

# Holliston Community Association

## Annual General Meeting

October 5, 2020 - 7:00 PM



### 1. Call to Order & Welcome

- a. Reisha called meeting to order at 7:01 PM via Zoom ID: 946 9452 3821
- b. Attending: Reisha Peters, Zoe Pasloski, Kelsey Kowalyk, Carli Flath, Heather Lake, Jessica Francis, Anthony Pawluk, Laura Richelhoff, Kimberly Froc, Steve Robinson Shelly Panko-Schultz (City of Saskatoon), Cynthia Block (City Counsellor)
- c. Regrets: Larry Retzlaff, Susan Bahrey, Shane Flaman.

### 2. Review and Adoption of Agenda

- a. As circulated.
- b. Motioned by Zoe, seconded by Kelsey, carried.

### 3. Announcement of and Motion to Accept Notices of Board Member resignations

- a. Don McCrea, Rink Coordinator
- b. Kim Froc, Indoor Programs
- c. Motioned by Laura, seconded by Zoe, carried.
- d. No response from Larry Retzlaff and Shane Flaman on wanting to continue on the HCA executive. As board positions are a one-year term, will leave position as vacant.

### 4. Review & Approval of Minutes from October 7, 2019 AGM.

- a. As circulated.
- b. Motioned by Carli, seconded by Jessica, carried.

### 5. Business Arising from AGM Minutes

- a. No business arising from 2019 AGM.

### 6. Unfinished Business

- a. No unfinished business.

### 7. Executive Reports

#### a. President - Reisha Peters

This year has certainly been an interesting one to join the board. Although a lot of our planned activities have been cancelled, we had a very fun (but cold!) skate and slide day in March and successful fall and winter programs. We are still looking at ways to use our Sask Lotteries grant money but are considering some promising options.

This year we introduced a number of new policies including paying half of the preschool insurance, our policy on cost as a barrier, our fee waiver for one class for board members, and our gift policy for retiring board members.

I am looking forward to continuing to work with the board in this next year and hopefully we are able to find new ways of bringing the community together despite being physically apart.

#### b. Social - Jessica Francis

Sask Lotteries Grant:

In early 2020, we applied as a community association for grant funding through the Saskatchewan Lotteries Corporation, with the funding administered by the City of Saskatoon. The grant application was completed by me and HCA President Reisha Peters.

Our proposal for the funding was the George Ward Pool Family Swim Night – historically a family swim night has been hosted at George Ward outdoor pool in June, where the pool opened to the public for swimming free of charge and there was additional entertainment provided such as a balloon twister and food trucks were invited to come onsite to sell to the swimming attendees.

We had planned for a similar event in 2020 and to utilize the Grant funding to assist paying for the lifeguards and additional entertainment, however the COVID-19 pandemic and delayed pool opening timelines forced us to cancel this event. We were approved for \$1000 in grant funding, which we are still determining how best to utilize by March 31, 2021. Ideas have been brought forward such as Front Porch photos or a Community Cookbook, however the funds are to be put toward enhancing sports, recreation and culture in the community and encouraging participation so the activity must be active and engaging in some way. Current possibilities are a Learn to Skate program over the winter, or virtual yoga as we have a large population who has historically attended in-person yoga classes.

#### Skate & Slide Event:

The only in-person event we were able to host for 2020 was the Skate & Slide, which took place on Saturday March 7th and was successful and well-attended. Refreshments and prizes were donated by Tim Hortons West and Mr. Mike's Steakhouse in Saskatoon.

#### Membership BBQ:

Planning was also underway for a membership drive / BBQ event in early fall 2020, to bring community members together to enjoy an outdoor BBQ together with entertainment and socializing, and to provide an opportunity to purchase a community association membership if people were interested. This event was also canceled due to restrictions on gathering size which were put in place as a result of Public Health orders in light of the pandemic.

#### Facebook Events Creation:

In order to increase awareness of our monthly executive meetings, Facebook events were set up for these meetings on a recurring basis. FB events were also created for indoor program registration, soccer registration, and Skate & Slide events. Information was also posted on FB and Instagram as forwarded by our Community Consultant and other Community Associations by request.

#### Instagram Account and Facebook Page:

An Instagram account (@hollistonca\_) was set up and is linked to the Facebook account. As of October 4th, 2020, there are 29 followers. I am still learning how to best utilize this platform for the community association, but it does interface well with Facebook so ability to cross-post on both platforms is quite seamless.

Facebook account followers increased from 300 likes in November 2019 up to 350 likes in October 2020. Likely due to engaging with followers on other pages by tagging other

organizations in posts – such as City of Saskatoon, SYSI, Child & Youth Friendly Saskatoon, and others.

c. **Website - Vacant**

Terry Ouellette of 5 Corners Design continues to maintain and host our website. Terry is quick to respond to our changes and upload information when requested. His fee is \$400 annually, which works out to around \$33/month. Costs include \$100 for the domain name and hosting, in addition to \$300 for annual website maintenance. Terry also provided a website redesign for us this year which allowed the website to be more user friendly for mobile access. I recommend we continue to support Terry.

Terry's contact info is:

5 Corners Design  
2957 Cumberland Ave  
Saskatoon, SK, S7J 2A7  
306-230-1520 terry@5corners.com or touellette2@sasktel.net

d. **Newsletter - Carli Flath**

We mailed out 2091 fall newsletters, so far at a cost of \$676.28. (I am still waiting for the invoice from Cosmo for their delivery portion). This year we delivered just to the Holliston neighborhood which is outlined on our website. Printing was done by The City of Saskatoon and delivery through Canada post and Cosmo. Cost per newsletter was about \$0.47 bringing the total cost to about \$982.77. (Once I get the last invoice from Cosmo I can confirm) We brought in a total of \$430.00 through advertisements in the fall newsletter. Did we receive a payment from Lisa Lambert for her advertisement?

e. **Preschool - Heather Lake**

The Holliston Community Association Preschool Board, in consultation with our Preschool Teacher, decided to temporarily delay running classes this fall due to the Covid-19 pandemic.

With SK Health and school protocols changing rapidly at the time of school start-up, we decided to wait to resume classes until our host school (Holliston Elementary School) has had a chance to adapt to new safety measures, as well as until we have all navigated some of the 2020-2021 influenza season overlapped with the pandemic.

Even if we had been prepared to open (despite the pandemic) in September, our registration numbers were too low to make running classes financially feasible.

We hope to reopen in January if registration is sufficient. We (the Board and our Teacher) have been relatively pleased with how our school and community have been adapting, so far.

f. **Rink - Vacant**

No report.

g. **Basketball - Vacant**

SMBA is running programs with game/practices in Warman. SMBA is taking all registrations and forming community teams. SMBA will provide a \$20.00 kickback to the Community Associations of the players. Registrations for January season will open mid-October.

**h. Soccer - Steve Robinson**

Despite much enthusiasm for soccer at Holliston this year, our plans were scuppered by the response to the global Covid-19 pandemic. There was significant interest within the community for a soccer program with six teams being formed across the age groups. For the most part parents were happy with the team organization process but there were some concern fore daughters to play on all girls rather than co-ed teams. This was not always possible due to the number of participants in each age group and meant we handed registrations to neighbouring associations. A big thank you to Laura and Zoe for all their help with registration and organizing both the collection and return of soccer fees. Unfortunately, the Spring 2020 soccer season was cancelled meaning there was no revenue generated by the program, with perhaps even a small loss due to banking fees associated with the return of funds to parents. The prospect of participating in the fall 2020 soccer season was considered by the HCA committee where the committee decided not to take part due to on-going concerns. The lack of local school gymnasium access would have been replaced by access to soccer centre facilities but would come at an increased cost to participants.

Hopefully, some Covid-19 mitigation strategies will occur in the near future leading us to be able to return to offering a soccer program in the future.

I am still in regular contact with the Saskatoon Soccer Association and I will continue to provide updates as they become available.

**i. Indoor Programs - Kelsey Kowalyk**

Looking for virtual yoga instructor. Also looking into the possibility of using Comunibee app for programs. Unsure if we will be able to run classes in January, depends on the school board running.

j. Heather motioned to approve all executive reports, seconded by Kelsey, carried.

**k. Treasurer - Zoe Pasloski**

- i) Zoe motions to approve the Financial Statements 2019-2020 as Reviewed by Willowpoint Financial, Kelsey seconded, carried.
- ii) Zoe motions to approve the proposed Budget for 2020-2021, Carli seconded, carried.
- iii) Zoe motions to waive the requirement for an Annual Financial *Audit* in lieu of an Annual Financial *Review* (per Information Corporate Services' rules for non-profit corporations with Revenues less than \$250,000), Steve seconded, carried.
- iv) Zoe motions to appoint Willowpoint Financial as the Financial Reviewer for the 2020-2021 Financial Statements, Laura seconded, carried.
- v) Zoe motions to approve the annual Association Membership Fee \$15.00, Heather seconded, carried.

**l. Secretary – Laura Richelhoff**

Will have minutes added to the website.

**m. Member-at-Large – Susan Bahrey**

No report.

## **8. Other Reports**

- a. Holliston School – Will not be having a Halloween dance this year.
- b. Community Consultant - Shelly Panko-Schultz  
Report circulated.

## **9. Elections**

- a. The following positions are open for election at this time:
  - i) Vice President
  - ii) Rink Coordinator: Anthony Pawluk
  - iii) Website Coordinator
  - iv) Basketball Coordinator
- b. The following positions remain current. Everyone agrees to remain on the board for another one-year term.
  - i) President: Reisha Peters
  - ii) Treasurer: Zoe Pasloski
  - iii) Secretary: Laura Richelhoff
  - iv) Newsletter Coordinator: Carli Flath
  - v) Social Coordinator: Jessica Francis
  - vi) Indoor Coordinator: Kelsey Kowalyk
  - vii) Soccer Coordinator: Steve Robinson
  - viii) Members at Large: Susan Bahrey

## **10. Signing Authorities**

- a. Currently Zoe, Laura, Susan, and Kim have signing authority.
- b. Laura motions to remove Kim from Signing Authorities, seconded by Carli, carried.
- c. Zoe will make arrangements contact the Bank to complete paperwork.

## **11. New Business**

- a. Orientation plan for new volunteers – Shelly will connect with Anthony to discuss the upcoming Rink Workshop. Reisha will collect rink keys from Don and give to Anthony.
- b. Reisha motions to approve all policies into the bylaws, seconded by Zoe, all in favour, carried.
  - i) Cost as a barrier
  - ii) Fee waiver for executive members
  - iii) Preschool insurance
  - iv) Gift for retiring members
- c. Laura motions to pay for half of preschool insurance fees (\$530.00) for 2020-2021, seconded by Kelsey, carried.

## **12. Next Community Association Board Meeting:**

- a. November 2, 2020 at 7:00 PM via Zoom, Zoe to send a link.

## **13. Motion to Adjourn**

- a. Laura motioned to adjourn at 7:58 PM.
- b. Minutes submitted by: Laura Richelhoff