

Maple Grove Park Dog Owners Association

Minutes of the May 2nd, 2018 Board Meeting held at

46 Malsbury Avenue

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

Absent: Don Lowry (Membership) Heather Hartry (Events)

1. Call to Order – Kirsten B. called the meeting to order at 7:08PM

2. The Minutes of the April 2, 2018 meeting – the Minutes were reviewed by all in attendance.

It as noted that the word "fun" should be removed from Item 9, page 3, line 3 - this is to read "Dog Day in May".

It was Moved by Pat B. and Seconded by Bryan B.

“That the Minutes of the April 2, 2018 Board meeting be accepted as amended.”

Carried

3. 2017 AGM Draft Minutes – Review of the draft AGM Minutes was deferred to next meeting.
4. President's Report – copy attached Appendix A
5. Treasurer's Report – copy attached Appendix B

Reviewed statement - account balance is \$6578.22.

- Annual Return update – Cathy S. will be completing this Annual Return online.
 - Signing authority update – this is complete.
 - Bank account balance limit for volunteer association – Sharon W. obtained information from Volunteer Canada confirming that there is no limit or ceiling and as long as it is documented, transparent and clear.
 - Donations – designated donations or other can be made at any time to MGPDOA. The City will take donations for benches, but only if the person is donating the whole amount. Andre W. completed a test donation on from the website and was able to donate just under \$15 - Paypal works.
6. Membership Report – Don L. - Don was to be at the meeting. He advised Kirsten that he is relocating outside of the Province. Since it would not be practical to run a membership position from that distance, Kirsten suggested that he resign his position when he is moving which is currently scheduled for June. Sharon volunteered to work with Andre on the WEB page for electronic membership.

- Updated membership form was sent to Membership and communications by K. Bishop to Don, Andre and Bev. Further changes are needed. There should be a underline for first and last names and the area code should be blank. Kirsten B. will make the changes and provide a revised form for the next meeting.
- K. Bishop provided a revised draft welcome notice to new members. This will be built into the new website. – there will be some additional revisions before this document is finalized.

7. Marketing & Fence Project Report – Bryan B.

Copy attached - Appendix C

8. Communications Report – Bev S. & Andre W.

Paypal is fixed and we are working on the redesign website. Paypal button needs fixing but will be up and running in the next day. By May 7th, this will be linked to Facebook.

For discussion at the next meeting:

Sharon asks - can we BLOG the history of the park?

Roz - has old pictures of the park that could be posted.

Bev - also has pictures of events "photo gallery"

And it was noted that Frank has back-up file of history of the Association.

Burdock information could also make up part of the newsletter.

Should board members have their own identifier on the WEB - do we need direct email to a member? Can't email go to "admin" - more protection of privacy but less accountability?

9. WINDOG – update by Kirsten B. and Sharon W.

Sharon and Kirsten attended the WINDOG meeting. Sharon announced that she is resigning her position on WINDOG and Kirsten is now Secretary of WINDOG. There is now a position open for a member of MGPDOA to sit on WINDOG. Roz volunteered to take Sharon's place. The annual fee of \$100 is due in January each year. MGPDOA should be providing a payment to WINDOG for this year's membership.

It was Moved by Cathy S. and seconded by Bryan B.

“That Roz J.S. be appointed as the second MGPDOA Representative to WINDOG.

Carried

10. Events

- Pat B. provided an event list and everyone was informed of their responsibilities. A few items were still needed and members will try to find what is needed for the event and report to Pat.
- Future events and fundraising ideas from Pat included: take your dog to a movie at the park; selling T shirts or Sweat Shirts with park logo, memorial bench.

11. Updated Board listing – an up-to-date Board list was provided by K. Bishop.

12. University of Manitoba study update – Cathy S. - Attended the presentation at Kilcona. They are asking for members to collect "coyote feces" if found in the park for a study that is being done. Any sightings should be reported to Cathy S and posters will be put up in the park. Cathy S. will prepare some information which can be posted on our Facebook page.

13. City of Winnipeg communication update – Kirsten B.

Jessica M. from the City advised that she does not always get information from other departments regarding work being undertaken at the park. She will pass along information to us anytime it is available to her in advance.

14. Burdock concerns – Cathy S. provided information as follows:

- cannot get rid of this completely but can reduce growth.
- lives in 2 year cycles - it is in the 2nd year that the burrs grow.
- can cut stock at ground level after seeded.

- pulling roots out is too tough to do
- can pick up burrs off ground before they burst to seed - was agreed that members would collect as they attend the park - to attempt to reduce the seeds spreading in the park.

Other Business:

15. Bev announced she will step back from her position as Director - to a "member at large" in the near future. She will continue working on the policy and procedure project. She suggested that the communication responsibilities could be part of the marketing director responsibilities.
16. Andre will assume responsibility for the IT (Website) and can take on some of the communication functions as they relate to the website and interfaces.
17. Date of next meeting – Tuesday June 5th, 2018 (IF the Jets are not playing)
18. Adjournment – the meeting was adjourned at 9:30PM

<p>Topic Parking Lot (nothing to report – deferred to next meeting – on hold)</p> <p>Meeting with other Park stakeholders – Nothing to report</p> <p>Windsock – on hold until Fall – will be removed after the May event and stored until Fall</p> <p>Bag Dispensers – deferred to next meeting</p> <p>Inventory – deferred to next meeting</p> <p>Bulletin Board access – nothing to report</p>

President's Report

May 2, 2018

Further to my February report where I asked How do we protect? How do we enhance?
Are there barriers to our focus? Can they be removed?

I am pleased to report that we are making great forward progress. We are protecting and enhancing the park by working on a project to install a fence to create a safety barrier, thereby protecting our furry friends from the traffic and roadway dangers and creating a boundary for the off leash portion of the park. We are further enhancing the park by organizing brand new type of event for the benefit of the park and its users and also by re-establishing an improved website to deliver information to the public and our membership.

I am aware of some upcoming changes – I will let board members speak for themselves. We are well positioned to continue forward thanks to the hard work and dedication Board members have brought to the Association over the years.

There are some transitions in our future, which, I believe, will be smooth and practical for the continued improvements in our future.

As always, we learn from our experiences and improve what we do.

Your ongoing support is crucial as we move forward.

Respectfully,

Kirsten Bishop

Appendix B

	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
28/02/2018	Park clean -up Gloves 2.50, gift cert for prizes \$90	\$ 92.50
28/02/2018	Windsock	\$ 45.15
28/02/2018	Gate hardware	\$ 40.66
28/02/2018	Bank service charge	\$ 2.80
02/03/2018	Park clean up coffee supplies	\$ 12.59
13/03/2018	Port a potty rental (sponsored by Happy Tails)	\$ 160.82
31/02/2018	Bank service charge	\$ 1.40
04/04/2018	Dog day in May park permit	\$ 63.00
07/04/2018	Volunteer Canada membership:\$125.00 Insurance: \$397.44	\$ 522.44
18/04/2018	Food handler course and booklet, person #1	\$ 132.00
20/04/2018	Food handler course and booklet, person #2	\$ 132.00
30/04/2018	Bank service charge	\$ 2.80
31/05/2018	Annual Return fee (Incorporation)	\$ 25.00
31/05/2018	Bank service charge	\$ 0.70
		\$ 2,005.29

	MGPDOA 2017-18	Revenue
27/11/2017	Membership, Square INC used at AGM	\$ 4.87
13/12/2017	S.G. Bennett Marketing Services (Happy Tails): Port-a-potty sponsorship	\$ 315.00
13/12/2017	AGM Memberships Cash	\$ 40.00
20/02/2018	Park Clean-up: Memberships and Donations	\$ 130.50
24/03/2018	Membership \$5.00, Donation \$120, Donation \$20, Happy Tails Port a potty sponsorship \$315	\$ 460.00
14/05/2018	Dog Day in May, Memberships and Donations, Square \$115-\$3.04 fees	\$ 111.96
22/05/2018	Dog Day in May, Memberships and Donations, cash	\$ 619.00
30/05/2018	Paypal, Memberships and Donations	\$ 19.49
		\$ 1,700.82

Account Balance as of May 31, 2018 = \$ 7,300.17

	MGPDOA 2017-18	Memberships
27/11/2017	AGM Square INC, 5.00-2.65% fee	\$ 4.87
13/12/2017	AGM Memberships, Cash	\$ 40.00
20/02/2018	Park Clean up: Cash	\$ 100.00
24/03/2018	T. J Cheque	\$ 5.00
03/04/2018	A.W Paypal, \$5.50-\$0.46 fee	\$ 5.04
14/05/2018	Dog Day in May, Square INC ,3 Memberships \$15.00 - \$0.39 (2.65% fee)	\$ 14.61
22/05/2018	Dog Day in May, cash, 41x \$5.00	\$ 205.00
24/05/2018	K.A. Paypal, \$5.50-\$0.46 fee	\$ 5.04
		\$ 379.56

<u>Portapotty sponsorship</u>			
13/12/2017	Sponsored by Happy Tails	\$ 315.00	
13/03/2018	\$60.55 to install, \$100.27 billed by City of Wpg		\$ 160.82
24/03/2018	Sponsored by Happy Tails	\$ 315.00	
		\$ 630.00	\$ 160.82

Appendix C

May 2, 2018 Marketing Report

Fence Project

Fence project is well on its way. The board votes to accept Midwest bid as the lowest at \$15,140 plus Gst \$15,897.00. Brian Mayes stepped up his \$10,000 to \$14,000 meaning that the Association will be responsible for the remaining balance of \$1,897.00. Brian Mayes requested a photo op with an association member in conjunction with other projects funded at Maple grove. I took this opportunity to meet the other Park groups. The picture will appear in the Lance as Brian Mayes says a Farewell to the area. The application for funding has been completed by Kirsten and Cathy S and reviewed by Jessica at the City of Winnipeg and now has been submitted for May 7, 2018 City Counsel meeting. The only thing left is the work its self.

Dog Day in May

Permit has been obtained.

The response from vendors has been slow at best. The same group of sponsors with a few small changes. I think that early May might be keeping some vendors away, just my opinion.

If there any questions, please contact me

Bryan Bishop

Marketing Director

Maple Grove Park Dog Owners Association

204-791-8319