



## Minutes

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Meeting called by: Josée-Anne Le Dorze

Date & Time: July 10, 2018

Location: 32 Abbotsfield

## Board Members

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Josée-Anne Le Dorze, Chair - Dave Rheault, Treasurer - Andrea Danelak, Communications Director - Eva Trachtenberg, Special Events Director - Nicole Hacault, Volunteer Director - James Stefishen, Fundraising Director - Vacant, Secretary

## Attendance - Quorum Present

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Josée-Anne Le Dorze, Dave Rheault, Nicole Hacault, James Stefishen, Andrea Danelak, Eva Trachtenberg, Celia Valel-Church

## Funding Update

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- Josée Submitted Per Capita Grant Application to Riel Community Committee (mailed June 15, 2018) for 2018-2019 operating expenses

## Incorporation Update

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- Name Reservation Form
  - Remove the word “development” from “Nature of Business” section
  - Josée to rewrite and Celia to review before submission
- Tax Requirements
  - Josée to reach out to Janice Morley Lecomte’s office regarding accounting assistance

## French Language Plan

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- No Update at this time

## Treasurer Update

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- Signors
  - Removed Glenn & Janelle officially
  - James added as a signor
  - Josée & Dave had to sign again for the new account changes
- Cheques are ready to use
- Receipt book is ready to use



- E-transfers can be accepted
- Invoices for sponsorship ready to go

## Communications Update

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- Newsletter
  - Positive feedback from community
  - Open rate is 80.5%
  - Click rate approximately 66.5%
    - Our open and click rates are much higher than the average rates for non-profits
- Website
  - Views increase with release of newsletter or surrounding an event
- Social Media
  - Slow but steady growth of our following

## Party in the Park Fundraising Material

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- Sponsorship package infographic created by Nicole

## Party in the Park Fundraising

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- Businesses approached
  - As per Google Document
  - Each one of us updates Google Doc as businesses are being approached
- Businesses left to approach
- Sponsorships received so far
  - Several commitments

## Party in the Park

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- Music & Bandstand Update - once sponsorship is secured, Nicole's friend will look after this part of the event
- Permits and Applications - once money available for damage deposits, permits will be finalized
- Insurance - Wyatt Dowling
- Vendors - lots of interest, first come first serve, once payment is received it secures the table
- Volunteers - Caisse to provide cooks/food servers, Wyatt Dowling to provide staff for the day, we will need to send out a call for community volunteers for the day of the event later in the summer
- Promotional Plan - closer to event day, Andrea to look after



- Food - final menu to be submitted to Health Inspector - hot dogs (vegetarian and meat), buns, ketchup, relish, mustard, individual packs of chips, canned drinks
- Rain Plan - rain or shine event

## **New Business**

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- Consider an all candidates Forum for city councillor candidates
  - No RPSCA executive committee member has experience with hosting/moderating a live political debate
  - Will be very busy in the fall with event
  - Written Q&A in the next edition of the newsletter “Get-to-know your candidates”
    - Throughout the summer, we will ask for community feedback about the types of questions they would ask the city councillor candidates, and we can pick some to include in the Q&A

## **Schedule for future meetings**

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- July: Party In the Park Subcommittee meeting
- August: Executive Committee Meeting
- End of September: community meeting at Louis Riel Library