

## Minutes of the Silverspring Community Association (SCA)

Tuesday, June 20th, 2017

Silverspring School Staff Room

### Attendance:

Kyla Earle (President), Leanne Schellenberg (City), Karmen Maslin (Secretary), Brian Webb (Basketball), Tammy Fitzpatrick (Media), Tim Kurtenbach (Civics), Alicia Tiedjns (Vice-President), Jennifer Anderson (Membership), Kathy Brander (MAL)

1. **Call to Order:** Kyla E. called the meeting to order at 8:05 pm. Meeting principles read.
2. **Approval of the Agenda:** Motion made by Tim, seconded by Jennifer.
3. **Adoption of the minutes from May:** Revise point 9 a of the May minutes regarding Silverspring Signage in front of Ebenezer Church – Once all construction along Central Avenue is complete, the city may look at replacing the signage (to be confirmed). The replacement would be a standard type as approved by the city. Discussion at the meeting followed regarding the possibility of having a community sign where the SCA could promote community events. In order to get a sign like that, the SCA would have to go through an application process with the city. SCA will consider once construction is complete.  
With revision to point 9 a, motion to adopt May minutes made by Kyla, seconded by Brian. Carried.
4. **Community Garden:** Christine Brophys discussed the possibility of establishing a community garden within Silverspring. Christine will coordinate this project with the city and CHEP but would like to gauge community interest. Christine has already established that once the proposal is received by the city, they will determine the location; gardeners group maintains the garden; rules state that it is open to the local community first and then to whomever if spots are still available; small fee to join; CHEP will do presentations. Tammy will work with Christine to send out a survey to the community to gauge interest.
5. **Business Arising from Minutes:**
  - a. Silverspring Sign: Refer to above revision to May minutes. City would possibly give the SCA an amount equivalent to their standard sign and we could then top it up to acquire a sign that can be changed and used for promotion.
  - b. Coordinator meetings for budget submissions: Kyla E. will be booking meetings in July with all coordinators that are required to submit an annual budget. Budgets are due to Danielle H. by July 31<sup>st</sup>.
  - c. SaskSport Donation: SaskSport will accept used sports equipment if any coordinators have.
6. **Chair's Repot:** Nothing to report
7. **Treasurer's Report:** Actuals to end of May was circulated. A few queries regarding the way the actual vs. budget numbers are reported were made.

8. **Website Committee Update:** The Website committee determined two options for upgrading our website – refer to Kyla’s email on June 15<sup>th</sup> for the details along with their recommendation. A few points for consideration were brought up:

- Will there be a user guide? It has been confirmed there will be built in/online guides.
- Multiple family registration needs to be worked out still.
- Preference is to have the new website system implemented before fall 2017 to accommodate registration which begins mid to late August.
- Old data will roll forward to new platform.
- Tammy will close membership registration asap, can always re-open if necessary.
- Training will be provided on the admin side once implemented.
- Plan B is to double check that the old website will be functional till the new website is up and running. Discussion that in-person registration is another option, only if absolutely necessary. Basketball registration could be re-directed to city wide registration.

Karmen made a motion to go with SJM Consulting option #1, providing a 50% deposit of \$2,500 plus tax now and the remaining 50% upon completion. Alician seconded the motion. All in favour.

9. **New Business:**

- a. **AGM date** - will be either Tuesday, September 12<sup>th</sup> or Wednesday, September 13<sup>th</sup> at 7 pm depending on availability of location.
- b. **Advertisement of AGM** - Possible promotion at the Fun Day. Kyla E to coordinate. If possible, when Erin sends an email looking for volunteers for the September Fun Day, can she also include a shift for a volunteer to assist Kyla E?
- c. **Recruitment** – Recruitment for indoor coordinator assistance, social coordinator and Vice President is required for next year, may be additional spots vacant. Kyla E urges everyone to think of their everyday contacts. Discussion around how some of the positions could possibly use more specific details of their positions.
- d. **Strategic Planning and Co-op Grant Committee:** Jeff, Kyla E, Jennifer A and Karmen M volunteered. Plan is to begin process in July if possible.

10. **Coordinator Reports:** Reports were distributed electronically by Kyla E on June 19th. Motion to adopt reports as submitted was made and seconded.

11. **Community Consultant Report:** Nothing to report.

12. **Announcements:** Next meeting is *September 12<sup>th</sup> or 13<sup>th</sup>, 2017* at 7pm. Location TBD.

13. **Adjournment:** Meeting adjourned at 9:50 pm.