

**Hunt Club Park Community Association
Board of Directors Meeting
Minutes
Tuesday October 25th, 2016 at 7 pm
Verdana D'Or Restaurant**

Board members' attendance				
Meeting dates :	October 25, 2016	November 29, 2016		
Paul Norris	present			
Kim Campbell	(absent – proxy)			
Kathy Fisher	present			
Frank Gualtieri	present			
Austin Kattackal	present			
John Weerdenburg	present			

Others in attendance	
Carole Ladouceur	Jana Atkinson for Councillor Diane Deans
Nancy Ferguson	Vineet Sidhu

ITEM	SUMMARY OF DISCUSSION
Call to order	The President called the meeting to order. 5 Board members were present constituting a quorum and the meeting was declared duly constituted. Hearing no objections, the agenda was considered approved with one item to be included in other business. 2 items were brought forward from the last meeting and were included in the agenda (Treasurer's report and Election of the Board).
1. Approval of Minutes of AGM	As there were no comments or questions (except for minor typos and the addition of Kim Campbell as attendee), and hearing no objections, the minutes were considered approved.
2. President's report	Paul Norris provided a brief update on his attendance at the City's budget consultations open house. There was some discussion and there were questions to Diane Deans' representative about snow clearing, what happens to budgets in years when the amount of snowfall is less than predicted.
3. Councillor Deans' report	Jana Atkinson provided a brief update from the Councillor's office including traffic concerns, traffic calming measures, warrants related to the busy intersections along Hunt Club Road, and other matters.
4. Treasurer's report	John Weerdenburg distributed the financial statement that he had prepared for the year ended September 15, 2016 (HCPCA's year end). He explained that the statement was based on detailed

	<p>information provided to him by Frank Gualtieri and he thanked Frank for his work in maintaining the detailed financial records of the HCPCA.</p> <p>The budget column in the statement represents a first proposal for a budget for 2016/17 as there was no budget in 2015/16. The expenditures on the rink contract were higher than the grant received from the City due to a final payment early in the year for the previous year's contract that had not been accounted for in the previous year. The newsletter advertising and printing costs were for 3 newsletters in 2014/15 and one newsletter in 2015/16. Frank and Vineet confirmed that there were no outstanding obligations to advertisers for newsletters as at Sept 15.</p> <p>John pointed out that HCPCA ended the year with a surplus of \$9,562, and that this would be available for future projects, including subsidizing future carnivals. There was some discussion about this given the 150-year celebrations to be held in 2017.</p> <p>Action item: Vineet to propose a budget for January winter carnival at November meeting (see item 6 below).</p>
<p>5. Directors' election</p>	<p>As Paul Norris was elected as President and John Weerdenburg was elected as secretary at the AGM, the following elections took place with all in favour:</p> <p style="padding-left: 40px;">Kim Campbell – Communications Kathy Fisher - Civic Affairs Frank Gualtieri – Treasurer (with John Weerdenburg agreeing to assist in the preparation of financial statements).</p> <p>Paul Norris agreed to provide liaison with the elementary schools.</p>
<p>6. Winter Carnival Discussion</p>	<p>There was extensive discussion on plans and ideas for the winter carnival, use of HCPCA surplus to subsidize the carnival, and appropriate recognition for sponsors. February 18 was unanimously agreed as the date for the carnival. June 24, the last Saturday before the end of the school year, would be the date for the summer carnival.</p> <p>Action item: Vineet agreed to report back to the Board on November 29 with a plan for winter carnival activities and proposed budget for use of HCPCA funds.</p>
<p>7. Community Ice Rinks</p>	<p>Nancy Ferguson expressed her desire to step aside from the annual rink maintenance at the 2 neighbourhood parks. There was brief discussion of whether the City would contract directly with the rink contractors, but it was concluded they would not for various reasons. November 5 is the deadline for signing the contract with the City.</p> <p>Action item: Kathy Fisher is to confer with Nancy and report back to the Board.</p>
<p>8. Newsletter (Publishing, printing, advertising, billing)</p>	<p>After some discussion, the Board decided to publish 3 newsletters (January before the winter carnival, May, and July with pictures of the summer carnival). Advertising contracts would be prorated at the same rate as last year, but for 3 issues.</p> <p>The Board discussed the ongoing issue of coordination of the newsletter. Paul undertook to discuss coordination with Kim, but subsequent to the meeting, advised that after discussion, Kim had declined and Paul volunteered to coordinate the newsletter.</p>

	Action item: Summary from previous minutes: a clear list of tasks need to be established with persons agreeing to complete various tasks, including coordination of articles, layout (Andrew), soliciting advertising and billing, etc... and the coordinator would ensure printing and publication. It was also noted that the newsletter is one of our successful sources of revenues and so all sponsors' needs need to be met.
9. Other Business	It was noted that the key to the HCPCA mailbox was delivered to Paul.
Next Meeting	Next meeting will be held on November 29 th , 2016 at St Thomas More School.