



## EXECUTIVE COMMITTEE MEETING AGENDA

February 18, 2106  
7:00 PM – 9:00 PM  
725 9<sup>th</sup> Avenue North

<b>CHAIR</b>	S. Wall
<b>PRESENT</b>	S. Wall, M. Murphy, B. Bradley, R. Sthankiya, L. Gruending, G. Parchomchuk, R. Spilchen, B. Bradshaw, C. Fehr, C. Martin, J. Periera, D. Hill, M. Planchot
<b>REGRETS</b>	-
<b>GUESTS</b>	-
<b>SECRETARY</b>	C. Martin

AGENDA ITEM	DOCUMENTATION
<b>1 INTRODUCTIONS</b>	
<b>2 APPROVAL OF THE AGENDA</b>	
a) Motion: To approve the agenda of February 18, 2016.	<i>2a) 2016-02-18 Agenda</i>
<b>3 APPROVAL OF PRIOR MINUTES</b>	
a) Motion: To approve the minutes of January 21, 2016.	<i>3a) 2016-01-21 Minutes</i>
<b>4 ITEMS ARISING FROM PRIOR MINUTES</b>	
a) Update on Action Items	
<b>5 REPORTS AND PRESENTATIONS</b>	
a) Report from the Treasurer	
b) Report from the Community Consultants	<i>5b) February 2016 Community Consultant Report</i>
c) Report from the Program Coordinators	
d) Report from Toy Library Coordinator	
e) Update on Development of a Co-operative Grocery Store	
<b>6 NEW BUSINESS</b>	
a) Children’s Discovery Museum Update The Chair has invited Eric Bird to provide an update on the Children’s Discovery Museum.	
b) Wine Night The Chair will facilitate a discussion on the Wine Night that will be held on March 3, 2016.	

- c) Rink Day  
The Chair has requested an update from the Rink Coordinator.
- d) Role-Based Email Account Setup  
The Secretary will provide assistance to committee members in setting up and accessing their role-based email accounts.

**7 QUESTIONS AND COMMENTS**

**8 NEXT MEETING**

- a) The next City Park Community Association Executive Committee meeting will be held on March 17, 2016.

**9 MEETING ADJOURNMENT**

- a) Motion: To adjourn the City Park Community Association Executive Committee meeting on February 18, 2016



## EXECUTIVE COMMITTEE MEETING MINUTES

January 21, 2016  
7:00 PM – 9:00 PM  
City Park Collegiate

<b>CHAIR</b>	S. Wall
<b>PRESENT</b>	S. Wall, M. Murphy, B. Bradley, L. Gruending, G. Parchomchuk, R. Spilchen, B. Bradshaw, C. Fehr, C. Martin, J. Periera, D. Hill, M. Planchot
<b>REGRETS</b>	R. Sthankiya
<b>GUESTS</b>	-
<b>SECRETARY</b>	C. Martin

AGENDA ITEM	DOCUMENTATION
<b>1 INTRODUCTIONS</b>	
<b>2 APPROVAL OF THE AGENDA</b>	
a) Motion: To approve the agenda of January 21, 2016.	<i>2a) 2016-01-27 Agenda</i>
<b>3 APPROVAL OF PRIOR MINUTES</b>	
a) Motion: To approve the minutes of December 17, 2015.	<i>3a) 2015-12-17 Minutes</i>
<b>4 ITEMS ARISING FROM PRIOR MINUTES</b>	
a) Update on Action Items	
<b>5 REPORTS AND PRESENTATIONS</b>	
a) Report from the Treasurer	
The committee discussed concerns related to the signing authority of the City Park Community Association. In general, there have been difficulties in transferring authority to Rina Sthankiya. The committee also expressed concerns over the state of the Association's finances and concluded that an alternative signing authority arrangement will be investigated.	
b) Report from the Community Consultant	<i>5b) January 2016 Community Consultant Report</i>
Mark Planchot presented highlights from the January 2016 Community Consultant Report. All committee members were encouraged to sign up for a variety of training sessions offered by the City of Saskatoon (detailed enclosed in the attached Community Consultant Report).	
Mark Planchot continued his discussion by indicating that multiple grants can be applied for by the City Park Community Association. For instance, the Park Enhancement Grant has a	

total value of \$37,000 which will be divided amongst applicants.

Michael Murphy enquired as to the total number of grants that the City Park Community Association would likely be able to apply for per annum. Michael noted that member of the executive had previously applied for the Saskatchewan Lotteries Grant as well as a Co-op community grant. In the past, Michael had indicated that Paul had applied for many of these grants. Finally, Michael enquired if a previous grant application could be reused in a subsequent year. In response to the enquiry, Mark Planchot informed the committee that previous grant applications could be reused for subsequent applications and that there is not one central location (or statistic) for all grants.

Bevin Bradley enquired if the Association retained a copy of the Saskatchewan Lotteries Grant prepared in a previous year. Bevin indicated that the grant had previously been used for programming purposes. In response, Michael Murphy indicated that he was unaware if a copy of the previous grant application had been retained. In turn, Michael Murphy requested that Mark Planchot identify (or prepare a list) of grants with their criteria that can be applied for in the near future.

Christopher Martin enquired if there was a single location where grants are commonly advertised (either by the City of Saskatoon or another organization). In response, Darren Hill and Mark Planchot indicated that there was previously a central organization (Volunteer Saskatoon) that collected this information but the organization is no longer in existence. Additionally, many private organizations offer grants that can be applied for by community associations (such as the RBC Cost as a Barrier Grant). In sum, there is no single location where available grants are advertised.

c) Report from the Program Coordinators

Leanne Greunding provided the committee with an update on community programming. Leanne explained that the start-up for the current term was very messy. For instance, the City of Saskatoon Leisure Guide published that registration dates began on January 12<sup>th</sup> but this would only provide 8 weeks' worth of registration due to the Easter weekend. Overall, there was low turnout for registration on January 12<sup>th</sup>. This was likely the result of the way in which registration was advertised. While many citizens stated they were looking for registration information in a printed newsletter, the Association only published an electronic communication (but not all events were listed on social media accounts). In sum, it was expressed that the City Park Community

Association should not rely solely on electronic communications. They may consider printing newsletters, collecting cell phone information for texting/ mailing lists.

The committee discussed various ways in which the association should communicate with its residents. Darren Hill recommended that the City Park Community Association investigate more effective ways of connecting with all residents, such as developing a text message mailing list. The list would require an opt-in and opt-out feature and would likely only be used if an event was to be rescheduled or cancelled. Otherwise, events should be advertised using printed and electronic mediums other than text messaging. The majority of the information on events could be included on the Association's website whereas other mediums could redirect residents to the website.

The committee concluded that a more effective approach to communications was required. This would include an annual communications plan that would advertise registration dates in September and January. It was also recommended that the committee investigate software solutions that would streamline communications (such as HootSuite). Finally, the committee confirmed that the major annual communications include registration periods (twice per year) and newsletter publications (which could also be used for advertising purposes). Many other community associations charge for including content in a newsletter but there was not consensus as to whether or not the City Park Community Association should generate revenues over advertisements in the newsletter.

Following an update on community programming and a discussion on communications, Leanne expressed a concern that she would prefer the Association to approve a standard budget that can be used for programming. In response, Michael Murphy expressed that the Association should be able to spend money as needed on programming particularly because this is the main source of funding (or revenue) for the Association. In turn, Leanne expressed a concern that she has often been unsure if she is authorized to make purchases using Association funds without first consulting with the group. In turn, a motion was brought forth to provide the Program Coordinator with discretionary spending for programming purpose.

**Murphy/Spilchen:** To grant the Program Coordinator discretionary authority to run a program in the event the program generates either a profit or a loss (provided the value of the loss is 10% of total costs).

**MOTION CARRIED.**

The Program Coordinator concluded her update by informing the committee that the Yoga in City Park program has had administrative problems. It was expressed that the instructor of the course is unavailable for certain times. Additionally, concerns were raised over the administration of the City Park Ballroom Dancing event. In particular, it was expressed that the Association has not obtained a list of attendees or payment for the ballroom dancing lessons. Concerns were also raised that many of the participants in the event were non-City Park members. In response, Darren Hill recommended that the City Park Community Association follow up with the instructor of the ballroom dancing lessons (Herb) to see if the event can be “scaled back” by focusing on beginner-level lessons and targeting residents of City Park. It was also recommended that the finances and registration statistics for the event must be reconciled in the near future.

d) Report from Toy Library Coordinator

Carla Fehr provided an update on the Toy Library. In essence, there are approximately 30 members (or families) that actively use the Toy Library. Over the past year, an estimated revenue of \$1,080 has been collected through the Toy Library (\$580 through memberships, \$500 through an Eco Grant). The Toy Library Coordinator has maintained accurate financial records to account for revenues and expenses.

Carla indicated that she had met with the City Park Collegiate Principal to discuss concerns over the space that has been allocated to the Toy Library. It was expressed that school administration would be meeting with the School Board in the near future to discuss space allocations for the third floor of the school. It was explained that the School Board is interested in opening a 50-seat daycare in this space that would only be available to School Board employees. If this were to occur, the Toy Library would have to move and an alternative space has not been identified. Given the possible changing of space allocations, it was determined that investment in additional shelving space would not be advised prior to a decision being made by the School Board in March. Finally, it was expressed that the Toy Library is closed during the summer months due to the school closure.

e) Update on Development of a Co-operative Grocery Store

A brief update was provided on the development of a co-operative grocery store. In sum, the location is for sale but it is

listed as a closed bid. Updates will be placed on the City Park Community Association website as needed. A lot of interest has been expressed on the property. Additionally, it has been noted that local residents (or citizens) are often parking in the vacant space.

## 6 NEW BUSINESS

### a) Blue Cross Challenge

The Chair facilitated a discussion on the Blue Cross Challenge that will be held between March 1, 2016 and March 10, 2016. In essence, Susan has explained that she has followed up with the coordinator for the event. Registration begins on February 15, 2016. Residents are required to log in to a central system and report upon their physical activity as often as possible between March 1, 2016 and March 10, 2016.

To be able to participate in the event, the Mayor of the city must sign a pledge form and a photograph must be taken of the signing. Darren Hill commented that he would likely be able to speak with the Mayor and have him sign the required form.

There was a general discussion over how the activity could be logged. The committee was in favour of encouraging local residents to register and participate in the event. Residents could either log their hours of physical activity each day or email/text a member of the City Park Community Association who could submit the information en masse each day.

Action Item: Christopher Martin to follow up with the Blue Cross challenge Coordinator to determine if the Association can submit physical activity records on behalf of local residents.

### b) Wine Night

The Chair discussed the Wine Night that will be held on March 3, 2016. Tickets will be printed by a family member of the chair and will be available in the near future for a total cost of \$35.00 each. Susan informed the committee that she would support listing her home phone number on the website for the purposes of advertising the event.

### c) Rink Day

The Rink Coordinator explained that a Rink Day would be held on February 6, 2016 between 1:00 PM and 3:00 PM. It was expressed that only residents of City Park should be invited to the event. The Rink Coordinator requested approval to spend

\$200 to repair a hose that is needed for the rink. It was also expressed that local residents were playing hockey in the rink and a puck had damaged a vehicle. In turn, the Affinity Credit Union is investigating who is at fault for the damage. In the interim, they have committed to building a fence near their property to prevent future damage.

d) Additional Event Planning

The committee discussed various options for future programming or events. Initial ideas included an annual wine night, a City Park art night, and a curbside swap idea. All committee members were in favour of developing an annual communication plan that lists when events will be held.

Action Item: Mark Planchot to follow up with other Community Consultants to confirm the dates of other curbside swap events (such as that in Montgomery) to prevent any overlapping ideas.

e) Calendar management, role-based email accounts.

The Chair and Secretary informed the committee that the subsequent executive committee meeting would involve setting up and assisting committee members in accessing their new role-based email accounts. It was recommended that this could be followed by a mini “wine social” at the end of the next committee meeting.

## 7 QUESTIONS AND COMMENTS

## 8 NEXT MEETING

- a) The next City Park Community Association Executive Committee meeting will be held on February 18, 2016.

## 9 MEETING ADJOURNMENT

- a) **Bradley/Spilchen:** To adjourn the City Park Community Association Executive Committee meeting on January 21, 2016.

**MOTION CARRIED.**