

**Briarwood Community Association  
Board of Directors Meeting  
Monday November 19, 2018  
Briarwood Community Centre**

Present: Eldon Ortman, Mark Planchot, Nora Ortman, Wally Leis, Jeff Taylor, Lou Anne Turcotte, Bruce Richet, Darien Moore, Kristin Harmel

Regrets: Paul Bonnet, Shirley Zhou, Jordan Turcotte

1. Call to order at 7:03 pm.
2. Approval of agenda – Motion by Lou Anne, seconded by Wally.
3. Adoption of October 2018 minutes – Approved subject to change provided by Mark regarding results of traffic survey at Briarwood Road and Beechmont Crescent. Motion by Bruce, seconded by Nora.

4. Correspondence

a) Playground Incident

A Briarwood resident notified Eldon via the Briarwood President email that their daughter cut her hand on the swings in the playground in Briarwood Park. Eldon notified Mark who passed on the information to the appropriate department. The swing was repaired and Mark notified the resident.

b) Fictitious Emails

Nora has been received fictitious emails to the Briarwood email account that appear to come from Eldon advising her that he needs a wire transfer done. Eldon has experienced these type of emails at work for some time however appears that the perpetrators are now targeting non profits and other organizations.

c) Request from Girl Guides to deliver flyers

Request was received via email. They do not have a set price but ask for a donation. Could be considered for next newsletter rather than using Canada Post but would need to know some expectation for a donation amount. Would also need to know how quickly they would be done. Eldon to follow up.

5. Community Consultant Report – Mark Planchot

Mark distributed his report prior to the meeting and highlighted some of the items:

- Important deadlines for program and grant applications
- Volunteer Training Workshop (Treasurer)

- Info on KidSport
- Sidewalk clearing notice for websites, newsletters, etc.

Mark also discussed the notice he had sent previously regarding tree replacement in Briarwood Park due to ash tree removal program last summer due to cottony ash psyllid. He indicated that the current tree inventory will only allow for about 50% replacement and asked for input on preferred locations. He was advised that some of the trees removed had previously provided shade around the spray pad and this area should be a priority even though some of the trees had already been replaced this year.

Mark also discussed his previous notification about new signage around Briarwood Pond. Previous signs that were flipped to indicate that ice was safe have been replaced with ones that will have decals applied once ice is safe for skating. He advised that ice testing will again be done at a number of storm ponds and once ice is 8 inches thick the signs will be changed to indicate ice is safe.

#### 6. Director Reports –

a) Eldon – report submitted prior to the meeting

b) Bruce – report submitted prior to meeting.

He made a motion to “purchase Christmas lights for outdoor rink not to exceed \$100”.  
Seconded by Jeff. Approved

c) Wally – nothing new to report.

d) Darien – report submitted prior to meeting (see Membership Drive below under Old Business).

e) Jeff – nothing new to report.

f) Jordon – report submitted prior to meeting

g) Lou Anne -- report submitted prior to the meeting.

h) Kristin – nothing new to report

i) Nora – reviewed the updated financials. Current bank balance \$53,029. Current net income \$10,148 with about \$5,600 in expenses to book before year end (fitness instructors, accounting fees, depreciation). Majority of expenses for outdoor rink are capital and therefore do not reduce net income. Park Enhancement Grant (outdoor rink) from COS of \$7500 still to be received, Mark advised that it has been approved and funds should be transferred shortly.

## 7. Old Business

- a) Barry Saunders Proposal – Wally followed up with Days Paints and they highly recommend him. Proposal was discussed further and decided that rather than providing free advertising and relying on him to fulfill commitment to provide 10% of sales revenue back to BCA we will offer to advertise for him in next newsletter at regular rates and he does not have to provide us any funds from sales/projects he gets in Briarwood.
- b) Outdoor rink – Bruce and Eldon provided recap of activities over past month getting boards setup, liner installed and rink flooded. Eldon will document some “lessons learned” which should improve setup next year. Main issue experienced is the puck boards lifting before becoming frozen in from flooding which was likely due to the windy weather when liner installed. Rink opened the weekend of Nov 17-18. On behalf of all the BCA board, Darien expressed thanks to everyone who has worked towards this project.
- c) Membership canvas (notes extracted from Darien’s report) – 191 memberships sold in total including memberships purchased on line during canvas or mailed. Appears to be about 27 memberships from St. Luke’s families however Nora and Kristin will get together to compare addresses and then Nora will provide cheque to St. Luke’s Playground Project (\$10 per membership) as per our agreement. Neighborhood was divided into 18 routes with almost all routes completed. A couple of households gave us feedback/ideas: One resident asked that the washrooms in the park be kept open longer. Another resident said she would really appreciate a walking group being organized for regular walks around the lake, etc. 12 people volunteered to help with projects; a couple specified helping with the rink and the others were, I presume, open to other projects (perhaps organizing a walking group!) Darien also provided some suggestions for improvements next year and thanked all volunteers including board members. The board also acknowledged all of Darien’s work for a well-organized and successful canvas!!
- d) MOA Renewal (Community Centre) - Mark provided proposed amendment to agreement to Eldon and Wally. Eldon had provided back some changes and Wally also proposed a change at the meeting. Once wording is finalized Mark will coordinate signing with Eldon and Wally.

## 8. New Business

- a) December newsletter - discussed if we should do one in light of costs. Key content would be winter indoor programs, update on rink and Lou Anne suggested a notice about rental opportunity for community centre. Eldon will work with Jordan to see if one can be prepared in next couple of weeks. We are also looking into other options for printing to reduce costs.
- b) Official Rink Opening – Bruce suggested an event with invitations to Mayor Clark and Councilor Gersher. Only concern from board was trying to do something before Christmas. Was suggested that we could do in early 2019 and make it a small winter

festival. Bruce will follow up with Mayor and Councilor to see what dates might work in new year.

- c) Bulletin Board in Community Centre - Nora suggested that we consider updating it and asked for ideas. One idea was to have a map of Briarwood. Board members asked to consider other ideas and bring forward at future meetings.
9. Next meeting – Monday January 14 2019, 7:00 pm.
  10. Motion for Adjournment at 8:15 by Lou Anne, seconded by Darien.