



## Minutes

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Meeting called by: Glenn Churchill and Janelle Berard

Date & Time: January 4, 2018

Location: Rochelle Squires Constituency Office

## Board Members

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Glenn Churchill, Co-chair - Janelle Berard, Co-chair - Josée-Anne Le Dorze, Secretary - Dave Rheault, Treasurer - Lauren Himbeault, Website Director - Andrea Danelak, Communications Director - Eva Trachtenberg, Special Events Director - Claudia Singh, Volunteer Director - James Stefishen, Fundraising Director

## Attendance

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Josée-Anne Le Dorze, Janelle Berard, Andrea Danelak, James Stefishen, Dave Rheault

## Approval of Previous Minutes

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- Remove point regarding staggered terms as it was not fully discussed
- Otherwise, November meeting minutes approved

## Updates from Executive Committee Members on Action Items

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### James Stefishen, Fundraising Director

- still working on getting official documents allowing the use of trademarked name and logo

### Josée-Anne Le Dorze, Secretary

- Home business list on the Sage Creek Residents Association lists all types of businesses, Island Lakes Residents Group only has brick and mortar business listings; suggests that RPSCA should do create its own according to what our community wants instead of what other communities have done
- Thank you letters (attached to email) sent to Ms. Squires, Ms. Morley-Lecomte and Councillor Mayes for their support and/or attendance at the November meeting

### Andrea Danelak, Communications Director

- Holiday Decorating contest was a success, especially considering how quickly it came together
- Fewer volunteers than expected to put up flyers
- some businesses did not want to put up posters for the holiday decorating contest or posters in general; we should be keeping track of who is willing to put up our posters so we can avoid repeatedly approaching the same businesses who do not put up posters



## Update on Dakota Community Center Proposal

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Glenn and Janelle suggest this is not something worth following up on at this time, in light of how easy it is to get our own bank account and to retain independence in decision-making

## Constitution Amendments

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Voting on the first draft constitution amendment suggestions was pushed back to in-camera portion of the January 16 meeting

## Communications Strategy Presentation by Andrea Danelak

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- See *River Park South Community Association Communications Strategy* document
- Andrea presented the document she created to help us align all communications tactics
- flexible document that can be updated as we grow
- Survey Monkey - resource to use - to get people from the community to provide feedback on what they want us to do, Andrea to create some sample questions for potential survey
- Instagram: if we want to go ahead with it, Jim Johnson has agreed to maintain it (Executive committee members present all agree we should go ahead with Instagram account)
- RPSCA does not have huge amounts of content yet, so Andrea has been sharing lots of community updates from DCC and community leaders
- Andrea will bring forward list of questions that have been brought up on the community social media accounts at every meeting
- Potential topics for first edition of the newsletter, aiming for early March
  - message from the co-chairs, Brian Mayes, Janice Lukes, Rochelle Squires, Janice Morley-Lecomte
  - notice of changing city ward boundaries
  - update on the holiday decorating contest with picture of the winners
  - safety and security tips
  - Section on things other communities are doing (Van Hull's community watch program)
  - website launch
  - upcoming initiatives
  - Call for content ideas at the next meeting
  - Paid advertisements from local businesses into the newsletter (eventually)
  - Press Releases to distribute to local media - Andrea has plenty of experience with these



- Janelle, Dave, James and Josee have all agreed to have their picture used as content for the social media posts

## Treasurer Report and Bank Account

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- Dave would like to collect all the receipts of all the expenses incurred by us so far with the intent of reimbursement
- Opening a bank account at the Caisse is easy and requires:
  - Minutes that indicate the board members who would have signing authority.
  - Minutes showing approved motion to open a bank account, and said minutes need to be signed by secretary and co-chairs
  - All signors need to be members at the Caisse (free application)
  - Five dollars for the membership fee (one time) No cost for the account
- Receipt book to give receipts to donors

## Home Business List

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- a small fee would prevent non-existent businesses who have folded
- concerns about licenses (for example, Granny's hand-made mittens vs actual licensed home business)
- disclaimer that we do not endorse or are associated with any of the listed businesses (could approach Barb Churchill for help)
- concerns about home businesses on the future list that may compete with actual business sponsors on the website

## New Business

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- Spring Clean Up
  - Teacher has reached out via social media account, her class would like to start an annual spring cleanup and was thinking we could collaborate on something
  - Easy enough event to put on due to organizations like Take Pride Winnipeg or Pitch In Canada
  - Collect community feedback at next meeting then make decision on whether we want to go ahead
- We can call 311 and explain to them what event we want to put on and they can help us ensure we have all the required permits and also have a list of approved vendors we can use
- We will ensure we have all proper insurance for any events that we put on by scheduling an executive committee meeting with insurance advisor to deal only with insurance issues, once we know what event we are doing



- Reserve thirty minutes at the start of the meeting for the public and the rest of the meeting can be in-camera
  - For public portion, we will do a short presentation of what we are working on and a short point-form document for attendees to review
  - Open the floor to gather feedback on the specific issues presented on and in the document