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| **DATE:** | February 24th, 2020 |
| **TIME:** | 7:30 PM |
| **LOCATION:** | John Lake School Library |

**MEETING MINUTES**

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**Call to Order**

Angela called the meeting to order at 7:33 pm

**Attendance**

* **Attendee Names:** Sierra Banwarth, Derek Blum, Arynne Chaharyn, Claire Lyonhart, Hayley McCallum, Jessica Patrucco, Angela Strand, Scott Schierling, Chad Malinowski, Tyler Gawley, Mike McPhail, Jack Sandbrand,
* **Attendees Not Present:** Kevin Ariss (Regrets)
* **Guests:** Leanne Strickland (Community Resident)

Motion to accept Leanne Strickland as a Director-at-Large put forward by Arynne, seconded by Chad, and CARRIED unanimously.

Leanne has chosen to receive an Avalon email address. Her new email address will be director@avalonca.ca

**\*\*ACTION ITEM: Jessica and Leanne to meet and set up Leanne’s Avalon email address.\*\***

**Changes to Agenda**

**Adoption of Agenda**

Moved by Chad, seconded by Mike and CARRIED unanimously.

**Approval of Previous Minutes**

Motion to approve the previous meeting’s minutes moved by Jack, seconded by Hayley, and CARRIED, unanimously.  
**Business Arising From/Since Previous Meeting**

**Action Items:**

Board members replied to the updated online survey to decide which date the board will hold the appreciation bowling night. Angela will touch on this in her report.

Arynne emailed her contact at GVS and is waiting for a response in regards to possibly hosting a movie night there, provided they have the needed equipment.

Claire filed signed policies by Chad and Derek.

**Steak Night** – 175 tickets have been sold, which means there are 25 left to sell. We are able to sell the tickets up until Thursday, the night before the event. Angela sent approximately 100 letters and emails to businesses asking for support and prizes. As of this meeting, we have 26 silent auction prizes, 84 ticket prizes, and around 25 door prizes. Angela will be emceeing the event. Jack & Mike will be selling the tickets for prizes, and Chad’s wife and her friend are selling 50/50 tickets. Ticket purchasing and silent auction bids will end at 8:15 and winners will be drawn around 8:25 – 8:30. Angela, Jessica, and Mike will be assisting with this. If any others are needed, Chad will ask board members for help.

**Email Issues** – We continue to have spam email issues with board member’s emails that are posted on the website; with Angela’s and Derek’s. Emails are being sent from their addresses to other board members asking for money. Jessica is looking into the issue, although it may not be able to be solved. It will be discussed further at the next meeting.

**Citizenship Ceremony** – There will be a citizenship ceremony held in the John Lake gym on April 30th. Angela was asked if she would present greetings on behalf of neighborhood and the ACA donate cake for the tea that will be held afterwards.

Motion for Angela to present greetings from the ACA put forward by Chad, seconded by Sierra, and CARRIED unanimously.

Motion to donate cake for the tea put forward by Sierra, seconded by Chad, and CARRIED unanimously.

**\*\*ACTION ITEM – Hayley to look into cost of cake at Costco.\*\***

**New Business**

**Reports**

* **President**

The board appreciation bowling night will be held on March 20th at Hunter’s Eastview Bowl. John Lake School is doing a Rush fundraiser that day, so Sierra and Derek will not be able to attend. Kevin informed the board at the January meeting that he will be pitching in some of the costs on behalf of his department as part of the volunteer appreciation.

**\*\*ACTION ITEM – All board members to email Angela about whether spouses will be in attendance at the bowling night.\*\***

**\*\*ACTION ITEM – Angela to book bowling night once all board members have confirmed guests.\*\***

* **Treasurer**

See attached financial documents.

Motion to accept the budget put forward by Scott, seconded by Tyler, and CARRIED unanimously.

* **Programs**

Winter programming is halfway finished. Hayley presented her financial report. See attached.

Spring programming is as follows: Boot Camp, Home Alone, Babysitting, Tots Gym, and Tiny Tots Ballet and a one-evening gardening class. Registration night for spring programming is April 8th, from 6:30 – 7:30. There will be no late registration for this session.

* **Rink**

A snow blower has been donated from a community member. It’s a bit on the small side for the size of the rink, but it will serve its purpose well for this season. Due to the extreme weather fluctuations, the ice hasn’t been as great this year. Angela reminded board members to pitch in and assist with shoveling the ice when they are using it and if they have free time.

* **John Lake**

Mrs. Bradford (EA) is returning from her medical leave. Mr. Bolt (EA) left on medical leave for around 4-6 weeks due to injuries. Pink day is February 26th. March 9th is a PD day. Report cards will go out on March 20th. March 26th and 27th are parent teacher interviews, so there won’t be any school on the 27th.

Two sensory walks were installed, one in the kindergarten hallway, and one in the grades 1-4 hallway. The preschool helped with the cost of the stickers. 2 sets of the stickers came to $750.

Literacy night was February 13th. Over 180 RSVP’d for pizza.

JLS has a Rush fundraiser. Cost is $30 for a ticket (which is less than Ticketmaster). $8 per ticket goes back to the school. The school has a sale goal of 75 tickets, and the funds will go towards purchasing 2 Chromebooks for the school.Tyler brought up the idea of those who are unable to attend donating tickets/money to the school for those who are unable to afford. Angela to follow up with Mrs. Schroeder on this idea.

**\*\*ACTION ITEM –** Angela to contact Mrs. Schroder re: ticket/money donation for Rush game.\*\*

* **George Vanier**

The school’s bingo night raised over $8,000.

* **Communications**

Jessica went over the Facebook statistics:

Facebook stats for the ACA page for the last 28 days (Jan 27-Feb 23):

Likes: 8  
Post Reach (the number of people who saw any of our posts at least once; this metric is estimated): 2294  
- the post with most reach was the one week reminder for steak night, posted Feb 21   
Post engagement (# of times people engaged through reactions, comments, shares, etc.): 834  
- the post with most engagement was Chad’s birthday

Steak Night event metrics:   
Reach: 2600  
Event page views: 319   
Demographics: primarily people in the 35-44 age group, 28% M and 72% F

Angela and Jessica were thinking about doing a spring ACA newsletter. It would be smaller than the other newsletters we send out in September and January, but it will bridge the 8 month gap between the two. It will also provide advertisement space for local businesses that are spring and summer oriented.

Motion to publish a spring newsletter put forward by Leanne, seconded by Chad, and CARRIED unanimously.

Motion to release the newsletter in two weeks in order to include spring programming put forward by Mike, seconded by Scott. CARRIED with 10 Yeas, 0 Nos, and 2 abstains.

Motion to allow Jack to assist with the delivery cost ($75) by having his business card delivered with the newsletter put forward by Hayley, seconded by Arynne, and CARRIED unanimously.

Leanne will also speak to Jessica about sharing the delivery cost with Jack by putting her cards in for delivery.

* **Events**

No report

* **Secretary**

Claire reported all members’ attendance records. See attached document.

* **Community Consultant**

No report

* **Subcommittee**

Justin is our contact at Playquest; the company that makes the playground equipment that will be installed in CP Seeley Park. The price of the equipment we chose has raised, but the company volunteered to waive the difference. The ACA will pay 50% of the cost as a deposit now to hold the piece. Playquest will store it for us until delivery. Chad and Angela will meet sometime after Steak Night to discuss when to order the equipment.

All jerky from the fundraiser was sold. There were 500 bags of jerky, which all sold for $10. Angela will have a total at the next meeting.

The next park fundraiser will be plants. There are succulents, herbs, vegetables and 3 types of flowers. They are sold in ten packs with the exception of strawberry plants, patio planters and hanging baskets. The ACA will make $6-$9 profit on each sale. Order forms/website ordering will be used, instead of pre-ordering a set amount and selling those. Angela will have more information at our March meeting.

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**Concerns/Announcements**Angela will be having surgery in March, and may not be able to attend or participate in the bowling night. She will pass on the gift certificate to someone else if this is the case.

**Date of Next Meeting**

March 25th at 7:30 pm Location TBA

**Adjournment**

Motion to adjourn put forward by Scott at 8:48 pm

**Minutes recorded by:** Claire Lyonhart

**Minutes reviewed by:** Angela Strand

**Minutes distributed by:** Angela Strand **Attachments:**

Financial report to February 23, 2020

Winter Programs 2020 Financial Report

Board members’ attendance to February 24, 2020