

Minutes of the Meeting of Silverspring Community Association

October 18, 2011

Attendance: Brian Webb (MAL), Nicole Webb (MAL), Crystal Bernier (Indoor Coordinator), Janice Hobbs (Vice President), Donovan Swinnerton (Football Coordinator), Lanette Kuchenski (Treasurer), Carmen Allen (Secretary), Art Urbanowski (Softball Coordinator)

** Rick Garman (Mother Teresa School), Krista Segó (Silverspring School), Mark Campbell (Area Recreation Consultant), Bryan Conrad (Ebenezer Baptist Church), Joanne Lukash (visitor)

1. Call to Order:

Lanette called the meeting to order at 7:08 p.m.

2. Approval of the Agenda:

Motion made by Crystal and seconded by Brian to approve the agenda. Carried.

3. School News:

Silverspring:

- Krista stated that Silverspring has 555 students, the largest enrollment yet. There are several ESL students this year (about 12 or 13). Every Thursday there are U of S students in the classrooms. HBAM activities are underway including a recent assembly, the Ginormous Walk, Terry Fox Walk/Run, and the Big Crunch. All perimeter doors are locked during the day. They are open only at noon. The front entrance must be used if students are late. Education Week is taking place this week. A constable will be in the school next week to speak about bullying.

Mother Teresa:

- Rick reported that cross-country running has wrapped up and volleyball tournaments have begun. In conjunction with Education Week, students prepared some writing projects for the school's time capsule. Remembrance Day Liturgy and 3-way conferences will be coming in November.

4. Adoption of the Minutes:

Motion made by Art and seconded by Brian to adopt the minutes of the meeting of September 19, 2011.

5. Director of Finance Report:

Lanette presented two Profit and Loss reports, one for July 1 through October 16, 2011, and the other for April 1 through October 16, 2011. Thirty-eight refunds were processed this fall for

program registrations. In the case of Aurora Soccer refunds, an administrative fee of \$50 was deducted before the refund was given to the registrant. A \$10 administrative fee was kept by the community association before other refunds were given. Lanette will check with Robin and/or Brett Wilson to ensure that these are the final refund policies. She stated that processing refunds is very time-consuming (it took 6 hours to process 27 refunds) and that refunds should now be done twice monthly, rather than once monthly. Also, refunds should be issued by cheque in order to save time. Any complaints regarding refunds should be referred to Lanette. The Treasurer has no instructions for online in-person registration payment and processing late registration payments and refunds, so Lanette has been trying to streamline these processes and create detailed instructions for the next Treasurer. She suggests that someone with an accounting designation needs to take over after her to look at the set-up of the accounting on QuickBooks to improve the accounting and reports as well.

Motion made by Lanette and seconded by Crystal to accept the finance report. Carried.

6. Business Arising from the Minutes:

(a) *Rink – Artificial Possibility*

Table until November as there is no new information.

(b) *Aurora Soccer Representative*

Lanette recommends that an e-mail be sent around to look for a commitment from someone to represent Silverspring.

(c) *Insurance*

Lanette believes that the SCA has Board of Directors insurance. She will look into the insurance details and report her findings at the November meeting.

7. New Business:

(a) *Resignation of Indoor Coordinator*

One of the Indoor Coordinator positions has opened up now that Shannon Burtney has resigned. An e-mail will be sent out to say that we are looking for a replacement. Anyone interested in the position should contact Robin.

(b) *Approval of Vice President*

Motion made by Art and seconded by Brian to accept Janice Hobbs into the position of Vice President. Carried.

(c) *Newsletter Advertising*

There has been a request from the zoo to advertise community events in our newsletter for free. Bryan Conrad added that Ebenezer Baptist Church does not pay when advertising community events in our newsletter.

Motion made by Brian and seconded by Crystal to allow the Zoo Society to place regular size advertisements free of charge in our newsletter for the 2011-2012 year because of their involvement with our community. Carried.

8. Chair's Report/Correspondence:

(a) *Graffiti Article in StarPhoenix, October 14, 2011*

This article was brought to Robin's attention, suggesting that maybe the SCA would want to hire a young graffiti artist to paint our rink boards in a similar fashion to what was reported in the newspaper article. After some discussion, it was decided that we do not want to pursue this avenue as we currently do not have a problem with graffiti. Hiring a graffiti artist is a method of preventing further acts of graffiti vandalism. It was felt that we could revisit this issue if we do start to have a problem with graffiti at our rink.

(b) *Advertising for Politicians in Newsletter*

Someone has asked if there is a policy regarding advertising for politicians during elections in our newsletter. It was generally felt that, as long as the politicians do not solicit donations, we will accept their paid advertisements. Lanette will check to see if there is a policy in place already. If there is not, one should probably be created.

9. Coordinator Reports/Correspondence:

(a) *Indoor* – Crystal reported that she is looking for one more Indoor Coordinator. She is getting the winter programs organized for the Leisure Guide and booking the schools for the winter session.

(b) *Registration/Membership* – No report.

(c) *Rink* – No report. Joanne Lukash said that she knows of two Grade 10 students who are interested in the public skating supervision positions. She was asked to contact Ian for more information.

(d) *Communications* – No report.

(e) *Touch Football* – Donovan reported that the season finished on Saturday, October 15. There was a good turnout, resulting in a total of 65 players in 3 divisions: Colt – three teams; Stampeder -- three teams; and Hilltop -- two teams. He is waiting for last couple of equipment bags to be returned. He asked where to store the equipment over the winter, and Art stated that there should be room in the basement of St. Joseph High School.

(f) *Soccer* – No report.

(g) *Softball* – No report.

(h) *Civic* – No report.

(i) *Basketball* – No report.

(j) *Youth* – Youth programs are up and running. Bryan Conrad is going to ask Mike to send a report via e-mail. Lanette provided information to Bryan regarding grant applications.

(k) *Social* – No report. Lanette mentioned that she has grant information for Bryan Witt.

Motion made by Art and seconded by Donovan to accept the coordinator reports as presented. Carried.

10. Area Recreation Consultant:

Mark introduced himself and said that this is his first meeting with us and that he will be in this position for at least six months. He circulated a report which included his contact information.

11. Announcements:

The next meeting will be at 7:00 p.m. on November 15, 2011, at Silverspring School.

12. Adjournment:

Motion made by Art and seconded by Donovan to adjourn the meeting. Carried.

Meeting adjourned at 8:00 p.m.