



Minutes - Board of Directors

Meeting called by: Josée-Anne Le Dorze, Chair

Date & Time: September 25, 2018, 7:46 pm

Location: Louis Riel Library, Community Meeting Room, 1168 Dakota St.

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 - Celia Valel, Secretary

Attendance

Josée-Anne Le Dorze, Andrea Danelak, Dave Rheault, Celia Valel

Topic - Treasurer's Report

- Once all expenses are paid from Party in the Park, the RPSCA will still have approximately \$300. Furthermore, the RPSCA is still owed approximately \$2,000 in damage deposits.
 - There are still approximately \$650 in expenses incurred by the Executive Committee members that need to be reimbursed.
- Upcoming expenses include the funds required to renew the domain name and the Wordpress account.
 - The fee for renewing the domain name is \$17/year.
 - Currently, we pay \$60 per year for a basic Wordpress account. This has severe limitations, including the inability to embed videos. For \$120, we could upgrade to the next level of account, which includes the domain.
 - Everyone present indicated that they are okay with moving up to this level.

Topic - Holiday Decorating Contest

- This year, it would be helpful to form a subcommittee to assist with this. A significant amount of promotional effort is required.
- We need to determine a voting mechanism. Suggestions include Survey Money, Google and Facebook.
- 15 to 20 participating houses would be an optimal number.



Topic - Incorporation - follow-up items

- Dave will inform Caisse financial by tomorrow that we have incorporated. He will let us know as to any items that Caisse may need from us, such as copies of the by-laws and organizational resolutions.
- James indicated at the previous meeting that he would inform Qualico that we had incorporated and let them know that the new corporation would be using the logo; however, we do not know whether this has been completed. Qualico has been very supportive so far, and it is not anticipated that this will be an issue.
- Janice Morley-Lecomte had previously indicated that she would be able to put us in touch with her accountant, so that we would have assistance with financial matters. However, Josée has followed-up with her, and she has not responded.
 - We need to ensure that the corporation meets its filing requirements with the Canada Revenue Agency (ie. non-profit information return and tax return).
 - As Janice has not responded, we need to look at pursuing other avenues to obtain the accounting advice that we need.
 - As a first step, do a call-out on social media to ask for accounting assistance. In addition, discuss with Nicole about using the Buy Nothing St. Vital group to ask for assistance.
- Josée contacted Wyatt Dowling regarding Directors and Officers Liability Insurance, for added protection.
 - They provided a questionnaire that we need to complete in order to obtain a fee quote. Information required includes annual reports, financial statements, by-laws, constitution, list of directors/officers and committees. Dave can assist with financial portion and Celia can assist with legal portion.

Topic - Website

- Andrea has promoted the home business page, but it is not getting significant views. The question remains as to whether we should try pushing it to see if we can obtain a revenue stream.
 - We can re-evaluate this in the spring, and pull it unless we get more interest.

Topic - Party in the Park

- For future years, it would be helpful to do some debriefing with regard to lessons learned from Party in the Park.
 - Perhaps one way to approach this is for everyone to type up their recommendations, e-mail them to the group and then discuss together. (For example, we lost social media followers due to sponsorship posts).



- It would be helpful to put together a binder, which includes recommendations regarding timelines.

Topic - New Business

- Eva suggested putting on a holiday event involving a "shopping mall" where kids buy their parents Christmas gifts, and volunteers provide wrapping services.
 - The whole group should discuss when we have a chance.