
 - Ideas for use of funds include:
 - Soccer balls/footballs
 - Used for signage
 - Used towards volunteer appreciation event
- b. Past-president – Tracey Kushniruk - none
- c. Vice-president – Eldon Ortman - none
- d. Secretary – Valerie MacDonald – see correspondence
- e. Treasurer – Nora Ortman – report from Ted Llewellyn
- See financial report
 - Bank balance is \$41873.69 – this value is from our Quick Book records and we are nicely within our budget estimates.
- f. Indoor Program Coordinator – Sima Arnold - none
- g. Team Sports Coordinator – Laddy Hemeon
- Final numbers for kinder soccer, soccer and football (U6 soccer – 72; U8 soccer – 59; U10 soccer – 64; football – 60.
 - All of the sports are waiting to start up the end of this week pending the City allowing field use
 - Registering last minute registrants
 - Handed out equipment and jerseys to all of the teams (but 1) for both soccer and football
 - Booked rental space at indoor gyms for soccer and football practice
 - Finalized water bottle logos and order has been placed
 - Contacted Kinder Soccer players and coaches for the start of their season and made up game schedule
 - This month will put in application for indoor sports; submit soccer Mini FOS registration; pick up medals for soccer and football teams; submit soccer and football roster so SYSI and SMF
- h. Communications Coordinator – Yan Wu (acting)
- Updated website
- i. Civics Coordinator – Bruce Richet
- Contact made with Scouts to undertake the Volunteer Pancake breakfast. Working out details of the event with Bev.
 - Undertook a cursory review of civic assets in Briarwood (park by park and street by street for the whole community) and reported the need for attention to Eric Olason for

- a meeting with City of Saskatoon Infrastructure Services to discuss.
 - Investigated entrance signage and have manufacturer providing cost estimate to produce four units. Will approach the C of S regarding placement and any issues they might have on installation.
 - Interviewed 6 parents with kids at the park to see what they would like to see for added amenities. Suggestions were shaded sitting areas where parents can watch their kids and additional play equipment. One parent was from the south end of Briarwood and would like closer playground facilities (ie in south part of the community).
 - Plan in upcoming month: meet with Infrastructure Services; follow up on entrance sign installation; will arrange for the City Police Service to attend and discuss community policing issues

- j. Parks and Green Space Coordinator – Cory Henderson - None

- k. Volunteer/Membership Coordinator – Amy Sturgeon
 - Mailed out several membership cards from online registration
 - Ordered 2013-14 membership cards

- l. Rink Coordinator – Chuck Miles
 - Replaced damaged plastic on quad and changed oil
 - Began to refurbish sweeper – company now out of business
 - Sourcing caster wheels and replacement broom bristles
 - Removed poles from shore, repaired and put into storage
 - Cleaned out central vac and replaced bag
 - Will rebuild sweeper and put into storage
 - Need to convert sweeper to use common replacement bristles – original equipment is now obsolete. First bristle replacement after 10 seasons. Once completed replacement parts will be readily available for the next generation of rink coordinators.
 - Ice went out on Saturday, May 4th – latest in recent memory
 - Rink operating grant not applied for?

- m. Recreation Centre – Lou Anne Turcotte
 - 2 rentals and upcoming rentals

- n. Social – Bev Pongracz
 - Purchased coffee urn and hot water urn
 - Attended Eastside Indoor Coordinators Workshop and CA trade show
 - Created poster board for trade show
 - Completed follow up form for Sask Lotteries
 - Plan for the upcoming year - June: Volunteer appreciation pancake breakfast; September: Sunday in the Park; December: Children’s Christmas Party- with Wacky Wizard; Adult Christmas Party- microbrewery wine and cheese

- o. Director-at-large – Prem Sharma - None

- p. Director-at-large – Brandon Bishop – None

- q. Director-at-large – Keith Janzen - None

- r. Director-at-large – Annie Meng – None
 - s. Director-at-large – Wally Leis - None
8. New Business – vote on any motions
- Motion to repair quad sweeper not to exceed \$750 – Chuck; second - Bruce; carried.
9. Strategic Plan Development
- Vision statement: *A vibrant, healthy, safe and caring community* was one idea proposed. Suggested to think about a statement over the next month and then vote on something that is short, simple and inclusive.

Mission statement: Art mentioned that within our bylaws we have some objectives already listed. Decided to think about the vision statement first and then build on mission statement after that.

Communication Strategy:

Newsletters: majority vote to continue with the paper newsletter. Try to attempt to send out newsletters at times that announce social events, meetings, registrations, etc. Best times for newsletter will be January, April, August and October

Website: is working well, will continue

Signage: still looking at permanent signage at the entrances to Briarwood

There was discussion about sending out newsletters by email. It was agreed this method may not be the easiest way to reach people.

Membership Strategy:

There are many people in the community that are unaware of the BCA. Discussed having a membership drive. Consider trying the drive in the Fall prior to the BBQ and Fall registration. Target different ethnic groups, different age groups, etc.

Volunteer Strategy:

Volunteer appreciation event will be held soon – June 15th

Send out benefits of volunteer list.

Programming Strategy:

Programming is fine when we have great coordinators but what do we do when we no longer have these coordinators and/or how do we prevent these people from getting overwhelmed with work?

Laddy has had many difficulties dealing with parents, and, in some cases, coaches. For the fall, we will advertise for volunteer coordinators for each age group (they do not need to be part of the board) – 5 coordinators. If we do not have volunteers in place, we will not have outdoor programming next year.

Indoor programming – Sima would like higher numbers – hopefully the numbers will increase now that the programming is back up and running well.

Event Strategy:

Within each newsletter have a column of “Events at a Glance”

BBQ: September 8th 11am-2pm

December: Young kids holiday party with the Wacky Wizard and also Wine & Cheese at the Microbrewery and possibly link with another CA.

November (possibly): Basketball or Floor hockey night with pizza for older kids

February – Family Day in the Park

In association with the Garage Sale – get a coffee and muffin and map of Briarwood

Alliance Strategy:

Presidents of Rosewood and Lakeridge met with Chad and Art – discussed concerns of the CAs and the benefits of having an alliance. For example: Shinny event on the pond (have different rinks on the pond). For now if we form any alliances, they will be informal.

Strategy for next meeting will be to focus on the vision and mission statements

10. Motion to Adjourn – Bev - 10:05 pm

Date of next meeting – to be determined by Doodle poll