

## Minutes of the Silverspring Community Association (SCA)

Tuesday, October 3rd, 2017

Silverspring School, Meeting Room 103

### Attendance:

Kyla Earle, Karmen Maslin, Tammy Fitzpatrick, Kathy Brander, Kyla Clarke, Jeff Lindsay, Danielle Humble, Faimi Francois (New volunteer), Elan Ballantyne (City)

1. **Call to Order:** Kyla E. called the meeting to order at 8:07 pm. Meeting principles read.
2. **Approval of the Agenda:** Motion to approve agenda with change to next meeting date (from April 4, 2017 to November 7, 2017) made by Jeff, seconded by Kyla C.
3. **Adoption of the minutes from June 6:** Jeff adopted June minutes, Kyla C. seconded. Carried.
4. **Business Arising from Minutes:** None
5. **Chair's Report:**
  - a. Soccer coordinators: Both soccer coordinators have resigned and this coordinator position is now vacant. Kyla E. is following through on the responsibilities in the interim. Kyla E. can email the outdoor parents to recruit a volunteer or Kyla C. may possibly be interested once her term as indoor coordinator is up in the spring.
  - b. Community garden: The volunteer Christine has been working with Leeanne S. from the city and has chosen a couple of locations in the area. The deadline to submit the formal application to the city is November 1<sup>st</sup> however we do have to prove there is community support. Elan Ballantyne from the city has confirmed that an extension is not possible. The SCA has not been able to follow through on completing the survey due to our website undergoing major changes. Elan will follow up with the SCA to provide a more "descriptive" idea on what kind of consultation the city is looking for when reviewing the application.
6. **Treasurer's Report:** Danielle distributed the actuals to end of September. Reminder to exec members who have registered for a program to request their reimbursement. Jeff motioned to approve the report, Kyla C. seconded.
7. **New Business:**
  - a. Strategic Plan Committee update: Have had 3 meetings to date. Completed a SWOT (Strengths Weaknesses Opportunities and Threats) analysis and are currently working on an action plan, idea generation and implementation. Goal is to have a report by end of fiscal year.
  - b. Review of late registration policy: Need to confirm if this policy is within our constitution. Late registration fee guidelines were set years ago when registration numbers were high. Applicable to soccer, basketball, indoor. Unless the SCA has to remit a late registration fee to a parent organization, we will waive the late fee. For indoor programs, discussion centered on how late registrants make it extremely difficult to organize programs, instructors and determine if they should run or not run. It was

decided that we should keep wait lists but not accept late registrations. This needs to be advertised going forward.

- c. Coordinator responsibilities: Kyla E. will distribute the current coordinator descriptions to each respective volunteer. Please update this description and provide feedback regarding the general duties of each position. Looking for ideas on any email templates, calendar of events, schedule of busy times, etc. that may help simplify each position and provide extra support to our volunteers.
  - d. Monthly meeting time and location: With the staff room now unavailable, decided to keep meeting in room #103 at Silverspring School. Also stay with meeting on the first Tuesday of each month at 8 pm.
8. **Coordinator Reports**: Reports were distributed electronically by Kyla E on October 3rd. Website report emailed by Tammy on October 1<sup>st</sup>. Tammy briefly highlighted that the website goes live in two weeks and gave a quick overview of some of the new functions available such as online advertising, invoicing, ticket generation, newsletter template, etc. Need to confirm if our bylaws include an advertising policy and need to update pricing. Motion to adopt reports as submitted was made by Jeff and seconded by Kyla C.
9. **Community Consultant Report**: Elan informed us that our new community consultant is Karen Farmer and she begins her new role later in October. Elan provided the following reminders:
- a. Networking event Thursday, November 5<sup>th</sup> at ED Feehan for all volunteers. Another one in November.
  - b. Winter youth program grant due November 15<sup>th</sup> for \$500
  - c. Cash as a barrier should be tracked and submitted in April
  - d. SK Lotteries grant puts on a workshop in November that is extremely helpful in providing guidelines on how to complete the application to increase its chances of approval.
10. **Announcements**: Next meeting is *November 7<sup>th</sup>, 2017* at 8pm. Location Silverspring School Resource Room. Meeting was changed to November 21, 2017 due to attendance.
11. **Adjournment**: Meeting adjourned at 9:20 pm by Kyla C. Seconded by Jeff.