

# River Park South Community Association (RPSCA) Meeting | MINUTES

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Meeting date | time November 14, 2017 | 7:00pm | Meeting location Louis Riel Library

Meeting called by Executive Committee

Type of meeting General Membership & Executive Committee monthly meeting

Meeting attended by: Janice Morley-Lecomte (MLA Seine River), Brian Mayes (City Councillor, St. Vital Ward), David (on behalf of Hon. Rochelle Squires, Minister for Sustainable Development and MLA for Riel) Josée-Anne Le Dorze, Janelle Berard, Andrea Danelak, Katherine Morgan, Sam Nimchonok, Cindy Blair, Nicole Hacault, David Rheault, Janet Rheault, Evelyn Bayduza, Katherine Morgan, James Stefishen, Eva Trachtenberg, Claudia Singh

## AGENDA TOPICS

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### Agenda topic Introduction

- Janelle Berard welcomed everyone and offered our honored guests the chance to say a few words
- David for Hon. Rochelle Squires (MLA)
  - Community meeting space available at her office for community groups like ours (Meadowood)
  - Coffee & conversation with the minister occurs monthly at her office
- Janice Morley-Lecomte (MLA)
  - Community meeting space available at her office for community groups like ours (St. Anne's)
- Brian Mayes
  - No other residents association in St Vital Ward. There used to be Minnetonka RA but they are no longer active
  - City ward boundaries are changing on December 1
  - New play structure at Southglen Mobile Home Community
  - HS Paul school play structure remake for next summer
  - December 15, 2017 - new toboggan ride opens in St Vital Park

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### Agenda topic Approval of Last Meeting's Minutes and Introduction of new Executive Committee Members

- Minutes from October 12, 2017 approved as a true and accurate record of the meeting
- Since the last meeting, Claudia Singh volunteered to be our Volunteer Director and James Stefishen volunteered to be our Fundraising Director
- Glenn Churchill and Janelle Berard will be co-chairs (instead of chair and vice-chair)
- David Rheault has expressed interest in treasurer role

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### Agenda topic Standing Reports

- Events Director: Eva Trachtenberg

- Update on the Holiday Decorating contest
  - Contest entry deadline: November 26
  - Public voting on Facebook from Dec. 1-17
  - Entry with most votes wins
  - Prize is Lacoste gift certificate \$400.00
- Didn't want too many prizes, just a simple contest to get the word out there – instead of approaching all the businesses right away
- Posters to be put throughout the community
  - Cindy created a list of all businesses and schools in the area
  - Subcommittee will organize who will approach which businesses to put up posters (we don't want more than one person going to the same place)
- Andrea to send a digital copy of the contest poster to MLAs and city councilors. Those present also took a paper copy of the poster for their offices
- Fundraising Director: James Stefishen
  - Royal Pizza – still in contact with them regarding a possible donation at some point, some hesitation at this time due to RPSCA being such a new initiative
  - Lacoste was on board with becoming a sponsor and very enthusiastic
- Website Director: Lauren Himbeault (Josée-Anne Le Dorze covering for Lauren)
  - Website went live on Wednesday, Nov. 8, 2017
  - Since November 8 and 14, we have had 28 responses through the contact us form, the sign up for newsletter form or through the email address, so every day a few more trickle in, including a few inquiries about the Home Business List. (Approximately 5 responses or inquiries per day)
  - The website was built using very few resources because originally we wanted to keep costs as low as possible (approximately \$23.00/year) but with this set-up only Lauren has the required knowledge to update and maintain the website
  - Keeping costs low is important, but the workload on our volunteers has to be manageable
  - Suggestion for the association to consider: Using the WordPress platform for 5.00/month, which would require us to come up with 60.00 for the first year to upgrade
    - WordPress website is already existing and ready to be used once purchased
    - Upgrading website should be a priority to make things more manageable for our volunteers and retaining flexibility over who can update and maintain the website
- Membership Update:
  - 53 people who are on the mailing list to receive all committee updates like meeting minutes
  - 23 people who have signed up for the newsletter through the website
  - Total of 76 people
- Social Media Update
  - Facebook page is live – 250 followers
  - 2200 views on the decorating contest update
  - Twitter is live
  - Jim Johnson (the admin for the RPS And Lovin' It) will help with Social Media and be Andrea's backup
  - If someone asks a question on one of our social media platform, it is best to allow the social media committee to respond from the official social media platform account
  - Feel free to like/share/retweet/share your own thoughts on a post as this increases visibility across social media platforms

- As communications director, Andrea has created a document which details some standard responses to be used by the social media subcommittee when certain common inquiries come up on the social media platforms

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### Agenda topic *Proposed Constitution*

- Article 2: boundaries expanded beyond RPS proper to include the condos along the Seine River
- Article 5 Section 4: “Appointments” to fill executive vacancies aren’t the most transparent method to fill a vacancy – general membership should be notified of any vacancies and everyone should have an opportunity to step up
- Article 7 Section 2: Constitution requires members to attend meetings to become voting members but the constitution does not specify how many meetings per year will be open to the general membership (only discusses AGM and special membership meetings to be called at the request of 25 members)
  - There should be a minimum number open to the public stated in the constitution with advance notice to allow membership to gain “voting” status – however we can have more than the minimum number of open meetings
  - Four meetings/year was suggested, others felt most meetings should be public meetings
  - Eventually, we may get large turnouts at meetings, at which point we may decide to decrease the number of public meetings to the minimum number required by the constitution
  - In the meantime we can keep all or most meetings open to the public
- Article 7 Section 2: The number of individuals required to request a meeting of the general membership is set at 25; this is high and lowering it to 10-15 would be more reasonable
- Article 7 Section 2: Agenda for the AGM should be distributed ahead of the meeting along with proper notice
- Article 10: The process to determine which charitable organization would receive any leftover funds should be detailed (for example, majority vote at special meeting for dissolution, or other)

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### Agenda topic *New business*

- Bank account options
  - Requirements for Assiniboine Credit Union’s no-fee Community Builder account
    - Name Notation with Companies Office
    - ID requirements for those authorized to sign
    - Name, address and occupation of all executive committee members
    - A copy of meeting minutes showing a motion to open a bank account has been passed by the committee
- Name Registration with Companies Office (Two-step process)
  - \$45.00 for name reservation
  - \$60.00 for name notation
  - Very slow process overall

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### Agenda topic *Round Table Discussion*

- Tony Kwang from Van Hull looking to expand their Canada Day Celebration and may want to collaborate, we should reach out to them

- Insurance/legality is a priority going forward – as soon as we have “seed money” it should be our first priority
    - Janice Morley Lecomte can provide us with accountant access to help our association ensure we are doing everything correctly
    - Consider reaching out to other community associations to give us some feedback regarding set up/incorporation/insurance (South Pointe RA, Van Hull RA)
  - Grants
    - Neighborhoods Alive
    - Ward Funds
    - Probably not eligible for any grants if we follow through with DCC as umbrella organization
  - Take Pride Winnipeg or Pitch In Canada are organizations we could approach to set up a spring community clean up
    - it would be an event we could put on that wouldn't cost us anything
    - The umbrella organizations (Take Pride Winnipeg or Pitch In Canada) would likely provide insurance for the event if we aren't yet fully organized
    - Meets our proposed vision and mission statement goals
  - Sponsor acknowledgement must be a priority:
    - For example, Lacoste, as the sponsor for our holiday decorating contest, will be watching us and what they get out of being our sponsor
    - This will reflect on us in the future (businesses are more likely to sponsor our events if we give them a lot of exposure)
    - If there is an article about the Association and the decorating contest in the Lance, we should strongly consider naming Lacoste as our event sponsor in the article (if possible)
  - Regarding community publications
    - It's a great way to reach out to members of our community who do not have regular online access or are not on Facebook
    - Glenn Churchill is in touch with the Lance regarding a feature article on the new Association
    - Andrea Danelak is friends with Simon Fuller from The Lance and has offered to reach out to him if needed
    - We can possibly submit a community blurb to the Lance ourselves
    - Indo-Canadian Times is another publication we can consider approaching (RPS has a growing Indo-Canadian population)
  - RPS Garage Sale – RPSCA could advertise the garage sale in the newsletter
  - Nicole Hacault has 10% off at Staples for printing
  - Home Business List:
    - Charging a very small yearly fee (\$5.00-\$10.00 has been suggested)
    - Guidelines on who is considered a “home business” or will it be open to whoever self-identifies as a home business
    - Disclaimer on the website that RPSCA isn't endorsing any one business
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Action items	Person responsible	Deadline
Check with Qualico if we have permission to request a name notation with the Manitoba Companies Office, and follow up on the official documents allowing us to use the name	James Stefishen	Report at next meeting
Research other associations' rules regarding the home business list	Josée-Anne Le Dorze	Report at next meeting
Approach businesses to put up our Holiday Decorating Event posters, track entries into the contest, go live with voting platform on Dec. 1	Eva Trachtenberg and Andrea Danelak	Report at next meeting
DCC Proposal	Glenn Churchill, Barb Churchill and Janelle Berard	Report at next meeting
Thank you letters for special guests	Executive Committee	ASAP