

March 8, 2017

**Minutes MGCPOA Meeting March 8, 2017**

**Greendell Community Club**

**Winnipeg, MB**

**Opening:** Meeting called to order 7:05PM

- In attendance: Don Rose, Kathy Boyanisky, Cathy Guttek, Don Lowrie, Ryan Davies, Heather Hartry, Bev Shafirka, Peter Bohonos, Cathy Kelly
- Regrets: Susan Paul, Sharon Wiens, Frank Machovec, Tiffany Dancho, Michelle Lagadi
- Guest presenter: Colin Lang

**Future meeting schedule:**

Wednesdays - April 12<sup>th</sup>, May 10<sup>th</sup>

Location: TBA

**Formal agenda** None was prepared

**Minutes:** Minutes from the February 8, 2017 meeting accepted by Ryan and seconded-carried. Bev provided feedback that the correct initials of our Committee are: MGPDOA - noted.

Business Arising from Minutes: None

Don Rose in reference to his medical absence has asked Ryan Davies to step into his position in Don's absence. The rationale behind this is that Ryan has established all contacts to date and to keep it simple, it only made operative sense for him to assume the responsibility and be able to keep Don informed.

**Treasurer Report:**

Cathy G indicated no new report on the Treasury area - with the exception that Tiffany has yet to sign off at the bank to allow cheques to be processed - Don Rose will follow up with Tiffany and the bank to see what the next steps are - with Tiffany signing ASAP, and adding a 4<sup>th</sup> signature to allow more flexibility in getting payments completed.

- Motion to name Heather Hartry as Special Events Coordinator put forward - Ryan approved, Peter 2<sup>nd</sup> - all in favour.
- Motion to add Heather as the 4<sup>th</sup> signature for banking needs put forward - Cathy G approved, Don R 2<sup>nd</sup> - all in favour.
- Cathy will then be able to process cheques to pay outstanding bills having additional signatures available.

**Membership Report:**

Don L reports:

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As of March 1, 2017 the Association has 401 member households, 2 new members bring the number up to 102 whom are current.

### **Marketing Report:**

Ryan reports:

- City of Wpg. - before any project grant is approved, will want the group to show commitment by demonstrating their investment to the project - i.e. raise part of the \$\$ before approaching the City. This is good information for us to consider before we apply for any grants.
- To promote memberships, anyone who has a business contact by name should email Ryan with the details for him to follow up with.
- Membership cards - reviewed using a free app option (may not be too well used/received by the older population of park users); but can consider emailing new members a PDF card that can be printed off; pre-print membership cards that can be handled out at the BBQ (just write the members on it right there).
- Advertising - can advertise on City property - Not allowed to name something after.
- Signage - working on getting signage (like the one at Kilcona park) that will be a large sign with a google map picture of the park and boundaries - ot be placed at the parking lot entrance. Smaller ones for road entrance coming in by the trees and gate entrance.
- Ryan spoke to Jason, Tim's Advertising the Promotions Manager for Western Canada - he was excited about opportunities to partner with us for Tim's cards and other items. Ryan will be meeting him next time he is in Wpg.

### **Ongoing Business:**

- **Bulletin Board upgrade:** Colin Lang Presentation of Information gathered in 2016

Indicated that he has done some research and showed the members a picture of a sample bulletin board - \$4000 quote offered to design and build - would have to get an architectural plan (cost of about \$500) to submit to the City to request grant money - not necessary to get an Engineer involved.

Asked if any meeting with Brian Hayes (BAS Corrected name to Mayes) be with Jessica Mutimer and An Active Association Member be present, and we may need to cover the architectural drawings as a first step can include Jessica - will be gathering further information.

- Colin to proceed to next step - (architectural plan) Don L moved, Ryan 2<sup>nd</sup> - all agreed

The board thanked Colin for his presentation and work done to date and the project would be considered in our priority decisions. I believe we agreed that in reference to Ryan's statement on limited funding that the Board finally came to an agreement not to proceed until any further with the bulletin board until our priorities were set. General consensus that the cost was high and we possibly have better use of available funds.

- Other ideas offered in regards to bulletin board:

- Solar lights, notices from people (to be housed on Bulletin Board), lost & found.

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- Display memoriam announcements
- Additional signage in the all over park area

Ryan offered to send Don L a copy of a map that would help with this project

Also mentioned that the Rugby Park was in charge of the park entrance sign on St. Marys and Frobisher Road and we would investigate any potential with them.

#### **New Business:**

- Poop pick up date (Feb 20th) went well - Don L reports that we picked up about 1000 lb with about 300 lb the 2nd week after - very successful!

Heather suggested we only use/hand out small grocery type bags as bigger bags are so heavy that they are hard to move!

- Could also open up garbage bins in the park (take lids off) to allow public to pick and drop off in the bins. Security was mentioned and each open bin would have to be staffed by a Board member.

Agreed that we would need another spring clean up day perhaps in April weather permitting.

- Peter offered to donate his canopy to the next BBQ - would need 2 people to set up but would provide shelter...agreed
- Don L - **Newsletter** - need to move this forward - Don L agreed to put it together - needs submissions - ALL members to think about volunteering to write a piece for the newsletter to submit - send your ideas/topics to Don L who will coordinate - before NEXT MEETING!

Don R - picked up 5000 poop bags as samples to show the group. These were biodegradable and could be housed at the park - need dispenser - they can also be printed on one side with advertising - may lead to marketing project. Suggests we see how they are used before we commit to purchasing more.

- Don R and Ryan met with Jessica, City to discuss a number of issues:
  - Trails and paths - moving them, creating cross paths, using wood chips (can be delivered for free by a private source and spread by City)
  - Adding an additional waste bin. All necessary City departments involved
  - The shed by the fenced area is to be investigated as to its purpose and if a well is it still operable as a source for water. If so we can investigate cost of potable quality water. If not shed will be removed and area will be brought to safety standards by the city.
  - 3 more memorial ben enquiries have noted by the City.
  - Tree planting program to be considered
  - Forestry to clean up branches/logs
  - Water container? Could we have a 500 gal. Locked container in the park - for dog drinking water?

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- Regrets: Frank Machovec, Michelle Lagadi, Susan Paul, Sharon Wiens, Peter Bohonos

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Wednesdays - February 8<sup>th</sup>, March 8<sup>th</sup>, April 12<sup>th</sup>, May 10<sup>th</sup>

Location: TBA

No formal agenda had been prepared

**Minutes:** Minutes from the November 10, 2016 meeting had been sent out earlier. Cathy G "accept"; Bev "second" - carried.

**Business Arising from Minutes:** None

**Meeting commenced with each member present introducing themselves and their current position.**

Don R handed out an attendance sheet to the Secretary and attendance was taken. He also provided an Organization Tree of Responsibilities with titles as a step towards filling in the details of each member's duties over the next few meetings.

**Treasurer Report:**

Cathy G provided an update. Renewal notice from Canada Post for POBox was received. MGCPOA MGCPOA agreed to continue covering the \$163/year renewal to keep mail separate and contained under.

Bank account current balance is \$6511.43 - Credit union requires 3 signing authority options (Treasurer, Pres, VP) with 2 signing off on cheques. Cathy G had the President, V President and Secretary sign to allow the change in titles to be provided to the Credit Union and arrange to attend CUnion to complete that process.

Currently have 2 outstanding bills to pay - Roz - for printing, and Don R for the room rental for tonight's meeting.

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**New Business:**

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1. **WinDog** requested representatives from the MGCPOA . Tiffany volunteered to attend with Don R agreeing to attend the first meeting (meeting date - January 16, 2017 at 6:30PM St Boniface Library). **Tiffany to report back.** Colin Lang will also attend to present the WinDog Treasurer report from 2016.
2. **City of Winnipeg (Jessica Mutimer) has requested information from the MGCPOA** as to how many people participated in the park clean-up (time in the park) for insurance reasons. **Don R to review and report back at our next meeting.**
3. Bev spoke on the Project to create/update the MGPDOA Policies and Procedures manual. She has done some work on scoping out the project and recommends a committee be struck to work on and complete the project (approx. 6 months) - **Heather, Tiffany and Bev volunteered to work on this project.** Bev agreed to send out table of contents that she has drafted and report back to committee on progress.
4. Newsletter - was suggested by Don L as a way to communicate and update what is happening at the Park and with the MGCPOA. Tiffany voted in favor - and all voted yes. This needs to be scoped out further.
5. Facebook - Bev handles this social media account - have recently had complaints/ comments come up on our Facebook account and we need a process to deal with these. Ryan volunteered to take this on - to control feedback - mediate if necessary and control status and decide whether a reply or action is necessary; develop standard statement to be able to deal with/reply to complaints. Bev will arrange for him to have access to Facebook to do so. Cathy G provided a motion to accept Ryan to take this on - Ryan accepted - all voted in favor.
6. Ryan volunteered to be the contact/liaison with the City of Wpg - he has experience and knows the players - he will support the Pres and VP. All voted in favor.
7. Ryan - as the Marketing rep - is interested in exploring if we can get sponsors who are interested in advertising/marketing - into the Park - need to determine ways and areas of marketing exposure - are there restrictions? Needs further follow up.

**Other Discussions:**

1. Bev suggested we need a project list of all the ideas to prioritize. In the past, the MGCPOA has had lists but they often were overwhelming with little detail scoped out.
2. Cathy G indicated grants/funds are available - which we should try to tap into before fundraising.
3. Bev pointed out the merits of fundraising - brings community together, promotes buy-in, ownership and increases participation.
4. Don R wanted to add the parking lot issue - needs to be larger - what about a porta-potty?
5. Ryan provided information on grant access through the City - he has lots of experience and indicates any grant application must include: a defined project, proper costing, request for tenders, have community involvement and investment.

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6. Heather noted that MGCPOA has a very good relationship with the City Counsellors - our Park is in both Janice Lukes and Brian Mayes area.
7. Cathy G suggested we need to - as a group - come up with 1 or 2 projects to work on and noted Colin was working on the Bulletin Board project (to get a bigger and more efficient BB for the Park)
8. Cathy K noted that the B Board has to meet very specific city regulations.
9. Ryan had an idea to get Tim's to donate a bunch of \$2 Tims' Cards to use to promote good behavior at the Park - we could hand them out to users who pick up their own dog poop to promote good behavior. "Catch people doing the right thing". Ryan will look into getting gift cards.

**For next meeting:**

We agreed to each come to the next meeting prepared to share our ideas on projects - each idea is to be presented and include detail, some research, budget (if necessary) - so that this is already scoped out somewhat before we can "vote" on it.

**Updates from:**

Bev - MGPDOA Policies and Procedures manual - update.

Ryan - Tim's cards to reward good behavior idea - update.

Tiffany - WinDog update

**Outstanding Issues:**

- Facebook
- Meeting locations
- Newsletter
- Defining Meeting format

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## **Policy & Procedures: Nothing to report**

### **Carried over to next meeting**

Cathy G suggested we could get park users to donate trees and plant them in memoriam to their dog - would enhance the beauty of the park and likely people would be happy to do this.

- Cathy G brought up the parking lot expansion - on the list of projects - quite expensive - may want to start out with smaller project.

- Don R suggested we look at the fencing around parking area to prevent dogs from running out in danger zones. He shared a picture of how another park used fencing to advertise as well.

- Cathy G suggested that we need to prioritize and pick 2 - 3 projects from the list - as there are too many to complete them all in the next quarter.

- Ryan suggested we start small - then move up in terms of cost and size. Further, that before we approach the City that we may want to fund raise some \$\$ to go with the request.

### **Upcoming meetings and agenda:**

Next meeting April 12 - agenda items required by April 4 - send to Ryan

Meeting adjourned at 9:00 PM - Ryan moved, Heather 2nd - motion carried

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