

**River Heights Community Association  
Board of Director's Meeting  
October 27, 2015**

**MINUTES**

**Present:** Erica England, Hali Drewlo, Erica Hoffart, Jessica Anderson, Sheila Kavanagh, Ruth Rousell, Leah Hipperson, Kendra Rodych, Sherry He, Gerald Rousell, Wendy Benson,

**Call to Order 7:37**

**Approval of Agenda**

- Moved by: Erica England
- Seconded by: Leah Hipperson
  - Carried

**Adoption of Minutes from August 25, 2015**

- Moved by: Ruth Rousell
- Seconded by: Wendy Benson
  - Carried

**Old Business 7:35**

**1. Website development**

**a. Presentation by Lesia with Apparatus (on-line registration tool)**

- i.** Has worked with Silverwood for a number of years. They really needed an on-line solution based on the large number of programs they had.
- ii.** Nothing was really built for CA's (more for events, Athletic teams, etc.) so this program was built primarily for indoor programs specifically for CA's
- iii.** The accounts work on the system per family – unlimited number of programs you can add for your household. You are given an account – through an email address; Step 1- leads you to a shopping cart type of program where you can select the program and number of spots you want. Step 2- need demographic data (address, phone number, children, etc.) / household information. Step 3 – Membership and payment information. Any new users will automatically be charged your membership fee along with the fees of the programs you select. They can enter their membership number if they register for example in January and don't need to pay the membership fee again. Step 4 – confirmation page – details of classes registered for as well as billing details.
- iv.** This is essentially a website so you can add text to the top or bottom if there is new information you want members to see. You have full control over what you want on your web page. The inside details of the system are set – like software.
- v.** This system does not save any credit card information – the credit card number goes off to pay pal encrypted. Cost – pay pal charges 3%, and there is a \$35.00 /month pay pal account fee. No money is taken per transaction.

**b. Silverwood website is square space.**

- c. Webmaster – Rochelle has a possible person from North-Park who might be interested in assisting with the website. Unfortunately she is ill this evening, but we will investigate if this person is interested.
- 2. Donation to ERHS and St. Annes.
  - a. We will do the cash donation of \$250.00 per school (St. Anne & River Heights)
    - i. Motion by: Erica Hoffart
    - ii. Seconded by: Jessica Anderson
      - 1. Carried

## **New Business 8:10**

“Will Power” – information about how to write a will – Ruth will pursue this as something we could offer to the CA as a 2 day workshop. Ruth and Gerald attended this and found it very valuable.

## **Financial Report – Sheila Kavanagh 8:25**

- Report attached to the agenda and emailed out to all CA executive.
- We are accumulating cash, but will be paying out until new programs begin.
- The \$438.43 is a credit we received for fencing that we cancelled.

Motion to accept the Financial Report: Wendy Benson  
 Seconded by: Erica England  
 Carried

## **Committee Reports: 8:30**

### **Indoor Coordinator – Hali Drewlo/Erica England**

- Everything is full; just a few more spots in advanced Yoga.
- Great feedback from the new family programs
- Concerns about the caretakers treatment of programs. If you are approached by caretaking ask that he or she gets in touch with either Lisa Craig or Erica England who is responsible for booking.

### **Soccer Coordinator – Jessica Anderson**

- Only 20 people came on registration night, but there were a lot of late registrations which created a lot of frustration.
- Gym bookings were good.

### **Memberships Coordinator – Rachelle Lockwood**

- Was ill – but will email her report

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

- See attached report

### **Rink Coordinator – Scott Sinclair**

- Scott has hired a rink supervisor who is willing to work 3-2 hour shifts per week.
- We are ready to start flooding ☺ - weather permitting.

### **Social Coordinator – Vacant**

- No report

### **Newsletter Coordinator – Sherry He**

- No report – no newsletter since last AGM.

- Sign needs to be repaired
- Ruth will stay on with Sherry until someone new steps up

**Website Coordinator** – vacant (Jason will still update)

- No report

**Civics Coordinator** – vacant

**River Heights School Liaison** – Erica Hoffart

- One family with 3 children who have a rare disease (very costly medication)
- Do we assist a family in the community financially? Good conversation about this but we can continue this for another meeting.

**St. Anne's School Liaison** – Vacant

**Community Consultant** – Mark Planchot

- Report attached. Mark unable to attend.

Other:

- Positions available for the CA were posted on the Canarama sign.
- We will see what happens with our Social in the spring but are currently waiting for someone to step up to be the Social Coordinator.
- Suggestion from Hali – to coordinate SUM Theatre in a park with some bouncy castles and get in a food truck.

**Next Meeting Date:** November 24, 2015

**Motion to adjourn:** Ruth Rousell

**Adjourned 9:27**