

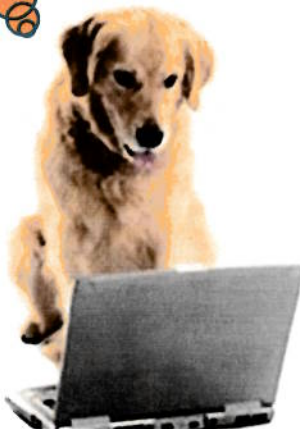


**Notice of
Maple Grove Park Dog Owners'
Association
Annual General Meeting**

Thursday, November 28, 2019 @ 7:00 pm

**Louis Riel Library
1168 Dakota Street**

Humans...
check it
out!



AGM packages **emailed** no later than November 7, 2019 to members who have previously provided their email information.

Otherwise, please get your AGM package from our website:

www.maplegrovedogpark.ca

**Maple Grove Park Dog Owners' Association
2019 Annual General Meeting
Thursday, November 28, 2019 at 7:00 pm
Louis Riel Library – 1168 Dakota Street**

AGENDA

1. Confirmation of Quorum
2. Call to Order
3. Welcome & Introductions
4. Review and Approval of the Minutes of the 2018 Annual General Meeting (*copy attached*)
5. Reports: (*to be provided at the meeting*)
 - a. President (Kirsten Bishop)
 - b. Financial (Cathy Swiderek, Treasurer)
6. Nomination and election of officers for 2019/20 (*job descriptions for all board members are included in this package*)
 - a. Slate of nominees
 - b. Nominations from the floor
 - c. Election of officers
7. Proposed membership fee increase from \$5.00 to \$10.00 starting April 1, 2020.
8. New business, announcements and general discussion
 - a. Objectives for 2019 and 2020
 - b. WINDOG
 - c. Marketing opportunities/Partnerships
 - d. New business from the Board
 - e. New business from the floor
9. Door prize draw
10. Adjournment

**Maple Grove Park Dog Owners' Association
Minutes of the 2018 Annual General Meeting
Thursday, November 29th, 2018 at 6:30 pm
Louis Riel Library – 1168 Dakota Street**

1. Confirmation of Quorum

Bylaw required 10 members – 24 currently in attendance (10 board members + 14 other)
Notice requirement met and by virtue of the fact that you are here, notice is acknowledged.
(all board members in attendance with the exception of Andre Wanlin and Heather Stubbs)

2. Call to Order

Kirsten B called the meeting to order at 6:43 PM.

3. Welcome & Introductions

President welcomed all in attendance and introduced current Board members.

*Hon. Rochelle Squires, MLA sent her assistant to attend on her behalf.

4. Review and Approval of the Minutes of the 2017 Annual General Meeting

Copies of the 2017 Annual General Meeting Minutes were distributed to all. Everyone had an opportunity to review the document. There were no questions.

It was Moved by Michelle L. and Seconded by Brenda P.

"That the 2017 Annual General Meeting Minutes be accepted as presented / amended."

All in favour - 0 opposed.

CARRIED

5. Reports:

a. President (Kirsten Bishop) – report to the Association - see Appendix A

b. Financial (Cathy Swiderek, Treasurer) – copy of the financial report was provided to all in attendance and in advance of the meeting, the report was posted on the website and emailed to members who provided email contact information. See Appendix B

*bank balance \$7631.00

*expenses \$18,550.00 (fence)

*Dog Day in May - \$511 raised for the fence project

*September BBQ - \$1642.00 profit

It was Moved by Nihar K and Seconded by Susan M.

"That the financial report be accepted as presented / amended."

All in favour - 0 opposed.

CARRIED

6. Nomination and election of officers for 2018/19

a. Slate of nominees

Members serving 2-year terms

Members standing for re-election

Kirsten Bishop, President

Sharon Wiens - Vice President

Kathy Boyanisky - Secretary

Cathy Swiderek - Treasurer

Pat Bradics - Marketing

Roz Jones-Smith - Past President

Heather Hartry - Member At Large

Cathy Kelly - Member At Large

Andre Walin - Member At Large

New members standing for election

*none coming forward

b. Nominations from the floor

*Nihar Kaushal has volunteered for Membership At Large - accepted

c. Election of officers

The following individuals have been elected or acclaimed to the Board

Kirsten Bishop, President

Sharon Wiens - Vice President

Kathy Boyanisky - Secretary

Cathy Swiderek - Treasurer

Pat Bradics - Marketing

Roz Jones-Smith - Past President

*Membership – VACANT

Heather Hartry - Member At Large

Cathy Kelly - Member At Large

Andre Walin - Member At Large

Nihar Kaushal – Member at large

7. New business, announcements and general discussion

a. Objectives for 2018 and 2019

- Review bylaws and remove them from the policies and procedures document
- Install upgraded poop bag dispensers with advertising
- Plan and hold two or more fundraising and membership events
- Consider member suggestions for park improvements

b. WINDOG

Our Association is a member of WINDOG (Winnipeg Network of Dog Owner Groups). WINDOG is a coalition of dog owner groups for advocacy and Off-leash Area Stewardship for Winnipeg's 112,000 dogs and their families.

During the past year, WINDOG was heavily involved lobbying the City of Winnipeg during their review of the draft Off Leash Area Master Plan or OLAMP. Presentations were made to City Committee and the Executive Policy Council. I was given the opportunity to present to the Executive Policy Council and my presentation included reasons why Maple Grove is well positioned to be designated as single-use. We are

now and have always been multi-use. Which means that activities not limited to off leash dogs can take place within the boundaries of the designated off-leash area. Please remember - dog owners are always responsible for the actions of their dog or dogs.

To assist voters in making an informed choice, WINDOG surveyed those standing in the City election in October. Mayor Brian Bowman and a majority of City councillors – a total of 10 out of 16 incumbents - declared themselves to be dog park-friendly. WINDOG has awarded five of them – Bowman, Browaty, Lukes, Mayes, and Schreyer – "super dog-park friendly" status for their pro-active efforts to expand and enhance the city's off-leash green spaces.

We currently have _____ members and we represent one of the largest off-leash dog parks in the City. WINDOG gives our members and other City dog owners a strong voice and representation.

During the City's recent campaign season, dog park-friendly candidates indicated that they're open to the coalition's proposal to establish a dedicated tax-supported line in the City's capital budget to be used to create new dog parks and upgrade existing ones to comply with standards in the City's new Off-Leash Dog Park Master Plan. They also indicated their willingness to designate off-leash areas as single-use spaces where only those activities associated with off-leash dogs are permitted.

c. Marketing opportunities

Happy Tails is currently sponsoring the portable toilet located between the parking lot and roadway. Please look for a sign indicating their kind sponsorship which is expected to be installed shortly.

Moving forward, we expect to have other marketing opportunities on newly designed poop bag dispensers.

If you have ideas for sponsorship opportunities, please let the Board know. We are required to review these ideas with the City and obtain City approval prior to proceeding and must always comply with their requirements for wording and dimensions.

- d. New business from the Board:
- i. Link on our website for "bench" information.
 - ii. Why did we not install gates in the new fence? The City asked us not to put gates because another park in the City had installed gates but they were destroyed the first winter due to snow build up and clearing issues. If a better design is made, we could consider this as an option in the future.
 - iii. Wood chips - dumped and piled, not spread, why? Ground was too wet to spread the chips at the time they were dumped in the park. This will now be done when weather and time permits.
 - iv. Fence by the river has now been corrected for safety – this was a project contracted by the City.
 - v. When will park be designated as "single use"? Unkown at this time.
 - vi. Windsock - can go back up with City of Winnipeg permission.
 - vii. Hydro pole and water - lots of discussion for and against lights - shadows, nature vs visibility and glare.
 - viii. Gaps under the new fence where smaller dogs can escape. Board will consider options to fill the gaps – snow in winter and possible soil in the spring..
 - ix. Sand to cover ice patches at the park - users asked to call "311" to report issues to the City for assistance.
 - x. Water – Board has been advised that we cannot drill a well on the property. This issue will need further follow up by Board.
 - xi. Expand parking lot – bigger lot needed. Board will follow up with City to see if there might be re: grant money for project.

8. Door prize draw

Prize #1 - Kirsten

Prize #2 - Kathy

Prize #3 - Brianne H.

9. The meeting was adjourned at 7:46PM

Appendix A

Maple Grove Park Dog Owners' Association
Annual General Meeting November 29, 2018
President's Report

After the 2018 AGM, we had a 16 Member Board! This reflects keen interest in the Association and Maple Grove Park's off-leash dog park and also the dedication of our long serving board members.

I would like to acknowledge the following board members who resigned during the past year:

Peter Bohonos	Leah Thompson
Susan Paul	Bev Shafirka
Bryan Bishop	

Many of these served on the board for years and we owe them a debt of gratitude for their hard work and dedication.

I would also like to acknowledge Brian Mayes – Councillor for St. Vital ward. Councillor Mayes was not only the City Councillor for Maple Grove Park, he is also a Member of the Association.

The City restructured the ward boundaries during the past year and I would like to mention that Markus Chambers – Deputy Mayor and Councillor for St. Norbert – Seine River now represents Maple Grove Park. Markus was considered "dog park neutral" by WINDOG standards based on their survey for the 2018 City election. During the campaign season, he did qualify support for single-use dog parks. We look forward to working with Councillor Chambers.

Achievements during the past year

1. A Porta-potty was installed in the parking lot area. The cost of the rental and maintenance of this facility is supported by the kind sponsorship of Happy Tails Pet Resort & Spa. We thank Happy Tails for their sponsorship and hope that we can continue to work together in the future.

2. New Fence- The Association was provided with an opportunity to apply for a grant through the City of Winnipeg Land Dedication Reserve administered by the Riel Community Committee. The Board choose to apply for a safety fence project along the south side of the off-leash dog park including the parking lot boundary. We did receive three quotes and our application included a recommendation for the lowest quote. A \$14,000 grant was approved. The total cost for the fence was \$15,987. The difference of \$1,897 was paid for by the Association through our membership fees and fundraising efforts.

3. Two fundraising events were held during the past year; Dog Day in May and the Fall BBQ. Cathy S. will be speaking about these events in the financial.

4. Burdock – lots of volunteer time went into picking up burdock in the spring in order to reduce the fall crop. This will likely be an ongoing issue and we will need to stay on top of it in order to reduce future crops. Some dedicated individuals have continued to cut off the prickly parts, which will further assist in reducing these pesky hanger-oners.

5. We were asked by University of Manitoba to participate in a study with respect to coyote activity and a parasite found in their poop which can affect our dogs and ourselves too. I am relieved to report that there was no evidence of coyote activity in our park. Cathy S. took participation very seriously and collected samples outside the northeast side of the city. The University confirmed that coyote samples collected by Cathy tested positive for the parasite and the dog samples she collected all tested negative for the parasite.

Issues - We had a few concerns and issues raised this year.

1. The City of Winnipeg does allow some areas of the Maple Grove Park to be booked for events, however, it does not permit any exclusive use of the fenced in "puppy" area. This area is intended for puppies or dogs who lack good recall, basically for safety reasons and cannot be limited to a single group at any time.

2. The City of Winnipeg owns Maple Grove Park and the Association is the steward of the Park on the City's behalf. If someone is breaching a by-law or causing a dangerous situation, park users should be contacting 311 or 911 (depending on the situation) with the concern/complaint and copying the information to the Association. In most cases, we have

Maple Grove Park Dog Owner's Association (MGPDOA)

no authority to correct a situation, but the folks at the City can take action. If we are aware of a situation by way of a copy, we can be on the lookout for the concern/complaint and be in touch with our City representative as needed.

3. We believe in positive meaningful communication. We do have social media guidelines in place for respectful communication. We intend to develop a policy in this regard which will be communicated to members once complete.

We will post concerns which affect park users when warranted and if details can be confirmed. Posts which are intended to shame or otherwise defame individuals will not be removed by the page administrators.

Information

The City will install memorial benches for a fee. If anyone is interested in sharing a memorial bench, please let us know via the website and we will try to put people together for this purpose.

Marketing opportunities – information about how and when and cost will be included in future emails from MGPDOA.

If you have suggestions or ideas about the direction you would like the 2018-19 Board to take, please let us know. As member representatives, we need to hear from you.

It has been my pleasure to serve on this Board for the past year. I would like to thank the Board for their support and look forward to serving you over the next year.

Respectfully,

Kirsten Bishop

FB Guidelines

This is a forum for users of Maple Grove Off-Leash Dog park, so please keep all posts clean and relevant. In addition, we ask that you follow our posting guidelines. If your message does not abide by the following guidelines, it will be removed:

-We do not allow graphic, obscene, explicit or racial comments, nor do we allow comments that are abusive, hateful or intended to defame anyone or any organization.

-People are free to report bad experiences they may have at the park...as long as the reports are factual and non-libelous.

-We do not allow solicitations or advertisements. This includes promotion or endorsement of any financial, commercial or non-governmental agency.

-We do not allow comments that suggest or encourage illegal activity.

-You participate at your own risk, taking personal responsibility for your comments, your user name and any information provided.

Also, bear in mind that the appearance of external links on this site does not necessarily indicate official endorsement by the Maple Grove Park Dog Owners' Association.

So, let's keep this site informative, interactive, and respectful to all users!

Appendix B

Financial Report – To be attached.

MGPDOA Financial Statement 2017-2018

	2015-2016	2016-2017	2017-2018
Donations	\$294.17	\$255.93	\$995.56
Membership fees	\$975.68	\$1,224.91	\$934.04
Other sources of revenue (Food sales, Silent Auction, 50/50, Guessing jar, City of Winnipeg grants)	\$587.94	\$1,157.00	\$16,678.40
Total Revenue	\$1,857.79	\$2,637.84	\$18,608.00
Total Expenses	\$1,868.18	\$1,908.16	\$18,580.84
Plus/Minus	-\$10.39	\$729.68	\$27.16

Bank Balance at Year End (Oct. 31, 2018)	\$6874.96	\$7604.64	\$7631.80
--	-----------	-----------	-----------

We have had a successful year. The support from our members and the community has made it easier to complete projects in the park. This year we had the Dog Day in May, and a fall BBQ. The Dog Day in May was a fundraiser to raise the revenue that we owed for our portion of the fence cost. The cost of the fence was \$15,897.00. We received a grant from the City of Winnipeg for \$14,000. With our portion being \$1,897.00. It was a great way for everybody to bond and work towards a common goal.

We had only 4 members use Paypal this year, and the use of the Point of Sale, Square is slowly increasing (11 members). The Point of Sale, Square is a small device that attaches to a cellphone and enables us to swipe credit cards. The amount is then directly deposited into our Maple Grove account. Even though the majority of our members pay with cash, I hope to look into improving our cashless options in the next year.

Each of these methods of payment charge a small fee. Paypal charges 2.9% + 0.30 cents per transaction. There is an outstanding amount of \$10.08 in our Paypal account. Paypal needs a minimum \$15.00 before we are able to transfer the amount to our bank account. The Square charges 2.65% per transaction.

We encourage all of our members to contact us with ideas to improve our park.

Cathy Swiderek

Treasurer

MGPDOA Financial Statement 2017-2018

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 \$13.94 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	Windssock	\$ 45.15
28/02/2018	Repair puppy pen gate	\$ 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
06/06/2018	Microphone speaker	\$ 85.92
08/06/2018	Loot bags for Dog Day in May	\$ 45.88
18/06/2018	Printing ,city dog park survey	\$ 33.90
19/06/2018	Posters, stretch wrap	\$ 47.54
26/06/2018	Tablecloths,tickets,ticket boxes for auction	\$ 26.15
30/06/2018	Bank service charge	\$ 3.50
10/07/2018	Port a potty rental (sponsored by Happy Tails)	\$ 317.76
31/07/2018	Bank service charge	\$ 0.70
13/09/2018	Midwest fencing	\$ 15,897.00
18/09/2018	Drinks,chips, Dog day in May	\$ 52.10
30/09/2018	Bank service charge	\$ 1.40
17/10/2018	BBQ park permit	\$ 63.00
31/10/2018	Bank service charge	\$ 0.70
		<u>\$ 18,580.84</u>

MGPDOA Financial Statement 2017-2018

MGPDOA 2017-18	Revenue
27/11/2017 AGM Membership by Square	\$ 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,cash	\$ 130.50
24/03/2018 Membership by cheque \$5.00, Donation by cheque \$120, Donation by cash \$20, Happy Tails Port a potty sponsorship \$315	\$ 460.00
14/05/2018 Dog Day in May, Memberships and Donations by Square \$115- \$3.04 fees	\$ 111.96
22/05/2018 Dog Day in May,Memberships and Donations,cash	\$ 619.00
30/05/2018 Memberships and Donations by Paypal	\$ 19.49
20/06/2018 Happy Tails Port a Potty Sponsorship	\$ 315.00
25/07/2018 Sponsorship Penner Farm supplies (\$126) ,membership cash	\$ 131.00
31/08/2018 City of Wpg, grant for fence	\$ 14,000.00
18/09/2018 Donation by Square	\$ 1.95
25/09/2018 Membership by Square	\$ 4.87
01/10/2018 BBQ, membership and donations by Square	\$ 111.96
01/10/2018 BBQ food sales	\$ 763.75
01/10/2018 BBQ 50/50	\$ 160.00
01/10/2018 BBQ guessing jar	\$ 38.65
01/10/2018 BBQ silent auction	\$ 330.00
01/10/2018 S.P. cheque	\$ 25.00
01/10/2018 BBQ membership and donations,cash	\$ 700.00
01/10/2018 Happy Tails Port a Potty Sponsorship(\$315), membership and donation by cheque	\$ 325.00
	\$ 18,608.00

MGPDOA Financial Statement 2017-2018

MGPDOA 2017-18 Memberships

27/11/2017	AGM by Square, \$5.00-0.13 (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, 3 x 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.by Paypal, \$5.50-\$0.46 fee	\$ 5.04
25/07/2018	Membership cash	\$ 5.00
25/09/2018	Square, \$5.00-0.13 (2.65 % fee)	\$ 4.87
01/10/2018	by cheque	\$ 5.00
01/10/2018	S.P. Cheque	\$ 5.00
01/10/2018	BBQ Memberships by Square,x3 \$15.00 - \$0.39 (2.65% fee)	\$ 14.61
01/10/2018	BBQ memberships,cash	\$ 520.00
		<u>\$ 934.04</u>

Portapotty sponsorship

	<u>Revenue</u>	<u>Expense</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	
20/06/2018	Sponsored by Happy Tails \$ 315.00	
10/07/2018	Paid to City of Wpg	\$ 317.76
01/10/2018	Sponsored by Happy Tails \$ 315.00	
	<u>\$1,260.00</u>	<u>\$478.58</u>

MGPDOA 2017-18 Donations

20/02/2018	Park Clean up: cash	\$ 30.50
24/03/2018	T.J. cheque	\$ 120.00
24/03/2018	L no last name,cash	\$ 20.00
07/04/2018	A.W. by Paypal, \$10.00- \$0.59 fee	\$ 9.41
14/05/2018	Dog day in May,by Square \$100 - \$2.65	\$ 97.35
22/05/2018	Dog Day in May, cash	\$ 414.00
18/09/2018	Square	\$ 1.95
01/10/2018	BBQ Square \$100-\$2.65 (2.65% fee)	\$ 97.35
01/10/2018	S.P. by cheque	\$ 20.00
01/10/2018	BBQ ,cash	\$ 180.00
01/10/2018	Donation by cheque	\$ 5.00
		<u>\$ 995.56</u>

MGPDOA Financial Statement 2017-2018

MGPDOA BBQ SEPT 29,2018

Revenue collected at each station:

Silent auction:	\$330.00	
Food sales:	\$763.75	
Memberships and Donations	\$700.00	
50/50	\$160.00	
Guessing jar	\$38.65	
Total Cash Deposit		\$1992.40
Point of Sale Deposit, Square app		
3 Memberships (\$15.00) + \$100 Donation = \$115.00- \$3.04 (2.65% fee)		\$111.96
Total Revenue:		\$2104.36

Expenses:

Food, Condiments	\$ 49.21	
Drinks, coffee, Hot chocolate	\$133.97	
Printing, posters	\$15.56	
Prizes	\$200.00	
Park permit	\$63.00	
Total Expenses:		\$461.74

Total profit: \$1642.62

Weather cooperated so the BBQ was well attended.

Jeff from Thrive! donated most of the hotdogs and buns. Compared to last year's Fall BBQ, food sales were up by \$171.00. Which explains why we had to buy more hotdogs..... twice!

**Maple Grove Park Dog Owners' Association
Excerpt from Policies and Procedures Manual**

a) Board Positions

Those elected to the Board will have the following duties and powers that have been approved by membership.

- Under certain circumstances, the Board may make temporary changes to an approved responsibility to ensure a task is completed accurately and on time.

l) Past President

The person in this position is a Director of the Board and an Officer of the Association and is responsible for ensuring continuity to the Association and mentoring Board members to help deal with the challenges of their positions or some situation. The individual taking this position needs to have a past knowledge of the operation, its interrelationships, and the trust of other members so they can provide any guidance that is needed, either within the Association or with other stakeholders.

- Is subject to the authority of the Board.
- May be elected or appointed depending on the level of knowledge and trust the potential appointee has earned.
- Responsible for supporting the implementation of the Association's strategic plans and policies.
- Works with the President and Vice President to ensure continuity in the affairs of the Association.
- Provides support and mentorship to the President and Vice President when situations arise that the Board is unfamiliar with.
- Takes part in the budgeting process.

II) President

A Director of the Board and an Officer of the Association, the President is responsible for general supervision of all activities of the Association. The President may also have other duties and powers as the Board may specify.

- Preferably have been an active participant in the organization and have been a Member in Good Standing for at least one year.
- Those elected to the President and Vice President positions may share duties as the Board sees fit.
- The President and Vice President may preside over any meetings, either jointly or individually.
- Takes part in the budgeting process.

III) Vice President

A Director of the Board and an Officer of the Association, the Vice President supports the President and the Association as needed.

- Preferably have been an active participant in the organization and have been a Member in Good Standing for at least one year.
- If the President is absent, or is unable or refuses to act, the Vice President will, when present, preside at all meetings of the Board of Directors and of the membership.

**Maple Grove Park Dog Owners' Association
Excerpt from Policies and Procedures Manual**

The President and Vice President may:

- Share duties as the Board sees fit.
- Preside over all meetings, either jointly or individually.
- The Vice President will have such other duties and powers as the Board may specify.
- Takes part in the budgeting process.

IV) Treasurer

Director of the Board and an Officer of the Association is responsible for the finances and all financial transactions of the Association.

- Leads the budgeting process to set the annual budget and track progress.
- Keeps full and accurate accounts of receipts and disbursements of the Association.
- Leads the Board in the process to establish an annual budget, maintain relevant budgeting data and tracking progress.
- Stores financial documents for the current and previous year and provides easy accessibility to them as appropriate.
- Archives documents from prior years according to the Records Management procedure.

V) Secretary

A Director of the Board and an Officer of the Association who attends all Board meetings—

as well as ensuring minutes for other types of meetings—such as project meetings—are completed and stored for future use.

The Secretary will:

- Enter—or cause to be entered in the Association's records—the minutes of the proceedings of all meetings including those of members and committees of the Board.
- On instructions from the Board, works with the Secretary of other Association groups or Committees to ensure minutes are documented and processed as necessary, prepare and distribute notices to members, Directors and committee members.
- Be the custodian of all books, papers, records, documents, correspondence and other instruments belonging to the Association following the Records Management procedures.
- Takes part in the budgeting process.

Maple Grove Park Dog Owners' Association
Excerpt from Policies and Procedures Manual

VI) Director of Communication

A Director who supports the communication needs of the Association, for both internal and external communication following the principles of personal privacy.

- Works with other members of the Association to prepare both online and paper communication using functions and resources such as social media (Facebook, Twitter, etc.), the Association's website to prepare and distribute posters, brochures, etc.
- Takes part in the budgeting process.

VII) Director of Special Events

A Director who works with other Board members, volunteers and possibly outside community groups to plan, organize and deliver events that promote MGPDOA's Mandate and Vision.

- Takes part in the budgeting process.

VIII) Director of Membership

A Director who manages all records related to the Association's membership ensuring privacy issues are handled securely. Responsible for using the collected data as needed and appropriate. Responsible as the Volunteer Coordinator using the access to membership data to identify people who have indicated they are willing to volunteer.

- Much of the data can be used to perform predictable tasks, such as reminding members when their membership fee is due, notice of upcoming events, notice of AGM, and so on.
- Also, interacting with other Directors on tasks that are completed on an ad hoc basis such as asking for volunteers, in general or for a specific purpose, promoting various ideas and so on.
- Acts as the Volunteer Coordinator using the access to membership data to identify people who have indicated they are willing to volunteer.
- Takes part in the budgeting process.

IX) Director of Marketing and Promotion

A Director who is responsible for developing and implementing a marketing plan that is suited to the MGPDOA's Mandate and Vision.

- Works with other Directors to develop relationships within the community by identifying and approaching potential sponsors.
- Works with others including someone who may not be a member of the Board but who has the skills to update and maintain the documentation such as the Policy and Procedures manual.
- Responsible for ensuring the MGPDOA Policy and Procedures manual is up-to-date.
- Oversee the document development process, but does not necessarily do the work.
- Takes part in the budgeting process.

**Maple Grove Park Dog Owners' Association
Excerpt from Policies and Procedures Manual**

X) Members at Large

Elected individuals—a minimum of four (4) and a maximum of eight (8)—who hold positions as Directors of the Board.

- Any assignments must take into consideration the individual's interests and availability.

These individuals are encouraged to:

- Share their ideas and concerns they see that are related to the Association.
- Provide support and assistance in any form that is needed for scheduled events and ongoing procedures or special projects.
- Takes part in the budgeting process.