

Minutes of the Silverspring Community Association (SCA)

Tuesday, May 2nd, 2017

Silverspring School Staff Room

Attendance:

Kyla Earle (President), Leanne Schellenberg (City), Norman Hain (Rink), Karmen Maslin (Secretary), Erin Elsasser (Social), Brian Webb (Basketball), Jeff Lindsay (Past President), Tammy Fitzpatrick (Media), Danielle Humble (Treasurer), Tim Kurtenbach (Civics), Cary Dziadyk (Softball), Alicia Tiedjns (Vice-President)

1. **Call to Order:** Kyla E. called the meeting to order at 8:05 pm. Meeting principles read.
2. **Approval of the Agenda:** Additions to the agenda:
 - a. Doors Open Saskatoon to Chair's Report
 - b. School Safety Patrol to Treasurer's Report
 - c. Website Upgrade to Treasurer's Report
 - d. Fundraiser Ideas to New BusinessMotion made by Tim, seconded by Tammy. Carried.
3. **Adoption of the minutes from April:** Motion made by Brian, seconded by Norman. Carried.
4. **Business Arising from Minutes:**
 - a. Grant Application Updates: Norm has rink grant drafted, it is due May 15th.
5. **Chair's Repot:**
 - a. Doors Open Saskatoon: Association/group sent Kyla E. and email explaining how their goal is to provide the Saskatoon community with access to history, architecture, etc. They are looking for volunteers to work 2 ½ hour shifts on June 4th – group is showcasing various buildings that day with guided tours, displays and activities. Kyle E. has their contact info if anyone interested.
6. **Treasurer's Report:** Actuals to end of April was circulated by Danielle (copy not included in this email for security reasons-please request from Danielle if you would like to see a copy).
 - a. School Safety Patrol: \$300 donation per school has already been approved and included in budget. Tammy will deliver these cheques to each school.
 - b. Website Upgrade: Discussion centered around Tammy's May 2nd email regarding \$5,000 potential expense to overhaul our current website and registration system:

SJM Consulting just sent me a brief outline of the proposed website upgrade. I have a few questions into them to get some further clarification on what they sent. Please read over and let me know tonight if you have any other questions regarding the upgrade hopefully I can answer them and if not I will get in touch with Shawn. Unfortunately we are at that cross roads again with our website and will need to decide sooner or later when we will be upgrading the software. The old technology is responsible for some of our technical issues and we have been advised to upgrade to avoid this. If we continue to have technical issues because we have not upgraded our

software we will be billed for any tech support. This upgrade will make our website responsive meaning you will be able to view it from various devices (tablet, phone etc.) and the format of the website will automatically change according to the device you are viewing it on.

From SJM Consulting

In a nutshell, the update is \$5000 plus taxes. It brings the site into a [Bootstrap templated environment](#) (we currently have 3 full versions available and we'll add a couple of more this year) where we can update the site graphically, etc., through the back-end scripts. MUCH more robust control of the site, and much better reporting, etc. All your current functionality would remain the same, in the updated templates. The system will never become dated, as you can change the templates as you want. The difference between us and something like WordPress or Joomla is that we have all the custom, crazy functionality that is specific to Silverspring. You'll not get a WordPress custom plugin developed to do this stuff for any reasonable amount of money.

Some recent OMS Apps that we've created: (**O**nline **M**anagement **S**uites)

<https://www.theprairielily.com/index.cfm>

<https://www.acemfginc.com/index.cfm>

<http://www.seda.sk.ca/index.cfm>

<https://www.ecdevonline.ca/index.cfm>

<https://www.honestveg.co.nz/index.cfm>

<http://www.northhomecomfortwindows.com/index.cfm>

<http://www.transwestair.com/index.cfm>

Additionally, we have an annual software maintenance subscription fee of \$1620, plus the general annual hosting of \$795. However, if you want to do the upgrade, we'd grandfather Silverspring in and not charge the annual software maintenance subscription fee, but with the new servers, we'd have to increase the annual hosting fee from \$350/annum to \$500.

After reading the above information these were my questions to SJM Consulting

1. Will this upgrade make it a responsive site and be able to be viewed on various devices and platforms?

100%

2. The software maintenance subscription fee is this for our current site and something we do each year?

No. It's new for the bootstrap/responsive sites. We're always updating the software and templates to keep it current for all the responsive platforms, etc.

3. Will we be paying the software maintenance subscription fee annually after we do the upgrade? No, as below, I'm willing to grandfather you in.

4. Are we currently paying \$350 per year for hosting our site and this fee will now be \$500 per year with the upgrade? Correct. New servers, and higher expense for better bandwidth and backup systems.

5. When would you recommend doing the upgrade? Our next online registration will start in August. We'd need to start the process mid-June to ensure an August start.

Danielle provided a history of what the SCA has spent in the past - most recently spent \$6,800 in 2015 to add features to our website, no upgrades to the software were included. Discussion came to the following consensus: need to look at our options to determine if we can simplify our website while maintaining the registration features we currently have. Do additional research and perhaps get a couple of quotes. Enlist a focussed group of executive members to review the options/quotes and make a final decision on how to proceed in the fall – volunteers for this group are Tammy, Tim, Brian and Alicia or Kyla.

Motion to adopt Treasurer's report made by Brian, seconded by Tim. Carried.

7. New Business:

- a. Motion to accept resignation of Mona Mostafa made by Kyla E, seconded by Jeff.
 - b. Coordinator Budgets for 2017 to 2018: Deadline to submit to Danielle is July 31st. Kyla E will meet with each coordinator beforehand. Fiscal year is July 1st, 2017 to June 30, 2018.
 - c. Grade 8 Grad Fundraiser: Grade 8 classes at each school are looking for ways to fundraise for their grads – Tammy and Erin will discuss potential options including selling freezies at Fun Day in the Park and Theatre in the Park, delivering newsletters, etc.
- 8. Coordinator Reports:** Reports were distributed electronically by Kyla E on May 1st.
- a. **Social** – Garage Sale is from 9 am to 3 pm on May 27th at the Ebenezer Church parking lot. Evergreen is hosting theirs the same day, cross promotion will take place.
 - b. **Softball** – Cary has determined that we are in desperate need of new uniforms and equipment. Numbers are way down. Looked at various options however the discussion ended with the determination that we do have funds available and we should look at providing the best experience possible for the kids in the community that still want to participate. Old equipment can be sold on Kiji or given to Sask Sport.
 - c. **Newsletter** – Tammy looking for input on whether we should do a newsletter in May before the garage sale or in June when we can advertise any outstanding executive positions. Decide June would be best. Approximately 1500 newsletters to be delivered – we will offer both Grade 8 classes the option of delivering 750 newsletters for \$150. If one class declines and the other class would like to deliver all 1500 for \$300, we will go with that too.

Motion to adopt by Jeff and seconded by Norm.

9. Community Consultant Report: Monthly report emailed by Leanne at end of April.

- a. Silverspring signage in front of Ebenezer Church will be removed to allow for new construction of roadway and walkway. Executive would like to upgrade the signage to our community and will go through the City Application Process – need to wait till majority of construction has been completed first.
- b. Leisure Guide Deadline is end of May.

10. **Announcements:** Next meeting is *Tuesday, June 6th, 2017* at the Silverspring School staff room at 8 pm.
11. **Adjournment:** Meeting adjourned at 9:30 pm.