

River Park South Community Association (RPSCA) Meeting | MINUTES

Meeting date | time *October 12, 2017 | 7:00pm* | Meeting location *Highbury MPR/Mini Gym*

Meeting called by *Josée-Anne Le Dorze*

Type of meeting *Committee formation*

Meeting attended by: Barb Churchill, Glenn Churchill, Janelle Berard, Lauren Himbeault, Eric Himbeault, Andrea Danelak, Drew Thiessen, Cindy Blair, Sandy Nemeth, Brian Simister, Claudia Singh, Kimberley Adair-Gagnon, James Stefishen, Evelyn Bayduza, Katherine Morgan, Eva Trachtenberg, Josée-Anne Le Dorze

AGENDA TOPICS

Agenda topic *Review of last meeting and update on Action Items* | Presenter *Josée-Anne Le Dorze*

- Regarding partnering with Dakota Community Center, it was decided that the best way to approach this would be through a formal proposal prepared by the official committee and/or a delegation at a later time when we are a bit more organized
- After the last meeting, a website subcommittee was formed with Lauren Himbeault (coding), Andrea Danelak (content writer), Janelle Berard and Josée-Anne Le Dorze

Agenda topic *Website Update* | Presenter *Lauren Himbeault*

- Lauren presented the early-stage website she created for the community association
- Currently we are thinking of purchasing the domain *rpscommunity.com* or *rpscommunity.ca* for \$17.00/year with Google Domains and using the nearly-free-speech design app which Lauren estimates at about \$15-20.00 for the first year
- Depending on traffic volume and whether the website remains “static” over the course of the year, costs could increase based on data usage (this is something we will keep an eye on)
- Pictures and more in-depth content to be added to website, as well as e-mail addresses once we have purchased domain
- Once the English version wording is ready, we will translate and prepare French version (there are many Francophones in our neighborhood, and several involved in the RPSCA who are willing to help translate)
- Once a domain is purchased and we switch over the email mailing lists, we will make sure to adhere to the Anti-spam legislation

Agenda topic *Round Table Discussion* |

- Website to become a first resource for community members and prospective community members (people who are looking at moving to Winnipeg and want to get an idea about what the neighborhood is all about) listing parks, family activities/events, neighborhood schools,

community group list such as daycares, parent and tot groups, businesses, home businesses, community resources, etc)

- Qualico's RPS website has a map on it with parks and schools and a few other points of interest
- During the last attempt to create a community association, city councilors suggested they have "ward funds" that can be used to support community groups like ours for room rentals as well as website startup
- RPSCA could create toolkits for the community:
 - "How to host a block party" toolkit – people may want to get to know their street neighbours better but unsure how to go about getting things started, neighbours can change quickly so someone new may need to take up the organizing of yearly events
 - "What to do in the event of a car break-in"
 - When community members know what to do and the importance of filing a police report even when "minor" events happen – this will make our community safer over time by alerting the police of criminal activity in our neighborhood
- Ways to get the word out about the association:
 - RPSCA could draft a letter that could be distributed via schools –it would likely be a matter of approaching each neighborhood school individually to request help to do this)
 - Facebook, Twitter, Instagram and all social media should be used extensively (Example: getting Mayor Bowman to follow us on Twitter could greatly increase our following!)
 - Posters on Mailboxes (although we should confirm that it's ok to do so first)
 - Posters at Sobey's, on school's community boards, etc
 - Once we the website is finished, we can contact the Lance community newspaper and ask to do a feature on the association and website to increase awareness of our existence
- Using Survey Monkey to get feedback from the community about issues of importance, issues to address, what they want from the community association
- We will want to approach all government representatives of our area to make them aware of our existence – Janice Lukes, Brian Mayes, Janice Morley-Lecomte, Rachel Squires and Terry Duguid

Agenda topic *Committee Nominations and Appointments* |

- Considering that this is a new group, individuals who volunteered for a role were appointed in that role
- You will notice that since the meeting, the role of Website and Social Media Director was split into two distinct roles (Website Director and Communications Director) based on feedback from our experts in this area (Lauren & Andrea)
 - Chair: Janelle Berard
 - Vice-Chair: Glenn Churchill
 - Secretary: Josée-Anne Le Dorze
 - Treasurer: **role not filled**
 - Fundraising Director: **role not filled**
 - Special Events Director: Eva Trachtenberg
 - Volunteer Director: Claudia Singh
 - Website Director: Lauren Himbeault
 - Communications Director: Andrea Danelak
- Over time, roles may change as we learn about the needs of our community and adjust to best meet those needs.

Agenda topic Event: *Holiday Light Contest* |

- Consider approaching one business in the area to be “event sponsor” – they could provide a gift for the winner (for example, \$100 gift card) and we could advertise them throughout (a win-win arrangement that benefits both the association and the business)
 - “Online voting” component may not be on the association website because this would be a lot more complicated to set up and it may not necessarily be realistic at this stage
 - As an alternative, we could do a Facebook event and use their built-in poll option - this would be entirely free & easy to use (we would still accomplish our goal of getting some exposure for the association, increasing community participation, etc.)
 - Lights event subcommittee formation consisting of Eva Trachtenberg, Cindy Blair, Claudia Singh, Kimberley Adair-Gagnon and Katherine Morgan
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Action items	Person responsible	Deadline
Contact Qualico regarding the use of trademarked name “River Park South” – report to Janelle Berard	James Stefishen	As soon as possible
Contact Janice Lukes and Brian Mayes to let them know of our existence and request funding for room rentals and/or website startup costs – report to committee	Glenn Churchill	Report at next meeting
Continue developing the website so that it is ready to move into our own domain once it is purchased	Website sub-committee	Report at next meeting
Plan for Holiday Lights Event	Lights subcommittee	Report at next meeting
