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| **DATE:** | April 28, 2021 |
| **TIME:** | 7:30 PM |
| **LOCATION:** | Via Zoom Teleconference |

 **MEETING MINUTES**

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**\*\*This Meeting was recorded and transcribed at a later date.\*\***

**Call to Order**

Angela called the meeting to order at 7:33PM.

**Attendance**

* **Attendee Names:** Kevin Ariss, Sierra Banwarth, Jared Bencharski, Arynne Chaharyn, Tyler Gawley (arrived @ 8:05 PM), Chad Malinowski, Hayley McCallum, Mike McPhail, Jack Sandbrand, Angela Strand
* **Attendees Not Present:** Derek Blum (absent)
* **Guests in Attendance:** Mairin Loewen (Ward 7 Councillor) – arrived at 7:55PM

**Changes to Agenda** – move programs & fundraising reports to start of agenda

**Adoption of Agenda**

*Motion put forward by Mike, seconded by Jack. CARRIED unanimously.*

**Approval of Previous Minutes** – March 31, 2021*Motion put forward by Arynne, seconded by Sierra. CARRIED unanimously.*

**Business Arising From/Since Previous Meeting** – March 31, 2021

-Messenger vote to cancel all programs with the exception of Kids Yoga & Kids Fortnite on April 19 (Moved by Hayley, seconded by Chad; carried with 6 votes)

Action items from previous meeting:

-Action items from March 31, 2021 Meeting:

* Jared to post Growing Smiles fundraiser link on our website - COMPLETED.
* Angela to email Growing Smiles order form to Board members – COMPLETED.
* Kevin to send Square Payment information to Angela – COMPLETED.
* Derek to contact financial institution in regards to removing Claire from signing authority – ACTION ITEM REMAINS OUTSTANDING.

**New Business**

Newsletter: decision made to wait until fall to print and distribute.

Canada Day Parade: after discussion, it was decided this will be a “wait and see” on Covid/government regulations. Kevin and Mairin both suggested that a parade permit be completed. The Daily Scoop will distribute a coupon to every child in attendance for a free cone in July. They have asked us to come up with a number.

**\*\*ACTION ITEM: Angela to complete parade permit.\*\***

**Reports**

* **President**

Annual Operating Grant: has been completed and waiting to be sent to Kevin.

Ward 7 Civics Committee: Angela has received and responded to a survey email requesting availability in May, so there should be a date forthcoming for the first meeting.

Avalon Updates: Sarcan has moved to Jasper Avenue; Daily Scoop will open on May 8 or sooner, garbage will move to biweekly pick up as of next week.

* **Treasurer – reported by Angela Strand**

Angela presented the financial statements to April 27, 2021. See attached.

*Motion to accept the financial statements as presented made by Arynne, seconded by Chad. CARRIED unanimously.*

* **Programs**

Classes will start in less than 2 weeks. All participants and instructors have been contacted. Hayley still needs contracts from Kevin. Kids’ yoga has 4 participants. Kids Fortnite has 4 participants. Therefore, there is still room in both classes.

We are currently sitting at a loss of $250.00.

Unfortunately classes were not on the City website until after registration.

Refund cheques for all those who require will be dropped off this week by Angela.

* **Rink**

Awaiting fundraising results and news from grant application but it looks like there will be a new rink built for next winter.

* **John Lake**

SPSD budget deficit: thought exchange for parents. JLS had their first COVID case; one of the last public schools in the city. SCC learned about the “Building Back Better” program that the staff participated in and will also develop a similar one for JLS parents. An SCC handbook is being developed. Kindergarten open house will be repeated for those who couldn’t attend.

* **Georges Vanier**

Scholastic book fair is May 10-21 and will be done virtually.

* **Communications**

Metrics for April:

Facebook:

162 views – down 39%

3 likes – down 83%

2099 post reach – down 55%

551 post engagement - down 56%

Biggest reach/most engagement – post re: Growing smiles, followed by spring programming.

Website:

352 views – down from 377 views in March.

Jared brought up a banner on the website about being on treaty land. Kevin stated it wasn’t mandatory. Angela requested everyone message her privately with their opinion.

* **Fundraising**

Jerky that remains: 36 packages (5 teriyaki, 8 candy, 4 peppered, 19 hot & sweet). Angela will post on our Facebook page once again after the Growing Smiles deadline has passed.

Growing Smiles: we have already had 59 orders and already at a profit of $1682 to date. Any items that show “sold out” can still be ordered through Angela. Any cash/cheque payments need to be reminded of the deadline (Angela will tell you if you have any of these). Deadline is May 7. Delivery is May 25, if anyone can help out, please let us know; you will need to be on call that morning. Pick up is between 5 – 7 pm; masks are required outside Angela/Jared’s homes. We also need help that evening. Chad’s mom will help out that morning.

Sarcan: $196.70.

New fundraisers:

Daily Scoop: upgrade to a waffle cone all season – the ACA will give us 35 cents from each cone, potential for $2000. In turn, we will promote their specials on our FB page, promote this fundraiser on our website, and a poster will be up in their shop for the duration of the season. Also, on a date to be announced we will also be holding a Sarcan fundraiser there. Everyone who drops off a donation (to our fundraiser) will receive a free cone.

King Philly Cheesesteak – May 16, 50% of profits to the ACA. We can also put up the skate there. Cross promotion between them and Daily Scoop on that day.

Posters are needed for these fundraisers. Mike volunteered his wife, Jen, to do these.

Angela suggested doing a “shout out” on our website (similar to QEXCA page) to recognize individuals, businesses and organizations for helping us.

*Jared moved (seconded by Sierra) that we add a tab at the top of our website called “SHOUT OUT”. Motion Carried: 7 yays, 0 nays, 1 abstention.*

\*\***ACTION ITEM**: Jared to add “SHOUT OUT” section to the website.\*\*

* **Community Consultant**

Rental subsidy has been received from Derek. Grants should be in by mid-end of May. Youth grant application has been submitted on Hayley’s behalf. There are about 13 rink grants, but there is more funding; adjudications will be done end of May.

Kevin will be working from home until September so he will be unable to attend in –person meetings until then.

**Subcommittee Report** – **Reported by Jared Bencharski**

For this meeting, 4 out of 5 members of the subcommittee were present. Purpose of this meeting was to discuss the “Square Payments” option that is currently used by Queen Elizabeth-Exhibition-Haultain Community Association for their registration purposes.

Square Payments fees are as follows:

2.65% for tap and swipe (VISA, MasterCard, American Express)

0.10 cents for Interact

3.4% + 0.15 cent for manually keyed-in and payment on file

Following discussion, we were left with more questions than answers. Although we did all agree that this is an excellent option going forward for in-person registration; people could have the option of paying with credit card and interact; this would mean less cash and cheques to reconcile for Derek. Even with the additional cost of the device used to take payment the committee felt it would be worth it in the long run.

Regarding using Square for online payments, it is unclear whether we have to build a website around a payment platform, like a “store with a checkout” format.

Invoicing is built into the Square platform and it is unclear how money makes its way to our bank account. Since QEXCA currently uses this format and likes it, Angela sent questions regarding the platform, invoicing, whether or not they use a “store” version and how they get their money to QEXCA.

Angela received a reply from QEXCA just before our meeting with the answers to our questions:

-they utilize a non-store version, it was the cheapest, purchased at London Drugs for $60

-They did not have to develop a special platform, so it was easier to run

-They do not create an invoice; the “invoice” on their form referred to is generated through Square if a participant pays via credit card

-funds go directly into their bank account; not through a second party.

Since the answers to the questions came in so late it was decided that the subcommittee would meet again and return to the board with more information.

**Minutes –**

Sierra brought up the issue of the minutes and the idea that perhaps we could purchase the next level up in Zoom in order to have the minutes transcribed for us so Angela isn’t doing “everything”.

*Sierra moved (seconded by Jared) that we upgrade our Zoom account. CARRIED unanimously.*

**\*\*ACTION ITEM: Angela to upgrade our Zoom account.\*\***

**Guest Presentation – Mairin Loewen**

Ward 7 Civics Committee: Tentatively scheduled for May 19.

Town Hall: May 18. Submit questions in advance.

Construction: street sweeping schedule posted; roadwork and sewer/water repair in Avalon to be done this summer.

**Date of Next Meeting**

May 26, 2021 @ 7:30 pm via Zoom

**Adjournment**

8:35 pm moved by Arynne

**Minutes Recorded By**

Zoom

**Minutes Reviewed/Distributed By**

Angela Strand

**Attachments**ACA Financial Statements to April 27, 2021.