

River Heights Community Association  
Board of Directors Meeting  
Tuesday, August 22, 2017  
Minutes

Members Present: Ruth Rousell, Gerald Rousell, Andrew Wellham, Derrell Hrynchyshyn, Sheila Kavanagh, Natasha Just, Hali Drewlo, Shane Carter, Stacey Edwards, Wendy Benson

Call to Order: 7:07pm

Approval of Agenda: Stacey / Sheila

Minutes: Hali / Stacey

### Old Business

1. Online Registration – Started August 20. Andrew will get Hali a login ID so she can see the numbers. So far \$1,200 and 31 registrations. None for soccer. Hollandia sent out an email to those who have registered for programs through them before to remind them of registration so people should be aware.

Canarama sign should be changed to promote registration (and the AGM) and soccer registration (and the AGM) will be added to the website. Currently there is nobody “responsible” for the sign changes so they haven’t been made as often as they should have since Sherry stepped away and Ruth stepped back. Jessica has expressed interest in this task for the fall so changes should be made more regularly after the AGM.

2. Bylaws Update – Changes need to be made to the Newsletter Advertising section. First draft wording was attached to the Agenda. The wording in the current bylaws is that there will be no advertising. This has been changed so we could accept advertising if we choose. Co-ordination of advertising will be tasked to the Communications position.

Pricing was determined to be \$75 per business card size in the e-newsletter and \$75 per marquis on the website. E-Newsletters are published X3 per year and the marquis on the website will be changed quarterly. It can be set up to be submitted and paid through the website so hopefully co-ordination will not be time prohibitive.

Point 8.3 (Quorum to be not less than 5) and the addition of the expectation that a sitting Director will attend at least ½ of the scheduled business meetings were changed in the Bylaws last year but were not ratified at last year’s AGM. This needs to be done at this year’s AGM on September 7.

A concern was raised about putting parameters around meeting attendance and whether that would deter volunteers from stepping forward. After discussion, it was decided that committing to ½ of the meetings was not prohibitive. The original reason for this addition was because there had been several months where quorum was either not met, or not met until quite late in meetings, when additional Directors arrived late.

### New Business

1. Fall Registration – In person Wednesday, September 6<sup>th</sup>
  - a. What help is still required?  
See Indoor Co-ordinator report, below.

2. A.G.M. – Tuesday, September 12<sup>th</sup> – we will promote this at registration night as well as on Facebook and on the website.
  - a. Ratify the bylaws and policies
  - b. Any new business to be added to agenda to be sent to Gerald before the AGM
    - Report from the community enhancement committee
  - c. **Executive reports submitted to Gerald prior to AGM.** If you need an AGM Executive Report template sent to you, let Gerald know. These should be received at least a few days prior to the AGM so handouts can be printed in time.
  - d. Vacant positions – there are some openings to vote on (Attached) – so there will be some elections. Current vacancies include: President, Vice President, Program Co-ordinator, Soccer Co-ordinators (2), Football, Communications, Social, RH School Liaison, and 2 Members at Large. We have already had people come forward to fill several of these positions (and several are already filling these roles). **However, no names have formally come forward for: President, Vice President, Soccer Co-ordinators, Football, RH School Liaison or the 2 Members at Large.**

#### **Financial Report – Sheila Kavanagh**

- Profit and Loss Comparison sheet was distributed
- We had a 24% decrease in revenue, however our expenses were down as well. Looked at trends – difficult to forecast the year. We will know more after our registration evening. We had a deficit budget last year, but the plan is to present a balanced budget this year.
- Estimate of \$500.00 to bring in for advertising.
- Came up with some suggestions as to how to balance the budget.
- Sheila will make the changes to the projected budget and the motion will be brought forward to the AGM.

#### **Committee Reports**

##### Indoor Coordinator – Hali Drewlo

- Leah, Jessica, Hali, Wendy and Stacey will be available to help that evening.
- 5:30 is the start time for registration
- Hali will put together advertising for our AGM

##### Soccer Coordinator – Jessica Anderson

- No report

##### Memberships Coordinator – Leah Hipperson

- No report

##### Basketball Coordinator – Wendy Benson / Stacey Edwards

- Will send information to Andrew to put on-line for registration

##### Rink Coordinator – Scott Sinclair

- No report

##### Newsletter Coordinator – Sydney Gossard

- No report

##### Website Coordinator – Andrew Welham

- Memberships are a one-year fee and expire on August 31<sup>st</sup>. Members will need to purchase new memberships in September

##### Civics Coordinator – Derrell Hrynchysyn

- No new information other than the work on Churchill Drive

##### River Heights School Liaison – Erica Hoffart

- No report

##### St. Anne's School Liaison – Sue Bouchard

- No report

Community Consultant – Shane Carter

- August 3<sup>rd</sup> start for work on Churchill with an estimated completion of September 8<sup>th</sup>.

Park Enhancement Committee – Sydney, Andrew, Derrell, Mike

- No report – will come up with some ideas in the fall and then send out a survey

Motion by Hali Drewlo to accept the reports as presented

Seconded by Sheila Kavanagh

Carried

Motion to adjourn Natasha (8:10)