



Meeting Minutes

February 12, 2018 @ 7:00 pm West Park Activity Centre

In Attendance

Yvonne Nicoll, Ken Meier, Jo Ann Curtis, Danny Tomalty, Bonnie Meier, Wes Stickel, Bill Orchin, Jennifer (City of Red Deer)

Call to Order

Meeting called to order at 7:05 pm by Ken Meier.

Approval of agenda

Wes Stickel moved to accept the agenda as presented; Bill Orchin seconded

Reading and approval of previous minutes

Danny Tomalty moved to accept the minutes as amended; Wes Stickel seconded

Treasurer's Report

As of January 31, 2018:

General Account	\$10,283.68
Casino Account	\$ 2,895.09
GIC Account	\$13,564.38
Petty Cash	\$ 91.00
Event Cash	\$ 200.00

Correspondence

No new correspondence

Business Arising from Minutes

Redevelopment Plan: Danny advised that Ken had sent an email and the proposal was approved. City is in for \$70,000 over next 2 years, but before official need to finalize the fund raising plan. Discussed plaque sponsorship. Communication with neighborhood; postings on Facebook; survey adjacent residences. Need to support how WPCA has engage the community. Possibly the city could send out formal notices. Tree Canada grant can't be held til 2019. Need to reapply fall of 2018. Healthy Community grant & Blue Cross grant & CFEP to have applications completed for all. Jennifer mentioned there has never been a successful group from Red Deer in apply for the Blue Cross grant. Expect to start asking for donations as early as the AGM~ donations will be deposited to General Bank account with a separate ledger.

AGM: Danny to speak approx. 10 – 15 minutes; has had no response from Berry Architecture. Jennifer recommended place out the plans for a visual for attendees. Several executive positions and directors available. Recommended to post the various positions with a detailed job description to assist attendees in understanding responsibilities. Email reminders ~ a series of 3 or 4. Facebook is under-utilized – use and remind, remind, remind. City of Red Deer will be promoting community association Facebook pages; want people to use! When advertising for board members make it exciting ~ safe & fun way to gain experience on a board. Help build your resume! Hope to fill secretary position.

Green Deer: May 5, 2018. Possible to get yard waste bins from City of Red Deer? 2016 budget was \$1,200: set budget for bouncy house, etc. Shredding bins were free. Used Wasteco in the past, not recommended for this year. Penny Carnival – more people than last year! Plan to do hot dogs and condiments, etc. Possible pickle ball demo – for fun play; treasure hunt – collect certain items to win. Things like shoes, items of clothing, baby bottle, etc. be creative when preparing the list. Give out carnival passes and candy bags. Need to review maps – need an updated version. Might be easier to have 2 instead of 1 big one. Wes Stickel motioned to establish a budget of \$1,200 for 2018, Bonnie seconded, all in favor.

Westlake Event: fall of 2018 (early September) – brainstorm ideas. Tabled to next meeting.

Family Skate: January 26th didn't happen. Rescheduled to February 19th (Family Day) from 12:00 to 4:00 weather permitting. Offer free hot chocolate.

Membership Drive: Danny to validate discounts and hopes to add some new sponsors! Conduct in April prior to Green Deer. Newsletter to accompany membership drive with a tear off; advertise Green Deer, plaques.

New Business

Satellite – Shaw Direct: Shaw had instructions on record to activate the Activity Centre account each year on November 15th. Ken pleaded our case stating that we were not aware of this arrangement. A credit had been made by Shaw in August 2017 so it came as a surprise to Bill when he received a phone call advising of a balance owing. When Shaw was advised we had not used the service and WPCA is non-profit and that the funds of the association are used to benefit the community Shaw agreed to help out and reduced the bill to \$5.68.

City of Red Deer Grant: Grant received from City of Red Deer in the amount of \$4,000 to support WPCA in operating the Activity Centre. Funds are used for the cost of insurance and wages for centre staff. Discussed the shortfall between actual costs and grant funds.

- Employee net wages to date this winter: \$4,102
- CRA remittances to date this winter: \$ 719
- WCB annual costs: \$ 200
- Insurance annual costs: \$ 823
- Grand total: \$5,004

Projected costs for the remainder of the winter: \$3,400

Note: City of Red Deer minimum requirement for opening Activity Centre to the public is:

- 2 evenings per week
- 8.0 hours over the weekend

- WPCA increased pay rate & hours for the 2017/2018 season

Consideration for a cut back of hours with the shortfall. Will need to establish a budget for the 2018/2019 season.

Year End Financial Statement: statement is ready for review in preparation of sending to the Society Corporate Registry. WPCA board member list to be included with statement as current. Jo-Ann to review and sign off; then Yvonne will review and sign off so Ken can sign and submit to meet deadline.

WCB: annual return was completed and submitted online. Invoice to arrive shortly. Minimum earnings = \$20,000 or a flat rate of \$200.00

Return Reporting Periods: Ken has worked to align reporting periods to ease the burden of filing. He submitted a request to AGLC asking to revise reporting periods to coincide with the Corporate Registry return.

- Corporate Registry (Society) December 01 thru to January 31
- AGLC will be reported as: Dec 01, 2016 to Jan 31, 2018 (previously Dec 1, 2016 to Nov 30, 2017)

Next year the reporting process will be much easier to manage.

Will still require a financial statements to meet date as outlined in the By-Laws and then another for the Society & AGLC.

City of Red Deer Annual Report: remains outstanding. Expect to receive the package for completion with the License to Occupy Agreement shortly.

Treasurer's Binder: Ken has been compiling information including timelines, reporting requirements, payroll, receiver general remittances and anything else that are necessary tasks for the treasurer. Project is almost complete.

Tents: Jo-Ann checked into the large 20 x 40 tent. It is too large for WPCA to manage and store; would require a permit with every set up. Better to purchase a combination of 10 x 10 tents; more flexibility, no permits required; can use 5 gallon pails full of water for tie-downs. Can set up side by side; need to consider detachable sides. Investigate pricing.

Next Meeting

AGM will be held on Monday, March 5, 2018 @ 7:00 pm Invite your neighbors!

The next regular meeting will be held March 12, 2018 @ 7:00 pm

Adjournment

Meeting adjourned at 8:45 pm by Yvonne Nicoll.