



Minutes

Meeting called by: Josée-Anne Le Dorze, Chair

Date & Time: August 27, 2018, 7:30 pm

Location: 1549 St. Mary's Road (Royal LePage)

Board Members

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

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

Topic - Incorporation

- The Articles of Incorporation were filed at the Manitoba Companies Office by Josée on August 20, 2018. She followed-up with them this afternoon, and was told that the Articles have been approved. The certified copy will be mailed to Dave's address.
- The by-laws, which were drafted following a meeting of the Incorporation Subcommittee and previously circulated by e-mail, were reviewed. Key points included criteria for membership, criteria to become a director, officer roles and titles. The following revisions will be made:
 - The criteria for membership will be revised so that any potential members must attend at least one meeting of the members to which the general public is invited.
 - In the future, consider whether a membership fee is payable, with the offer of membership discounts. Explore this idea further in the future (ie. January or February 2019).
 - Membership will not be terminated on bankruptcy.
- The unincorporated Association will wind-up and commence operating as River Park South Community Association Inc. Bank accounts, contracts, assets, liabilities will be transferred to the incorporated entity, including the following key items: bank account (Dave), insurance (Josée), Qualico trademark, permits, etc. The Website will be updated, and an announcement regarding incorporation will be included in the next newsletter (Andrea).
- Organizational resolutions will be drafted and e-mailed out for counterpart signature (Celia), including:



- Resolutions of the first directors - specifying that the Articles will be placed in the Minute Book approving by-laws as revised, setting the number of directors to seven, confirming the membership.
- Resolutions of the first members - confirming the by-laws as revised, electing the permanent directors, waiving auditor.
- Resolutions of the permanent directors - electing the officers, setting financial year-end as September 30th
- Further investigation is required into CRA filing obligations, including the not-for-profit corporation information return. Janice Morley-Lecomte, MLA, indicated that she could connect us with an accountant that could assist. Josée has followed-up, and will do so again following Party in the Park.
- Motion to approve purchase of Directors and Officers Liability Insurance (yearly cost) - *deferred*.

Topic - Treasurer's Update

- Items that have been booked are: bouncy castle, face painting, City of Winnipeg land-use permit, Bandomobile, insurance (Wyatt Dowling), BBQ, Kings, Backline from Long/McQuade, money for artists.
- Total cost so far is approximately \$5,070, while the amount paid to-date is \$1,794.
- Financial outlook - as the balance in the chequing account is approximately \$3,275, there are just enough funds to cover the expenses associated with Party in the Park.
- Further explore the idea of approaching city councillors regarding their discretionary Ward budget.

Topic - Newsletter

- Andrea has been working on the newsletter.
- The 6 ward candidates were offered an opportunity to respond to a set of questions.
- Josée has provided content for the Chair's Message.
- Terry Duguid has provided an update.
- Promotion of Party in the Park will be included.
- Please feel free to e-mail Andrea suggestions for notes of interest. Ideas for future content generated at the meeting include the following:
 - Add information regarding what is involved in becoming a member (ie. Fill out form and attend a meeting).
 - Business profiles will no longer be provided, to avoid paid sponsors and business profiles being tied together (ie. Do not want it to appear as though businesses are buying support). Instead, consider providing opportunities for paid advertising.



- Little blurbs regarding new businesses opening in the area and business anniversaries.
- There are currently about 500 newsletter subscribers. Furthermore, people are viewing the newsletter on the Website.

Topic - Website Update

- It would be worthwhile to further explore the idea of generating advertising revenue from home business listings on the Website. Following Party in the Park, Andrea could put together a media rate card. After proof of traction, the elevated profile will enable us to approach businesses.
- Social media engagement on sponsorship posts has been lower than other posts. People are unfollowing after sponsorship posts on Facebook.
- Of all the social media platforms, Twitter is getting the most engagement, while Facebook has the biggest following.
- Any additional or updated information regarding Party in the Park can be added to the Website.

Topic - Party in the Park

- The physical layout was reviewed. This was sent to the Health Inspector by Josée. Permits:
 - Josée has contacted Call Before You Dig, which is required for the bouncy castle. Manitoba Hydro will be attending the site to paint the lines.
 - The noise permit has been submitted but is still outstanding. It will be e-mailed out one week prior to the event.
 - Manitoba Health does not require a permit; however, they have provided some requirements which we must meet. No bricks are required for the BBQ, as it can be rolled-out to the asphalt.
 - Park and bandstand permits are in place.
- Vendors:
 - Eva will be working on a physical design for the vendor space.
 - Use of grass paint to indicate where each vendor will set-up.
 - Eva will be managing Vendor set-up.
 - Nicole will reach out to outstanding Vendors. Eva has dropped off invoice to Sushi Ai.
- Bookings:
 - King's porta potties and handwashing stations have been booked at a cost of \$350.
 - Bouncy castle has been booked. 2 volunteers from Wyatt and 2 from Caisse have been recruited.



- Promotional plan:
 - Elected representatives will be sent invitations by Andrea.
 - Andrea will send out communication to Simon from the Lance.
- Temporary bike racks will be present; people will need to bring their own lawn chairs.
- Sobeyes support request:
 - Dwayne needs an e-mail outlining what we are buying (ie. Buns, hot dogs, veggie dogs, chips, drinks, condiments). He will then approach his Vendors and request free items. Proposed amounts:
 - 23-dozen hot dogs, 4-dozen veggie dogs (Eve's), white hot dog buns, 300 water bottles (brought by Nicole), 108 cans of pop, 100 juice boxes (assortments), 324 bags of assorted chips, 400 napkins, 4 bags of ice, 3 sets of squeeze bottles for condiments, look into foil wrappers for hot dogs.
- Food:
 - Consider donating any remaining food to an organization such as the Bear Clan.
 - Hot dog coolers must have a temperature of 5 degrees Celsius or less. Dave has a metal thermometer which could be utilized.
 - Hair nets are required for people that are cooking.
 - Food preparation schedule:
 - 9 am - set-up, get coolers, Dave will bring food
 - 10 am - Caisse volunteers arrive, bbq arrives
 - 11 am - cooking
 - 11:30 am - start serving
 - 1:30 pm - stop cooking
 - 2:30 pm - BBQ pick up
- River Park South table:
 - Andrea received the banner from Vista Print
 - Consider providing copies of the latest Newsletter, having a draw (Eva may have a prize to donate), candy for kids, Newsletter sign-up, sign with information regarding the next meeting.