

# Maple Grove Park Dog Owners Association

February 26, 2018 Board Meeting Minutes

Louis Riel Library Meeting Room 1168 Dakota St - 7:00 pm

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Present: Kirsten Bishop (President) Sharon Wiens (Vice President)  
Cathy Swiderek (Treasurer) Pat Bradics (Events)  
Heather Hartry (Events) Bev Shafirka (Communications)  
Bryan Bishop (Marketing) Roz Jones Smith (Past President)  
Catherine Kelly & Andre Wallin (Members at Large)

Absent: Don Lowry (Membership) Kathy Boyanisky (Secretary)  
Michelle Lagadi, Heather Stubbs, Peter Bohonos &, Leah Thompson (Members at Large)

1. Call to Order – Kirsten B. called the meeting to order at 7:03 pm
2. Minutes of the January 18, 2018 Meeting  
All Board Members were provided with a copy of the Minutes for review.

It was Moved by Roz J.S. and Seconded by Pat B.

"That the Minutes of the January 18, 2018 Meeting be approved as presented."

**Carried**

3. Review of the 2017 AGM Draft Minutes - A copy of the current draft version of the AGM minutes will be provided to the Board for the next meeting. All future versions should be dated so they are easily identified. Action by Kathy B.

## Reports

4. President's Report – A copy of the President's Report is attached hereto and forms part of these Minutes.

It was noted that board resignations had been received from Peter Bohonos and Leah Thompson.

5. Treasurer's Report - A copy of the Treasurer's Report is attached hereto and forms part of these Minutes.

Financial Signing Authority – based on the Policy and Procedure manual, there are to be 4 signing authorities - President, Vice - President, Treasurer and Special Events Member. The Minutes of the assignment of signing authority must include name, position and a signature. The Treasurer will present this information to the bank and then the signing authorities will have to sign a signature card at the bank. Signatures will only be included on the copy of the Minutes sent to the bank. Action by Cathy S.

President            Kirsten Bishop            \_\_\_\_\_

Vice President     Sharon Wiens                \_\_\_\_\_

Treasurer           Cathy Swiderek             \_\_\_\_\_

Special Events     Pat Bradics                 \_\_\_\_\_

Cathy S. provided two \$20 gift certificates which were donated to MGPDOA. One will be kept by Pat B. for a prize at a future event. The other will be given to a person who won a collar at the clean up day, but all of the collars were too small for her dog.

A donation was received in the mail \$125 from Trish J.

In order to complete the annual return for the companies office, the Treasurer requires the following from all Board members: Name; address; occupation; position on the Board; and, date appointed to the Board. Action by all Board Members.

6. Membership Report – As Don L. is absent from this meeting, Kirsten B. and Cathy S. provided comments on Membership. At the Park Clean up Day, 15 new members joined the association and 5 members renewed their membership. There were 3 Donations received since the last meeting totalling \$155.50.

The Association should be sending a welcome email to new members thanking them for joining, explaining the benefits of being a member and letting them know about the website, Facebook page and other contact information. Also, a thank you should be sent to people for donations to the Association. Documents to be drafted for next meeting for Board review. Action by Kirsten B.

Existing members should be sent a notification at least one month prior to the expiry of their membership with a link to the website or other options for renewal. Action responsibility to be determined based on available technology.

7. Marketing Report – a Marketing Report combined with the grant project information is attached hereto and forms part of these Minutes.

Dog of the week will be back this week. It was noted that any Board member can start a conversation with a Park User to see if there are a member and, if so, if they want to be Dog of the week. Required information includes owner and dog name, how long have they been a member, any special comments and do we have permission to publish the photo.

HotelsCombined proposed a partnership between themselves and the Association. Information provided is attached hereto and forms part of these Minutes. No cost the Association and the partnership can be cancelled at any time. Action by Bryan B.

It was Moved by Bryan B. and Seconded by Heather H.  
“That the Association enter into the partnership with HotelsCombined as outlined in the proposal.”

**Carried**

8. Grant Project Committee Report

Bryan B. reported that the committee met in February and several ideas were discussed, including lighting, agility, water and fence. The committee felt that a fence would be the best option and have obtained two quotes with a third quote pending.

Quotes must be discussed with the City. The quotes received for the 210M stretch including 1 truck gate and 3 dog gates exceed the grant amount of \$10,000. The Association may have to kick in some dollars in order to complete the project or reduce the scope. Pending receipt of third quote.

Fence sections could support sponsorship banners in the future.

9. Communication Report

A Communication Report is attached hereto and forms part of these Minutes.

The website went down in November 2017. A temporary website is now up and functioning. Andre W. and Bev S. continue to work on the permanent website. It was confirmed that Happy Tails is shown on our website.

Historical information should be included on to the website, including old Minutes.

Andre W. is working on the newsletter which will be available on the website as well as a link for the facebook page. The newsletter is intended to be published quarterly.

Bev S. will be contacting Colin to get information about the bulletin board.

10. Event Report

An event report is attached hereto and forms part of these Minutes.

Heather H. purchased plastic pails were purchased for the clean up event and worked great. The garbage was picked up by the City very quickly and the turnout was great.

The next event will be scheduled for May 12th including a Dog Show and membership drive. Action by Pat B.

A permit from the City will be required for this event. Action by Bryan B.

Old Business

11. WINDOG – Kirsten B. reported that she spoke with the President of WINDOG. A meeting is planned in March and will include Kirsten B. and Sharon W.

12. Other Park Stakeholders – S. Wiens sent an email on Feb 21, 2018 to Jessica from the City of Winnipeg. Jessica will be arranging a meeting of the stakeholders and include MGPDOA. It was noted that both Mods and Mustangs are planning improvements this year. Pending notification from Jessica.
13. City Spring project – culvert repair – information about this repair will be provided as soon as information is available. Cathy S. asked if the City would be willing to include the wooded area near the bridge in our allocation. Action by Bryan B.

Bryan B. left the meeting.

14. Definition of Past President - Policies and Procedures Manual - this will be deferred to a future meeting. Pat B. requested a copy of this definition. Action by Kirsten B.
15. Windsock  
Pat B. purchased a windsock and was reimbursed for same. Next step - install in a suitable location. Action by Bryan B.
16. Burdock and Giant Ragweed - this discussion was deferred to a future meeting. Action by Bryan B. and Cathy S.
17. Bulletin Board keys - the keys in the bulletin board are for the gate and the garbage cans.
18. Trees – Sharon W. - this item was deferred to a future meeting
19. Bag dispenser(s) - this item was deferred to a future meeting
20. New Business
  - Food handlers certification - Pat B. and Andre W. agreed to take this course. The cost of the course and related materials will be reimbursed by the Association. Action by Pat B.

- Inventory - A list of shed contents belonging to the Association will be made. Action by Heather H.
- Updated membership form – prior to the Park Clean up Day on February 19, 2018, changes were made to the Membership Application form. All Board members were able to provide input. The new form was used on February 19<sup>th</sup>. A copy has been provided to Bev S. for the website and Policy and Procedure Manual.

It was noted that the new form could further be improved by adding a checkbox for "new" or "renewal". Action by Kirsten B.

It was Moved by Cathy S. and Seconded by Heather H.

"That the amended Membership Application be further improved to include a checkbox for "new" and "renewal"."

**Carried**

- A Board listing which was current as of the day prior to this meeting was provided to all Board Members for their information. This will be updated with the 2 resignations received and an updated form sent to Board members. Action by Kirsten B.

21. Date of next meeting - the next meeting is scheduled for April 2, 2018 at 7:00 pm.
22. Adjournment - the meeting was adjourned at 9:20 pm.

## President's Report

February 26, 2018

I have been reflecting on our focus as an Association. Our purpose is to protect and enhance, we should identify how we do each of these things.

How do we protect?

How do we enhance?

Are there barriers to our focus? Can they be removed?

I continue to be thankful for the many who have put their hand up and for all the skills and talents in the pool we draw from both on the board and within the membership.

I will be proposing some changes to the way we do some things and want to preface this by saying that sometimes it is difficult to consider changes to the way we do things because we feel it is a reflection of ourselves. My proposals will not be based on people but rather processes. I will be relying on all of you to provide input because you are the ones who know the hows and whys and to be open to change and improvement wherever it is possible.

Comments regarding change are to be provided to me and not the group as a whole. I will ensure that comments are presented at the meeting following any proposed change or improvement. I am sure you can all appreciate the volume of emails circulated can be overwhelming and I am hoping that a reduction in the volume will be one of the improvements.

For the next meeting, please consider these questions and provide your answers or ideas.

How do we protect?

How do we enhance?

Are there barriers to our focus? Can they be removed?

Thank you in advance for your support as we move forward.

Respectfully,

Kirsten Bishop

# MGPDOA February 2018 Financial Report

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## MGPDOA 2017-18 Expenses

07/11/2017 Spring clean up-Ice \$9.59		
Fall BBQ-Food \$52.11,		
Printing \$74.12	\$	135.82
07/11/2017 Printing	\$	39.65
08/11/2017 Auction tickets \$16.94		
BBQ permit \$61.95	\$	75.89
16/11/2017 Web domain	\$	41.98
28/11/2017 AGM Prize	\$	29.37
28/11/2017 Fall BBQ- chips	\$	25.78
29/11/2017 Paper for AGM	\$	12.29
30/11/2017 Bank service charge	\$	4.90
19/12/2017 Godaddy	\$	192.13
31/12/2017 Bank service charge	\$	0.70
25/01/2018 Printer ink	\$	37.92
31/01/2018 Bank service charge	\$	0.70
02/02/2018 Post office box renewal	\$	174.30
	\$	771.43

## MGPDOA 2017-18 Revenue

27/11/2017 Square INC used at AGM	\$	4.87
13/12/2017 S.G. Bennett Marketing Services: Port-a-potty sponsorship	\$	315.00
13/12/2017 AGM Memberships Cash Park Clean-up: membershps	\$	40.00
20/02/2018 and donations	\$	130.50
	\$	490.37

## MGPDOA 2017-18 Memberships

	27/11/2017 AGM Square INC	\$	4.87
MGPDOA 2017-18 Donations	13/12/2017 AGM Memberships, Cash	\$	40.00
	20/02/2018 Park Clean up: Cash	\$	100.00
20/02/2018 Park Clean up: cash		\$	144.87
			30.50

Bank Account Balance as of Feb, 20, 2018 = \$7323.58



## Feb 26, 2018 Marketing Report

### Fence Project

We have received 2 estimates to date (attached)

1. Midwest Fence @ \$16,970.00
2. Pioneer Fencing @ \$21,140.00

We are still waiting for a 3rd estimate from Wallace and Wallace

Both these estimates are significantly higher than we had expected. The distance had been estimated using Google maps at 120 meters, the actual distance is in the neighbourhood of 210 meters. DON'T BELIEVE EVERYTHING YOU SEE ON A COMPUTER. I have shared these estimates with the City of Winnipeg and inquired as to how much wiggle room the grant from Councillor Brian Mayes has.

I see 3 options:

1. Wait for the city and see how much more funds that they will put into the project and top it up with funds from the Association.
2. Scrap the fence project
3. Shorten the distance of the fence project

I would suggest for now we sit tight and see what comes of it over the next month.

We have been approached by a Christina Benson from [combinedhotels.com](http://combinedhotels.com). This is a website that compared hotel prices. They have offered to list Maple Grove Dog Park as one of their search locations in exchange for a mention on our contact page of our website. There are no costs or obligations to us and we receive a page on their site permanently. I would like to recommend that we go ahead and do this. See email attached

Dog of the Week was put on temporary hold due to publishing of the doggie doo doo clean up.

If there are any questions please contact me

Bryan Bishop  
Marketing Director  
Maple Grove Park Dog Owners Association



**Your Fencing Specialists**  
 30 Symington Ln N Winnipeg, MB R2J 4E8  
 Phone (204) 837-8461 Fax (204) 224-0437  
 Visit us at: [www.midwestfencing.ca](http://www.midwestfencing.ca)

# Quotation

Date: February 5, 2018  
 This quotation is valid for 30 days

To:  
 Maple Grove Dog Park  
 Bryan Bishop  
 204 791-8319  
[autofinance@hotmail.com](mailto:autofinance@hotmail.com)

Prepared by: Megan Derksen

Revised

Description	AMOUNT
We are pleased to quote as follows:	
Supply and install 761 linear feet of 4' high, commercial grade chain link fencing	\$ 13,940.00
Supply and install one 12' wide cantilever gate	\$ 1,820.00
Supply and install six 42" wide single swing man gates (\$201.67 per gate)	\$ 1,210.00
<p style="text-align: center;"><i>All pipe to be SCH 40 weight and mesh to be 9 gauge.</i></p> <p style="text-align: center;"><i>Ends, corner and gate posts to be 3 1/2" OD and line posts to be 2 3/8" OD.</i></p> <p style="text-align: center;"><i>Cantilever gate posts to be set in concrete. All other posts to be installed via direct drive.</i></p> <p style="text-align: center;"><b>PST included, GST extra</b></p> <p>Prices quoted are for normal seasonal conditions, frost conditions are extra            Soft-dig costs related to underground interferences will be billed as an extra</p>	
<b>TOTAL</b>	<b>\$ 16,970.00</b>

Call for pricing on Rent-A-Fence panels for your temporary fence needs.

If you have any questions concerning this quotation, contact Megan Derksen at 837-8461 or E-mail: [megan@midwestfencing.ca](mailto:megan@midwestfencing.ca)

Locating of private utilities is the customer's responsibility.

THANK YOU FOR YOUR BUSINESS!



2272 Logan Avenue  
Winnipeg, Manitoba R2R 0J2  
(204) 694-6009

**QUOTATION :**

Customer:  
MAPLE GROVE DOG PARK OWNERS ASSOC.      Quotation Date :02/02/18  
SITE:      Quotation Number:#0218-A-0068  
190 FROBISHER ROAD      Reference Number:  
WINNIPEG, MB      WORK Order # :  
Re: BRYAN BISHOP      Phone: 204-791-8319

**MATERIAL SPECIFICATIONS:**

TERMINAL POST: 21 - 3 1/2" X 10.5 FT. SC.40 HD GALV PIPE  
LINE POST : 2 3/8" X 10.5 FT. SC.40 HD GALV PIPE  
TOP RAIL : 1 11/16" X 21 FT. SC.40 HD GALV PIPE  
COVERAGE : 2" KK X 9 GA. X 48" GALV. STD. CHAIN LINK FABRIC  
TENSION WIRE : 6 GA. GALV. BOTTOM/WIRE -  
GATE # 1 : 12 FT. (W) X 48" (H) FFH SGLE CANT (2 3/8) IND.GATE  
GATE # 2 : 3 FT.(W) X 48"(H) FFH SGLE SW IND.GATE  
GATE # 3 : 3 FT.(W) X 48"(H) FFH SGLE SW IND.GATE  
GATE # 4 : 3 FT.(W) X 48"(H) FFH SGLE SW IND.GATE  
GATE # 5 : 3 FT.(W) X 48"(H) FFH SGLE SW IND.GATE  
GATE # 6 : 3 FT.(W) X 48"(H) FFH SGLE SW IND.GATE  
GATE # 7 : 3 FT.(W) X 48"(H) FFH SGLE SW IND.GATE

**PROJECT DESCRIPTION:**

Fence Length : 761 FT.      Tension Wire : 1 Strand(s)  
Gate Length : 30.0 FT.  
Total Length : 791 FT.  
Post Spacing : 10.0 FT.  
Coverage Height: 4.0 FT.

\*PRICE BASED ON 2 CANTILEVER GATE POSTS IN CONCRETE - BALANCE DRIVEN IN PLACE\*  
\*PRICE BASED ON FENCE LINE CLEAR OF OBSTRUCTIONS & UTILITIES\*  
\*PRICE BASED ON FROST FREE CONDITIONS\*

EXPECTED DELIVERY:      QUOTATION AMOUNT -      \$20,172.57  
SPRING 2018      GST-#102282910      \$967.43  
from Date of Confirmation.      PST      Included  
QUOTATION TOTAL -      \$21,140.00

F.O.B. - SITE - SUPPLY & INSTALL      TERMS: PAYMENT ON COMPLETION

Representative - MIKE      Accepted by: \_\_\_\_\_

PIONEER FENCE - Winnipeg, Manitoba R2R 0J2

## Re: Featuring Maple Grove Dog Park

CB

Christina Benson <christina.benson@hotelscombined.com>

Reply all

Thu 02-15, 10:14 PM

You

You replied on 2018-02-16 2:04 PM.

Download

Save to OneDrive - Personal

Hello Bryan,

Thanks for getting back to me.

We have a team who can find hotels near *Maple Grove Dog Park* and create a page for you. It will also be translated into 42 languages so that visitors from around the world can find a hotel nearby. Here's an example of a page we recently published:

[http://www.hotelscombined.ca/Place/Fort\\_Calgary.htm](http://www.hotelscombined.ca/Place/Fort_Calgary.htm)

Once you are featured, visitors will also be able to conveniently find accommodation deals nearby via your new page. It would be great if you could share HotelsCombined as a valuable resource to your visitors.

We're offering a mutual partnership and there are no costs, no time limit or contracts involved. Your page will be permanent on our site. We're only after a small mention on one of your pages. For example, at the bottom of your [Contact Us](#) page or on any suitable page of your site, can you include the simple text below. Please find attached example.

*To find accommodations near MGPDOA, visit [HotelsCombined](#).*

What do you think?

Kind regards,

Christina.

**CHRISTINA BENSON**  
Community Support



# Maple Grove Park Dog Owners' Association (MGPDOA)

www.maplegrovedogpark.ca

facebook.com/maplegrovedogpark

email: admin@maplegrovedogpark.ca

twitter.com/MGDPOA

## Membership Application *(Please Print)*

Name Last \_\_\_\_\_

First \_\_\_\_\_

Address Street \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Province \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Dog Name(s) \_\_\_\_\_

### I am interested in volunteering: *(check all that apply)*

- Board Member/ Member at Large
- Helping at Events / Park Clean Up
- Fundraising
- Newsletter




I have the following skills and would like to assist MGPDOA in some way:

\_\_\_\_\_

\_\_\_\_\_

I have enclosed the **annual membership fee of \$5** per member/household and I understand that this fee may be used to cover Dog park expenses and that any major purchases require approval of the general membership. Further, in providing my contact information, I understand the the Association will use the information for Dog Park matters only.

Signature \_\_\_\_\_ Date \_\_\_\_\_

MM / DD / YY

Annual Membership starts as of the date of this application.

February 6, 2018 version

Please mail the completed form to:  
**MGDPOA, P.O. Box 55083, 710 St. Anne's Road, Winnipeg, MB R2N 0A8**

Office Use Only	XL	MC	DIS	Square Amount	
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The role of Director of Communication, including the title, may be changing over the next period. The changes came to light due to changes in the incoming Board elected at the November 23, 2017 Annual General Meeting (AGM).

### About the manual

During 2017, the most challenging project for this position was bringing the *MGPDOA Policy and Procedures* manual to the stage of being reasonably usable. Understand that this type of manual will never be complete because there will always be changes. The AGM attendees voted to approve the manual and it has been published on the website at [www.maplegrovedogpark.ca/Operations](http://www.maplegrovedogpark.ca/Operations). It should be downloaded and used.

The manual begins with a *Table of Contents* which is an online interactive list which includes an *Introduction* with sections that provide background information about the park and its operation. The *Appendices* include sections like the *MGPDOA Bylaws* so that they are easily accessible and if needed, each section can be used as a standalone document.

It feels good to have completed a big portion of this project even though there are still some areas to complete. My thanks go to the Board members for their input, but especially to major contributors Heather Hartry and Cathy Kelly.

Next comes the *Procedures* which we will be working on over the next little while. Before these are published, I'll be asking the people working with the specific procedures to help. To publish *Procedures*, approval is less stringent. It takes the approval of the people who are working on the procedure plus the Board.

### About the website

Unfortunately just before the 2017 AGM, I had significant computer problems. Due to a hard disk crash meant the website that the Board was counting on wasn't available to them.

As it stands now, the website URL at [maplegrovedogpark.ca](http://maplegrovedogpark.ca) is set up for temporary use. I am keeping some of the current information up-to-date. The software I picked to replace the former software was advertised as easy to use from the beginning. It is definitely not.

We were lucky though because at the AGM, Andre Wanlin volunteered to help with the website. We've talked and I like his ideas and, bonus, he's a computer professional and knows what he's doing. I like the way he thinks about usability for now and in the future.

Then at the clean-up day gathering, I found out another computer professional had volunteered to help. We'll all get together to talk about how to approach the project.

We now have lots to go forward with. If any of you have ideas for either of these projects, let me know.