

**Allard Community League
Board Meeting MINUTES
October 9, 2024, 6:19 – 7:54 p.m., Google Meet**

1. The meeting was called to order by chairperson Steve Pittis, who welcomed board members Param Chahal, Akosua Akude, Manoj Kumar Gupta, Mike Moran, and Tricia Jenkins. Jess Pittis and Kovid Sehgal were absent. Quorum was met.
2. **MOTION** to approve minutes  September 11, 2024 Meeting Minutes
Moved: Tricia Jenkins
Seconded: Akosua Akude
CARRIED
3. **MOTION** to approve agenda
Moved: Tricia Jenkins
Seconded: Akosua Akude
CARRIED
4. Reports:
 - 4.1 Treasurer -
 - 4.1.1 Current assets \$23,558
 - 4.1.2 Payable ~\$3000
 - 4.1.3 Raffle sales - none deposited to the bank yet / RaffleBox
 - 4.1.4 Communal received ~\$2000
 - 4.2 Correspondence - Steve has talked to 2 volunteers from the survey. Tricia will follow up with a correspondence report at the next meeting
 - 4.3 Membership - 11 memberships sold at CL Day.
5. Old Business
 - 5.1 **MOTION** to approve  Allard Community Garden Terms of Reference.pdf
 - 5.2 **TABLED** for next meeting
 - 5.3 Porta-Potties - TABLED for next meeting
 - 5.4 Community Canvas - underway. Currently have 43 of the target 200 survey responses. Majority are filling the long form and writing detailed responses showing really good engagement. More progress going door to door is needed, and we still intend to cover Allard and Cavanagh. Our next meeting is October 24th. We will meet to summarize the first week of November.
 - 5.5 Events
 - 5.5.1 Drop-in Ultimate - Learned how to get posters in Rec Centers. Cost \$12 to rent the DLFS field for an hour. About ten people of all ages attended. EUPA was pleased with engagement. We will consider repeating next year.
 - 5.5.2 Community League Day debrief. First CL Day for Events and Fundraising Directors. Concession got a good response. BBQ was slower. We like the Raffle prizes format to improve income. We recognize that food for fundraising differs from when we give it away. Perhaps having someone available to make a day of purchase based on demand could have reduced leftover perishable food. Volunteers at the membership table generated new memberships but had few additional volunteers to bring attention to the survey. Preparing for the talent show was new experience involving stage design, PA rental, and music tariffs. Low advance interest led to the cancellation decision. We will always need to have a crowd draw. This was our first event with music. The layout has been different for each event. Recognize it takes

time to grow. We still need to organize the trailer and clean to return the BBQ. We recommend

- developing a checklist with milestones that each event hits in advance of the event, including starting the promotion early
- regular face-to-face check-in meetings leading up to event
- layout needs to be planned in advance and communicated to the setup team. There will always be a welcome tent, food and/or activity, and setup/teardown
- take down needs more commitment to completion

5.5.3 Safe Diwali - we have Uncle John fireworks lined up and food on city permit. Have \$300 donation but we're still \$700 short of target. We do have another interested donor. Have leftover hot chocolate powder from WinterFest as well as carafe and cups. Will put flyers around the neighbourhood. Note that most people will be celebrating at their home of visiting temple.

MOTION to increase Diwali budget by \$700

Moved: Param Chahal

Seconded: Akosua Akude

CARRIED

6. New business

6.1 Sponsorship contracts - Rink boards contract was based on another community league template. In general we would like to run contracts by a lawyer.

MOTION to use rink board advertising contract

Moved: Akosua Akude

Seconded: Param Chahal

CARRIED

ACTION: Akosua will make a pdf and start using.

6.2 Preparing budgets/planning for the next fiscal year - Steve will meet with each of us, bring feedback to executive board who will build simple budget in November followed by a special meeting in November to discuss. We will approve in December. Steve will fill for Facilities and Tricia will fill for Communications director roles.

6.3 DLFS for board meetings - while we prefer in-person meetings we don't think this is a good use of our funds. Need to open discussion about sharing space at school. Perhaps we could coordinate other programs at the same time in other non-gym spaces to maximize the mandatory custodial rate. We will try Tim Hortons or A&W for our next meeting.

6.4 Empowering Soccer Coordinator to vote at SWEMSA meetings - anything impacting ACL financials needs board approval but otherwise can use discretion.

MOTION to empower Soccer Coordinator to vote at SWEMSA meetings about things pertaining to soccer: Example, bylaws, processes, registration, fees set by SWEMSA, players/coaches/referees, etc.

Moved: Mike Moran

Seconded: Tricia Jenkins

CARRIED

6.5 Rink Shack Repair/ future of Rink Shack - Kids have been climbing on roof which has created a hole in it leading to water infiltration. There is both internal and external damage. Roofing contractor in the neighborhood is willing to help. Using Community Led project process. Change in code may make permitting difficult. We may sell the trailer and replace with a permanent structure. We have a couple choices: can do full roof repair with reinforcement for kids climbing or quick patch and repair for less cost but will need to demo roof for mold/mildew mitigation over winter. The second option was recommended.

MOTION to begin repair of rink shack to a max of \$500.

Moved: Mike Moran

Seconded: Tricia Jenkins

CARRIED

ACTION: Mike and Steve will follow up

- 6.6 **MOTION** to develop a communication committee to coordinate posters, social media, park signs, website, info@ inbox, and newsletter. Tricia will chair until Communications Director in place.

Moved: Tricia Jenkins

Seconded: Mike Moran

CARRIED

7. Round Table

- 7.1.1 Communal contains users with volunteer tags interested in garden, events, communications, neighbourhood watch, board members, programs, soccer, seniors and rink. **ACTION** Jess will extract and share contact info with responsible director
 - 7.1.2 Fundraising - exploring contracts with potential sponsors
 - 7.1.3 Civics - really wants Microsoft Teams. Wouldn't cost us money and there are bursaries available. We will need training for change. **ACTION:** Steve and Mike will sit down and see what needs to be done to migrate
 - 7.1.4 President - facilities will take up a lot of time but is talking to potential volunteers. Volunteer appreciation for board members - perhaps in November on a weekend. Looked into catered or local business for 10-12 estimate budget of \$1000.
8. Next meeting – November 13, 6 p.m. TBD (Tricia will find a space, likely Tim Hortons or A&W)
9. The meeting adjourned at 7:53 p.m.