

Minutes of the Silverspring Community Association

Annual General Meeting

September 12, 2017

Silverspring School Library

Attendance: Kyla Earle (President), Craig Smith, (MAL), Brian Webb (Basketball), Bryan Conrad (Ebenezer Church Representative), Kyla Clarke (Indoor Coordinator), Leanne McLean (MAL), Erin Elsasser (Social Coordinator), Kathy Brander (MAL), Tammy Fitzpatrick (Web and Social Media), Jeff Lindsay (Past President), Jennifer Anderson (Membership), Norm Hain (Rink), Danielle Humble (Treasurer).

1. **Call To Order:** Kyla called the meeting to order at 7:05PM
2. **Approval of the Agenda:** Motion made by Norm and seconded by Brian to approve the agenda. Carried
3. **Reading and adoption of the September 25th, 2016 AGM Minutes:** Kyla pointed out that our bylaws state that the meeting minutes for our last AGM are to be read out loud before we make a motion to accept them. It was decided that we would skip this part since we did not have anyone other than current board members attending the meeting. Each board member received a copy of the minutes to review by email prior to the meeting. Motion made by Norm and seconded by Jeff to adopt the minutes. Carried
4. **Treasurer's Report:**
 - All budgets have been included in the Treasurers report
 - **Revisions to the Treasurers Report:**
 - i. Newsletter printing cost changed from \$1,200.00 to \$500.00
 - ii. Remove the Expenses Rewarding Volunteers – \$1,200.00 from the budget
 - iii. Budget shows our 2017-18 expenses we put us in -\$21,708
 - At the end of last year we missed giving our \$1,000 donation to both Silverspring and Mother Teresa Schools. We decided that we will give each school the \$1,000 donation at the start of the school year in September moving forward. Depending on where we are at for expenses we will decide in June if we will give the schools another \$1,000 donation to make up for missing last year. This donation is given to each school as a thank you for allowing us to use their facilities at no cost. This is subject to change in 2018 when the city may implement an hourly fee for the use of the school facilities. If this is the case we would look at decreasing our annual donation or not giving one at all. We are waiting to hear from the city if we are exempt from this fee.
 - **Adopt Budget:** Motion: made by Jeff, seconded by Jennifer. Carried
5. **Business Arising From Meeting:**
 - None

6. Correspondence:

- **None**

7. Reports of the Coordinators and Committees

- All reports were emailed prior to the meeting. Basketball Coordinator, Brian submitted his at the meeting.

Softball Coordinator

This year we had two blastball teams, one Rookie team and one Mite team. I had great coaches and the year went off without a hitch.

Our softball numbers continue to dwindle. Our saving grace is that we swap players with our fellow Zone 1 community associations. Our equipment and uniforms need to be replenished, and we are slowly working on getting items replaced.

This year the Zone has hinted that they may be able to give the community associations some funds for equipment. Their AGM is in a few weeks, so I will keep you posted on what transpires.

We coordinate our fees with Willowgrove, Evergreen and Erindale/Arbor Creek, so that we are all charging the same amount.

As I stated in June, I will be stepping down as Softball Co-ordinator to give someone else in the community a chance to be involved. It is a great position to hold and the parents are wonderful to work with. I will be available to help the new coordinator in January when the Softball year begins.

It has been a pleasure getting to know all of you. Silverspring is lucky to have such a great group of volunteers.

Basketball Coordinator

41 kids registered as of September 11. Last year this number was doubled for registration. Late registration for SMBA is on September 19.

Soccer

Enrolment numbers are down - about 1/4 of what we had for outdoor. We extended enrollment and waived late fees. As it stands we likely will only have 2 U7 teams and will be giving the rest of our registrants away.

Our team list, tally sheet and team fee payment are due September 19th.

The season kicks off the week of October 10th.

I do understand though that this low registration rate is a widespread problem - Evergreen also extended their enrollment and Amy has also been in touch with surrounding CA that are looking to shuffle players.

Website Coordinator Report

A 50% deposit was given to SJM Consulting to begin work on creating our new responsive website. The

last two weeks of June I worked on gathering content and updating content from our current website. Kyla and I will be reviewing the content and making revisions as necessary over the next few weeks after the website has gone live. Unfortunately, we didn't have enough time to do this before I had to submit all of the content to SJM Consulting to begin working on the website. I also met with the Principal at Silverspring School to ask if we could use some of the students photographs from an art project they worked on the last month of school. She agreed to let us use them as long as we gave credit to the art program on our website and did not publish the students names with the photos. These photos will be used throughout the website as photo banners at the top of each page to add a graphic element to the pages. All content was submitted to SJM Consulting the first week of July. The website was scheduled to be ready for the week of August 14 so that I could meet with SJM Consulting, go over any revisions and then the final revision were to made for a launch date of August 21 when Basketball and Soccer registration were to begin. SJM Consulting mixed up the dates and thought the deadline was in early September when online registration for fall programs started. They obviously missed that deadline as well. I am scheduled to meet with them on Monday, September 11 and am hoping that the website will be live by the end of the month.

Fall Registration has gone well. There were a few emails forwarded onto me regarding issues with registration but only two of those were actually technical issues with the website that I needed help from tech support and the rest were errors on their part.

Newsletter

We printed 1,500 copies of the June 2017 newsletter and had the grade 8 students from Mother Teresa School and Silverspring School deliver them. We gave each school a \$150.00 donation as a thank you for helping us.

An e-newsletter was sent out in August to announce the time/date/location of our AGM and a few reminders regarding the Fun Day in the Park and online registration etc.

A short e-newsletter was sent out on September 8 letting community members know that Indoor Fall Program registration is closing tonight and that we have extended the Soccer registration until September 11.

Social Coordinator

I would say my last event was a big success! And thank you to Kyla for all your hard work with the Rider event & beer gardens, it was a great addition to the fun day. We had a good turn out I think, with people enjoying the activities and entertainment & food as soon as we set up and well after 4pm! I finally had to shut down the bouncy castles at 4:15...

For this year's event, I budgeted \$3,081.26 (kid activities). With the \$1700 grant we received from SK Lotteries, our total for the fun day was \$1652.25. We did not run a concession this year, instead inviting out 2 food trucks, and this seemed to go over very well – a pretty steady line up at the 2 trucks throughout the day! The gym was accessible during the event for washrooms, water fountain and air conditioning. 😊

Most of you know I am stepping down from my position as Social Coordinator. It has been an exciting job over the last 3 years and I have loved planning and executing several different events over the years. I am grateful for the board members who were always willing to help out at my events as well as for

input and feedback. I will always be willing to lend a hand at future events, but am looking forward to taking a step back and enjoying these events solely as a participant!

Indoor Coordinator

Registration for fall is being held from Sept 5 to 8th for Silverspring Association members and from Sept 7 to 8th for all association members.

Program offerings have been reduced. No longer offering dance or floor hockey for kids, or pilates for adults.

We have tried a new way to track payments between association by noting review of invoices, and receipt of payments on shared sheet. In order to retain instructors, the financial goal overall is to break even.

Again another indoor coordinator is needed to assist in the responsibilities.

Membership Coordinator

- Membership renewals were activated on the existing website to accommodate soccer and basketball registrations and now fall program registrations
- A couple of people had issues renewing and/or purchasing their memberships but all were able to be resolved. Based on back and forth communications the issues seemed to be user and not system related.
- Renewal reminder emails were not sent this year as the option to renew memberships had been disabled in anticipation of the new site
- To date 111 memberships have been purchased
- Membership purchases have been on a steady decline
- Memberships purchased this year will expire July 31, 2018

Historical Membership Purchases

2014/15	485
2015/16	334
2016/17	283
2017/18 purchased to date	111

Rink Report

Completed Projects:

1. One the east side one post was straightened and another post was jacked up
2. A few boards were replaced on the north and east side
3. New top rail was installed on the north and east side.
4. On the north side, fence staples were eliminated and wire mesh was screwed between two 2x6s

5. The high spot along the west side was removed with a bobcat.
(the soil was used to reduce run-off on the north side)

Projects Not Started:

1. Replace netting on both 43" deep goals. (\$400 from Eastside Paint)
2. Cleaning out the shack.

Keys:

The following each have a set of keys:

- 361-9990 - Jeff Lindsey (snow blower storage)
- 653-0271 - Kyla Clark (learn to skate)
- 683-7900 - Silverspring School (Craig and Wade)
- 230-9488 - Norman Hain (rink-coordinator) (3 sets)
- 281-4341 - Ian Rheame
- 343-8038 - Mike Elsasser
- 280-9800 - Stan Friesen (352-8570)

Adopt Coordinator Reports: Motion made by Jeff, seconded by Brian. Carried

8. New Business

- Membership expiration date was changed last year to coincide with the fiscal year.
- Leanne our City of Saskatoon Community Liaison has given her notice and will no longer be our representative. We have still not heard who our replacement will be.
- As per Leanne’s monthly report there are a few workshops coming up for volunteers.
 - i. October 5 – Networking
 - ii. October 26 – Marketing/Communications Workshop
 - iii. November 9 – Networking
 - iv. November 23 – Secretary Workshop
- Strategic Planning Committee has met twice. A SWOT analysis was facilitated by Jennifer. The next meeting is late September and will focus on creating an action plan. The committee hopes to present to the board in the October or November meeting.

9. Election of Officers:

Motion made by Danielle and seconded by Craig to accept the resignations of the following:

Resignation of Board

	Erin Elsasser (Social)
Jeff Lindsay (Past President)	Kyla Clarke (Indoor)
Alicia Tiedjens (Vice President)	Jennifer Anderson (Membership)

Cary Dziadyk (Softball)

Joel Friske (MAL)

Leanne McLean (MAL)

Kathy Brander (MAL)

Kaitlyn Monteiro (MAL)

Elections of Board

President: Kyla Earle

Soccer Coordinator: Christa Boersma /
Peter Brown (equipment)

Vice President: VACANT

Communications Coordinator: VACANT

Treasurer: Danielle Humble

Social Coordinator: Jeff Lindsay

Secretary: Carmen Maslin

Basketball Coordinator: Brian Webb

Indoor Coordinator: x 2 VACANT
Kyla Clarke (resigning in April 2018)

Web and Social Media Coordinator:
Tammy Fitzpatrick

Indoor Coordinator (bookings):
Leanne McLean

Civics Coordinator: Tim Kurtenbach

Rink Coordinator: Norm Hain

Members at Large: Amy Wood, Craig Smith,
Kathy Brander x 3 VACANT

Softball Coordinator: VACANT

Positions still needing to be filled for the 2017-2018 year include Vice-President, Softball, Rink x1 vacancy, Indoor x2 vacancies, Communications, and MAL's x3 vacancies.

Next Meeting: Tuesday, October 3, 2017, Location TBD

10. Adjournment

Kyla adjourned the meeting at 8:15 PM