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| **DATE:** | March 25, 2020 |
| **TIME:** | 7:30 PM |
| **LOCATION:** | Via ZOOM teleconference |

 **MEETING MINUTES**

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**Call to Order**

Angela called the meeting to order at 7:37 pm

**Attendance**

* **Attendee Names:** Sierra Banwarth, Derek Blum, Arynne Chaharyn, Hayley McCallum, Jessica Patrucco, Angela Strand, Scott Schierling, Chad Malinowski, Tyler Gawley, Mike McPhail, Jack Sandbrand, Leanne Strickland (late – arrived at 7:45 pm)
* **Attendees Not Present:** Claire Lyonhart (absent)

**Changes to Agenda** - none

**Adoption of Agenda**

Moved by Chad, seconded by Arynne; CARRIED unanimously.

**Approval of Previous Minutes**

Motion to approve the minutes from February 24, 2020 with no changes moved by Jack, seconded by Scott; CARRIED unanimously.
**Business Arising From/Since Previous Meeting**

**Action Items:**

-Jessica & Leanne to set up Leanne’s ACA email address, which will be director@avalonca.ca. This has been done, however Leanne informed Angela that she has been unable to set up direct access to her phone and is still having to go through the website. Derek stated that there is a tutorial on the website through the roundcube option.

**\*\*ACTION ITEM**: Jessica to assist Leanne in setting up her Avalon email on her phone.\*\*

-Hayley checked into the price of sheet cake at Costco. The cost is $19.99/cake that serves 45 people and they can do a Canada flag. They need 24 hours’ notice for ordering. It is unclear at this time whether the citizenship ceremony on April 30 will go ahead but if it does, the ACA will supply the cakes needed as per the motion at the February 25 meeting.

-Angela spoke with Jaime Schroder re: monetary/ticket donations for the Rush game presented by Tyler and Mike at the Feb. 25 ACA meeting for those that would not be able to attend. This was accepted by JLS and was posted on the school Facebook page. Now that the Rush season has been cancelled, JLS is looking into whether they will still receive the portion of ticket sales to their fundraiser.

-Claire to update board contact list and distribute to members. **–REMAINS OUTSTANDING**

**Old Business**

**Steak Night** - Chad stated the steak night was a big success. Numbers in ticket sales and prizes were up from last year. It was a busy night! 50/50 was a little bit up from last year, silent auction was down, but the overall total was up. The final numbers are as follows:

Donations $430.00

Steak Night Tickets $3680.00

50/50 $728.00

Ticket Prize Tickets $2360.00

Silent Auction $2225.00

Total $9423.00

Deductions

Sports on Tap -$2353.00

Printing -$70.00

Grand Total Profit $7000.00

**Email Issues** – Spam emails continue as well as logging into the webmail. If you have issues logging into the webmail, let Jessica know. Regarding the spam, Jessica has consulted with a few people on this issue. This is a known problem with webmail; there is no junk/spam filters and we just need to continue to delete.

**Newsletter** – Final proof submitted to the printer today after reviewed by Jessica and Angela. It is 4 pages and has a decent amount of advertisements to cover the cost. Jack will be assisting with the delivery cost by having his insert delivered with the newsletter as per the motion at the February meeting. Jessica will be picking up on April 1. All delivery routes have been arranged and Jessica will be in touch with those who are delivering to arrange drop off.

**New Business**

**Growing Smiles Fundraiser** – Angela gave a run through of the website ordering process and the paper order form. Our goal is to raise $5000. Profits: strawberries are $6, hanging baskets and patio planters are a little over $7/each, herbs are a little over $14, succulents are just under $13, and everything else we make just over $8.

Order deadline is May 5. Angela and Chad have to have all orders entered into the system May 9. Pick up is May 19 at Chad’s house.

Only cash or cheque is available for payment to Angela’s house by May 5. Credit cards were not an option because we would need a business pay pal account and that requires a credit card and neither Angela nor Chad felt comfortable putting their personal cards on it.

**Reports**

* **President**

Angela reminded the group about the Ward 7 Town Hall meeting on April 8 from 6:30 – 8:30 pm that will now be online. Information will be coming from Mairin regarding this and Angela will send out once she has available. Angela encouraged everyone to take part in all, or part, of this meeting. Information will also be posted on our Facebook and website for our community.

* **Treasurer**

Angela brought up the policy we have regarding those that have signing authority not being permitted to sign their own cheques. Both her and Chad need reimbursements and she suggested that this policy be lifted during this time so that cheques are not being passed through hands unnecessarily, given there is still a second signature on the cheque.

*Motion to allow those with signing authority to sign their own cheques during this time of COVID-19, moved by Derek, seconded by Mike; CARRIED unanimously.*

Derek reviewed the financial statements. Biggest change from last month is that the instructor payments have been made. There is an outstanding deposit of $165 for jerky waiting to be made. Our overall income is lower because the deposit for the playground structure has been paid.

See attached financial documents.

Motion to accept the budget put forward by Sierra, seconded by Chad; CARRIED unanimously.

Chad requested Derek present a statement without the fundraising and park. This document shows us at a profit of just under $500. See attached document.

\*\***ACTION ITEM**: Derek to provide an additional financial statement each month that shows our profit/loss without the park.\*\*

* **Programs**

Cheques for instructors are ready. Once Hayley has paperwork from instructors, she will let Angela know and they will be mailed/delivered.

Hayley has been informed that we are still receiving the full amount for the youth grant. The rental for Tommy Douglas Collegiate for MasterChef will change due to the cancellation of classes and the instructor not being able to access the school a couple times.

The Spanish instructor is emailing out materials to his students.

There were 2 people that requested refunds but were not granted due to our refund policy.

In the end, programs are making approximately $1000 more than originally projected due to cancellation of classes. Hayley suggested we discuss, at a later date, this extra money be donated to the park build.

* **Rink**

The rink has been shut down for close to a month due to weather. Chad expressed some issues to Angela with the school regarding shovels going missing, snowballs on the ice and using the rink without notifying Mike or Chad ahead of time. Angela brought this up at the last JLS SCC meeting; Chad and Mike are aware of what came of the school’s reply and this will be dealt with in the fall.

* **John Lake**

School has been closed since March 20. Report cards were distributed that week.

* **George Vanier**

School has been closed since March 20. Report cards will be sent out end of March.

* **Communications**

Jessica reviewed the Facebook/website statistics:

Facebook (Feb 24-March 22, 2020):

Page likes: 16

Post reach: 4039

Post engagement: 1861

This time around, the same post had both the greatest reach & the most engagement: it was about the Neighborhood Window Walk (published March 18)

Website stats (same timeframe):

Views: 317 (not organic)

Greatest # of views was March 4, with the most views being the website post with our Steak Night donors

* **Secretary**

Absent – no report.

* **Community Consultant**

Kevin is working from home but has his phone forwarded and has remote access to his files. A lot of training has been cancelled. Update on indoor coordinator training to come. His office is working on ideas/activities/tips for residents while they are social distancing. CA’s to place appropriate ones on Facebook & website. All essential city services are now online (paying bills, etc.). It is unclear about summer programming for now. Kevin encourages us to tell residents to subscribe to Notify Now and City Hall PSA’s. We will be hearing from Kevin re: annual grant information. Deadline is still April 30. Leisure passes will probably be extended. Refunds will be given for classes if they don’t go ahead (ie. Swimming lessons).

* **Subcommittee**

Sarcan – there is a cheque waiting at Sarcan, but was not able to be picked up before it closed. Angela also knows of 2 families waiting to take donations there for us. The Sarcan fundraiser will appear again in the newsletter.

Playgrounds are now closed.

See More Green donated all hauling of materials in and off the build site at no cost and if we have a problem with equipment during the build he will donate that as well. This works out to about a $1000 donation.

**Concerns/Announcements**

This meeting was held with ZOOM, Angela had to purchase it at a cost of $20 for a month. If we don’t need to have another meeting, she will cancel it, or we will try to have a meeting prior to the subscription ending.

Angela wanted to remind the group to take care and to reach out to talk if they are in need of someone. She is available to talk to anyone at any time. For those that are still working out of the home; stay safe, be healthy.

**Date of Next Meeting**

April 29 at 7:30 pm Location TBA (if needed)

**Adjournment**

Motion to adjourn put forward by Tyler at 8:24 pm

**Minutes recorded by:** Angela Strand

**Minutes reviewed by:** Angela Strand

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

Financial report to March 22, 2020

Profit/Loss excluding Park March 25, 2020

Winter Programs 2020 Final Financial Report