

## Minutes of the Silverspring Community Association (SCA)

Tuesday, November 21, 2017

Silverspring School, Resource Room 103

### Attendance:

Kyla Earle (President), Leanne McLean (Booking Coordinator), Brian Webb (Basketball), Tammy Fitzpatrick (Website Coordinator), Kathy Brander (MAL), Norm Hain (Rink Coordinator), Tim Kurtenbach (Civics), Craig Smith (MAL), Karen Farmer (Community Consultant, City of Saskatoon)

1. **Call to Order:** Kyla E. called the meeting to order at 8:15 pm. Meeting principles read. Introduction of board members to our new Community Consultant Karen Farmer.
2. **Approval of the Agenda:** Motion to approve agenda with the addition of Late Registration under New Business. Motion made by Brian, seconded by Norm. Carried.
3. **Adoption of the minutes from October 3, 2017:** Kathy adopted October minutes, Leanne seconded. Carried.
4. **Treasurer's Report:** Danielle could not attend due to prior commitments. Kyla E. gave a brief summary of the report which she received by email before the meeting. Registering the Community Association is up for renewal. Danielle is handling this. Our insurance is up-to-date and we will be submitting records for our annual audit. Kyla E. mentioned that our program revenue is down as well as some expenses as a result of this. The strategic planning committee will be meeting again shortly and will be discussing ways for our Community Association to generate revenue. A brief discussion amongst the board members discussing possible reason for low registration (i.e. demographics of our community, new schools opening in neighbouring communities, Hollandia is now offering U9 soccer etc.) Karen mentioned that registration is down for soccer and basketball all across the city.
5. **Business Arising from the Minutes:**
  - a. Community Garden: Both Kyla and Karen have reached out to Christine who has shown interest in a community garden in Silverspring but she has not responded. Kyla mentioned we will give her some more time to respond since the deadline has passed but perhaps we should put a time limit on it and if we do not get a response then we will not pursue it any further. Karen wanted to let the board know that community support is helpful when applying for the program. The board can show our support by having it mentioned in the application that we are supportive of a community garden and the rest of the process will be handled by members of the community wanting the garden and the City of Saskatoon. We do not need to be involved any further unless we want to. The city will pick the location, help with the planning and designing of the garden, send a flyer to the residents of our community and CHEP will also provide support.
  - b. Job Descriptions: Kyla E will supply coordinators with current job descriptions for updating. (an early Christmas present to the board)
  - c. Late Registration: A family contacted Kyla asking if their 5yr old daughter could join soccer. Kyla contacted SYSI to see if there would be any late fees for this registration and they said that they do not charge late fees. Kyla and Tammy mentioned that the soccer late fees were the registration fee plus 50% of that fee. We determined that back in the day when soccer registration was in the hundreds that the coordinators made this their late registration policy and since our numbers are so low it is no longer needed. Kyla asked the coach from our U7 team if he had room for one more and he did so she

has been placed on a soccer team. The board agreed that a late registration fee of \$10 would be charged for soccer, softball and basketball and will be assessed on a case-by-case basis. See revised late registration policy below. Kyla is to confirm with Kyla C regarding late registration. It was our understanding that this is more trouble than it's worth for indoor programming and that we will not be offering late registration. Tammy will need to remove the reference to late registration on the indoor programs pages if we are not offering it.

#### **LATE REGISTRATION POLICY**

**Date Revised / Date Effective: November 21, 2017**

A late registrant is defined as any registrant wishing to register after the registration deadline indicated for each sport or program.

The dates for registration will be defined prior to each registration period (Fall, Winter and Spring) and posted on the SCA website. If a late registration period is an option, the time and the amount of the fee will be published.

Any requests for late registration will be assessed on a case-by-case basis and there are NO guarantees of placement on a team or in a program. A late registration fee of \$10.00 will be applied at the discretion of the coordinator depending on space availability (eg waived if SCA is trying to add kids to form a team).

#### **6. New Business:**

- a. Newsletter: Tammy suggested we do a newsletter 4x a year (see below). The board decided not to do a printed version of the newsletter in December because of the following: not enough time to pull content together, training was postponed on the website due to technical issues therefore we can not use the newsletter template, too short of a turn around time for Tammy/Erin to format/print and coordinate delivery of newsletter for early December)  
**Fall Newsletter** | September – E-Newsletter  
**Winter Newsletter** | December – Printed newsletter (includes winter/spring programming)  
**Spring Newsletter** | April – E-Newsletter  
**Summer Newsletter** | June – Printed newsletter (includes fall programming & events over the summer)
- b. Turkey/Ham Bingo: Decided to postpone this event until the spring so that we have more time to pull it together. A group discussion was had discussing different ideas. Will resume discussions in January.
- c. Signage purchase by SCA: Craig had a contact that may have had a used sign to sell us but that sign is no longer available. They provided Craig with contact info for other suppliers that can get us what we need if we decide to move forward with this. Tim suggested that we rent a sign instead of purchasing one. He was concerned that it would be too hard to find someone to move it when needed, maintain it, where would we store it when not in use and vandalism. Some discussion was had on if we purchased a sign maybe we could rent it out when not in use or if we purchased a sign maybe we could pay a sign company to change the letters on the sign for us. We discussed where we would want to place the sign to advertise since there is more than one access point in and out of Silverspring. The general consensus was on Central Ave by Ebenezer church. Kyla commented that without having a Newsletter Coordinator for the past couple of years we have not been getting the word out about our events and felt that

the sign would be beneficial. Tim suggested changing the Newsletter Coordinator position to Marketing Coordinator to maybe attract a University Student looking to add to their resume. Tammy pointed out that we had tried that with a student for our social media and it didn't work out and that board members from our community work better because they have an invested interest in the community they live in. We had a brief discussion with Karen regarding the sign that was removed during the road construction and she said she will check into it.

- d. Purchase and install of rink heater **Motion** made by Norm, seconded by Kyla. All in favour.

**7. Chair's Report/Correspondence:**

. Go Out and Play Challenge: Competition runs from March 1 to 10<sup>th</sup>, each community that enters has a chance to win \$10,000. If we register our community before December 15 they will give us 1,000 credits towards our activity minutes logged. Kyla is going to register our community. In January we will discuss how to engage our community in participating.

**8. Coordinator Reports:**

- a. Website Coordinator: Training for the new website was moved to November 30<sup>th</sup> due to some technical issues. Tammy is hoping to have indoor program registration open for the board in the middle of December to do a trial run before registration opens in January.
- b. Rink Coordinator: The heater in the shed needed to be replaced. Informal approval was given to Norm to purchase and install heater. Board officially approved purchase post purchase. Other maintenance needed is some netting replaced, a broken shovel and graffiti removed when temperatures are warmer. The budget was approved at the beginning of the year for the netting. Norm will purchase the new netting, approx \$400. Motion made by Tim, seconded by Craig. Carried.

**9. Community Consultant Report:**

- a. Thank you for submitting dozens of winter programs.
- b. Secretary Workshop, Thursday, November 23 7 to 8:45 at Cosmo Civic Centre
- c. Sask Lotteries Grant due by 4:30 January 15.
- d. New Leisure Online Program Registration System Launches – All customers, whether you have registered online for a program in the past or are registering for the first time, are **required to create a new leisure registration account prior to Saturday, December 2, 2017**, to be able to register for Winter 2018 programs.
- e. Remail Art Gallery hours and admission prices
- f. Snow removal: Leanne mentioned that today in the school an announcement was made asking kids not to play in the snow banks piled up on the side of the street. This is a concern because a child had climbed onto the snow bank and slid down it right onto the street. Konihowski is a level 2 street and is a priority of the city to have the snow cleared. Karen will contact Public Works on our behalf and will CC us on the email so that we can send this to Zach Jeffries.

**10. Announcements:** Next meeting is *January 9<sup>th</sup>, 2018* at 8pm. Location Silverspring School Resource Room 103.

**11. Adjournment:** Meeting adjourned at 9:24 pm by Kyla E. Seconded by Leanne.