

2022 AGM



Then we must go!

There are going to be great door prizes!

Tuesday, November 29th

7:00 pm

St. Vital Mustangs Clubhouse

See you there!

www.maplegrovedogpark.ca/news/

**Maple Grove Park Dog Owners' Association 2022
Annual General Meeting
Tuesday November 29, 2022, at 7:00 pm
St Vital Mustangs Clubhouse
100 Frobisher Rd**

Agenda

1. Confirmation of Quorum
2. Call to Order
3. Welcome & Introductions
4. Review and Approval of the Minutes of the 2021 Annual General Meeting
5. Reports: (to be provided at the meeting)
 1. President (Kathy Bell)
 2. Vice President (Heather Hartry)
 3. Financial (Cathy Swiderek, Treasurer)
 4. Marketing (Kathy Bell)
 5. Membership (Kathy Bell)
 6. Marketing (Pat Bradics)
6. Nomination and election of officers for 2022/2023 job descriptions for all board members are included in this package)
 1. Slate of nominees
 2. Nominations from the floor
 3. Election of officers
7. New business, announcements, and general discussion

Maple Grove Park Dog Owners Association
DRAFT-MINUTES 2021 ANNUAL GENERAL
MEETING MONDAY, DECEMBER 20, 2021
VIA ZOOM

1. Confirmation of Quorum: Confirmed that there were 10 people in attendance via ZOOM, plus regular Board members.

2. Call to Order: 7:45 PM (start of meeting was delayed due to difficulty contacting some members who wanted to attend)

3. Welcome and Introductions: Board members introduced themselves and their activities in relation to the park.

4. Review and Approval of the Minutes of the 2019 Annual General Meeting:

Note: copy of the minutes was sent out as Appendix A to all current members of the MGPGOA. There was no AGM held in 2020 due to the COVID pandemic.

Roy Chapman motioned that the minutes be approved as presented, seconded by Reid Hartry. Carried

5. Reports

a) President's Report- Nihar Kaushal (see attached Appendix B)

b) Financial Report-Cathy Swiderek, Treasurer (see attached 2018-2021 Financial Report, Appendix C). Current bank balance is \$21,438. This is a larger amount than usual as it includes Provincial grants totalling \$15,000 that were applied for and approved.

Roy Chapman motioned approval of both the Presidents and the Financial reports as presented, seconded by Kathy Bell. Carried.

c) Other Reports

Membership Report-Kathy Bell, VP and Membership: Kathy reported more traffic in the park as many people used it as their way to get outside during the pandemic. She reported that she signed up 100 new members. Much of this was

done in conjunction with Pet Valu-Meadowood, who set up a table in the park with us and gave out coupons for free dog washes to people who signed up or renewed their memberships. They also gave away a basket of pet goodies to one person who signed up on that day. They have been a wonderful support to the park.

Marketing-Abby Klippenstein reported that we have continued our partnership with Happy Tails Pet Resort, who covered the cost of the porta potty, despite the cost increasing this past year. We sincerely appreciate them. Pet Valu, Sage Creek and Meadowood have continued their support with gift bags and dog washes. We also received help from Clicker Hounds Training and Cindy Hill Realty who provided poo bags for our containers. Currently we do not have anyone signed up for this program.

Abby also reported that she is resigning from her position of marketing. We thank her for her work.

Activities-Pat Bradics reported that due to the pandemic we were unable to do any real activities such as our Spring Fling and Fall BBQ. (note: we did give away prizes to people who submitted pictures of their dogs playing in the snow in 2020 and to two people who were actually caught cleaning up!) Pat hopes that we can plan new activities in 2022, once the pandemic is more under control. Pat would like us to consider naming some of the paths in the park to make it easier to direct people and because it would be fun. She is also looking into an idea to provide water bottles to paid members and has worked with a co-worker on developing a new logo for the dog park.

Additional reports-Heather Hartry, acting Secretary reported on her efforts to get a water tank for the park. She was unable to find anything suitable and has concerns about doing so due to the high temperatures we had this summer that could cause a water tank to become overheated and have the water go bad. As we are probably going to get more of this type of hot weather this needs to be reconsidered. We also have been advised by local vets not to have water bowls in the park due to ongoing kennel cough outbreaks.

Heather also reported contacting the City about the damage done by the beavers cutting down many trees along the river bank. They were not prepared to do anything in the fall but we may be able to get them to do more in the spring. We

would like them to chop off the pointy ends of the remaining trees as we are concerned about dogs impaling themselves on them. Last year both the MGPDOA, with a member's help and the City, did put wiring around a number of the trees along the river bank. This will be discussed further with the City.

Kathy Bell, VP reported looking into getting the parking area along the road closer to the MODS gravelled and did discuss it with the City but the cost would be extreme. She is also looking into the possibility of getting a small shelter for the park that would be located near the front entrance. This would include room for a few new picnic tables.

6. Nomination and election of Officers for 2021/2022

Job descriptions for all elected positions are attached as Appendix D and were sent out to all paid members.

There were two resignations; President, Nihar Kaushal and Marketing Director Abby Klippenstein. The election of officers was conducted by Mr. Roy Chapman. For each position Mr. Chapman asked for nominations from the floor three times. If no one was nominated or volunteered the person nominated or currently in the position was elected.

Nihar Kaushal nominated Kathy Bell for the President's position. As there were no other nominations, Kathy Bell was elected as President. Heather Hartry was nominated as Vice President by Kathy Bell. As there were no other nominations, Heather was elected VP. Cathy Swiderek was nominated as Treasurer by Pat Bradics. There were no other nominations or volunteers, Cathy will continue as Treasurer. Kathy Bell nominated Pat Bradics to continue as Activities Director. Pat agreed but only if there was no one to fill the position. As there no volunteers or nominations she agreed to continue in this position. There were no nominations for the Membership position, so it may be filled later. In the meantime, Kathy Bell will continue to cover this role. There were no nominations for secretary so Heather Hartry will continue in this role until Kathy Boyanisky is able to return, or someone else volunteers. There were also no nominations or volunteers for the Marketing position so it will remain vacant. Christina Emond may be interested in a position but wants to learn more about it first. Cathy Kelly will continue as a member at large and Don Bell and Shane Nestruck have also expressed an interest in being members at large. Nihar would also like to continue as a

member at large but may be named to the position of Past president. Nihar will also touch base with Andre Wanlin, who is our technical support person, to see if he will continue in this role.

7. New Logo Reveal The new logo was presented. It was felt a new, simpler logo was necessary so that it would be easier to copy for promotional items etc.

8. New Business from the Floor and general discussions.

Don Rose donated the memory Christmas Tree this year so people can again put decorations on it, in memory of their furry friends who have crossed over the Rainbow Bridge. This always seems to be popular.

There was a request for more grit to be made available at the park to spread on slippery paths. It was also suggested that we provide buckets so people could spread it on their walks where needed.

Pat Bradics mentioned that as no one seems to be available to fix the Bomber chairs, currently stored in the Puppy Pen that we should again consider auctioning them off. She really feels we need more picnic benches for the park and possibly the puppy pen area.

9. Door Prize Draw Two prizes were awarded, a Ron Paul gift certificate won by John Mark Emond who kindly donated it back to the MGPDOA and a Pet Valu certificate won by Andrew Kleinsasser.

10. Adjournment: Meeting adjourned at 8:42 PM

Addendum: prior to the official meeting starting Mr. Marcus Chambers, City Councillor joined the discussion. As we started 45 minutes late, he was unable to stay on for the meeting but did hear some of our concerns about the park including spreading of wood chips, gravel for the parking area, damage caused by beaver activity and our need for a shelter. He expressed an interest and willingness to work on these issues with us.

Respectfully submitted by: Heather-A. Hartry, Acting Secretary

January 7, 2022

Presidents Report

The year 2022 has been a year of looking for our normal. We now have Covid -19 Vaccines and thanks to science know a lot more about minimizing its spread.

Our foot traffic at Maple Grove Dog Park increased substantially during the Pandemic. It provided a haven for dogs and owners to social distance and enjoy nature.

Maple Grove Dog Park is free, even with the possibility of a recession, people and their dogs can come to the park and relax.

This is where we, the Board Members of Maple Grove Park Dog Owners' Association along with the City of Winnipeg Fields for Fido continue to look for ways of improving the park. We have established good communication with our direct City Contacts, Kristin Tuchscherer (Superintendent of Park Services East) and Jessica Mutimer (Parks Technician for East Area Parks and Open Spaces.) They came out in September to walk around Maple Grove Dog Park with myself and the Vice President Heather Hartry to discuss maintenance of the park and possible improvements that can be made to make the park safe and clean while keeping its environmental Integrity.

I would like to also acknowledge our two hard working City Councillors Marcus Chambers St Norbert-Seine River and Janice Luke's Waverley West.

The Board had talked about getting a Gazebo like structure close to the entrance of Maple Grove Dog Park. We researched and checked with the The city of Winnipeg and the cost was far too high.

Markus, with the help of a Grant from Land Dedication Reserve Funds was able to invest in our park and get funding for:

- A new solar lit shelter that provides safety and comfort for not only people with dogs, but also people that come to just watch the dogs and enjoy nature.
- There will be a new pathway leading to the parking lot from the shelter with a leveled surface making it easier to come and go from the park.

The gates to the park at the main parking lot entrance have been something that we have been looking at for some time and we finally have them!

Dog safety is also a major concern for the Board, and we are always looking for ways to improve it.

The funds came directly from our Board which we were able to obtain through membership and fundraising.

Our Board continues to put bags in the dispensers. This year we had a donation from 2 Great Danes who along with their owners enjoy the park.

Jenga and Fiona's owners donated \$200.00 to our park specifically for 5000 poop bags. With the stores no longer using plastic bags for groceries we will be purchasing our biodegradable ones. I will be displaying a picture of the

girls on one of our dispensers for a month as a thank you.

Finally, our BBQ. Mother Nature co-operated and gave us a beautiful November day. We had fifty-two people sign up for membership and renewals. The hotdogs together with a drink and bag of chips for \$5.00 was extremely popular. The silent auction was well attended, and the day turned out to be a great fundraiser.

Our Pet Valu sponsors came for the membership drive and gave a free dog wash to each new member along with a goodie bag and chance to win a treat filled dog basket. I would like to acknowledge Pet Valu and the managers at Sage Creek and Meadowood locations. Every membership drive they were there with samples to attract dog owners to our membership table.

In 2023 Maple Grove Park will be one of the Venues hosting The Police and Firefighter World Games. This event takes place July 28 – August 6, 2023. Although the dog park will not be used for events, we plan to keep things clean and perhaps host a few events of our own. By that time, we hope our Gazebo will be completed as construction is to begin April/May of 2023.

The naming of our paths is also being discussed by our Board. It is a large park, and it would be nice to be able to give directions to the Puppy Kennel or some of the paths enjoyed by the public. This will be subject to the City of Winnipeg approval; we are hoping to move forward with this.

Our Board is hoping to recruit more Board members as there are several vacancies. Volunteers are always welcome and in 2023 I will be compiling a list of those who put a desire to volunteer on their membership application.

In conclusion I have enjoyed being on the Board of Maple Grove Park Dog Owners Association. I have been coming to the park for many years and in 2019 became a part of the Board. I plan to continue to be part of the Board in some capacity in the future and look forward to what lies ahead.

MGPDOA Financial Statement 2021-2022

	2019-2020	2020-2021	2021-2022
Donations	\$ 139.12	\$ 175.33	\$362.26
Membership fees	\$ 859.69	\$ 1,095.62	\$1,256.17
Sponsorships	n/a	n/a	\$1,835.41
Other Revenue (Silent Auction,50/50)	\$ 315.00	\$ 1,143.75	\$300.00
Parking Lot 2017-2018:Grant for Fence 2020-2021:Manitoba Bridge Grant (pandemic)		\$20,000.00	
Total Revenue	\$1,313.81	\$22,414.70	\$5,017.52
Total Expenses	\$2,302.34	\$ 5,733.50	\$5,142.78
Plus/Minus	\$ (988.53)	\$16,681.20	(\$125.26)
Bank Balance as of Year End, (Oct 31).	\$4,703.50	\$21,438.82	\$21,411.86
2021--2022 Outstanding Revenue			
Membership and Donations -Pay Pal			\$106.70
Balance as per General Ledger			\$21,518.56

We had several membership drives and a very successful BBQ this year. We have seen an increase in sponsorships this year. We continue to pay for the Porta potty fees and the bags upfront. Happy Tails Pet Resort and Spa has helped us by sponsoring a portion of the Porta potty fees. Cindy Little (Realtor), Bison Blinds and Grizzley Transport have sponsored the purchase of the bags. Thank you to all of our Sponsors and members for your support!

PayPal, e-transfers, Point of Sale (Square), Stripe and cash were used as forms of payment. E-transfer is growing in popularity.

We continue to have a slight problem with a few members that used Stripe for their membership fee. When the account was formed, memberships were set to auto renew at \$5.00. When we increased our membership fee last year to \$10.00, we cancelled these accounts. For some reason the fee of \$5.00 has persisted. The accounts have been cancelled again. We hope this problem has been corrected! Last year we adjusted our Stripe account so members are not able to renew automatically.

These electronic methods of payments charge a small fee. Paypal and Stripe charge 2.9% +\$0.30 a transaction. Square charges 2.65% per transaction.

Cathy Swiderek

Treasurer

MGPDOA Financial Statement 2021-2022

	MGPDOA 2021-2022	Expenses
11/25/2021	5000 Bags	\$198.72
11/25/2021	Portapotty rental -King's	\$127.34
11/25/2021	etransfer fee	\$1.00
11/30/2021	Bank maintenance charge	\$0.70
12/27/2021	Portapotty rental -King's	\$177.21
12/27/2021	etransfer fee	\$1.00
1/11/2022	AGM prizes (gift cards)	\$100.00
1/16/2022	Portapotty rental -King's	\$177.21
1/16/2022	etransfer fee	\$1.00
1/31/2022	Bank maintenance charge	\$0.70
2/9/2022	Portapotty rental -King's	\$184.63
2/9/2022	etransfer	\$1.00
3/10/2022	Portapotty rental -King's	\$184.63
3/10/2022	etransfer fee	\$1.00
4/19/2022	Post office Box \$185.85, Volunteer Canada \$150.00, BMS Insurance \$398.04, Annual Return \$40.00	\$773.89
4/19/2022	1000 bags	\$64.04
4/30/2022	Bank maintenance charge	\$1.40
5/10/2022	5000 bags \$202.76, Wheelbarrow \$100.79, Office supplies \$29.78	\$333.33
5/22/2022	Portapotty rental -King's	\$319.42
5/22/2022	etransfer fee	\$1.00
5/22/2022	Blue host \$455.53, Website certificate \$103.78	\$559.31
5/22/2022	etransfer fee	\$1.00
5/31/2022	Bank maintenance charge	\$0.70
6/1/2022	Purchased cheques	\$70.00
6/5/2022	Portapotty rental -King's	\$154.38
6/5/2022	etransfer fee	\$1.00
7/1/2022	Portapotty rental -King's	\$134.77
7/1/2022	etransfer	\$1.00
7/1/2022	Imaging unit for printer	\$145.59
7/1/2022	etransfer fee	\$100.00
7/14/2022	Coffee for clean up day	\$43.09
7/26/2022	5000 bags	\$226.56
7/31/2022	Bank maintenance charge	\$1.40
8/14/2022	Portapotty rental -King's	\$134.77
8/14/2022	etransfer fee	\$1.00
8/24/2022	Portapotty rental -King's	\$155.38
8/24/2022	etransfer fee	\$1.00
9/16/2022	Printer Ink \$51.31, 5000 bags \$220.41	\$271.72
9/30/2022	Bank maintenance charge	\$0.70
10/2/2022	Portapotty rental -King's	\$176.11
10/2/2022	etransfer fee	\$1.00
10/20/2022	Food handler's course -required for BBQ	\$93.00
10/22/2022	Portapotty Rental -King's	\$218.38
10/22/2022	etransfer fee	\$1.00
10/30/2022	Bank maintenance charge	\$0.70
		\$5,142.78

MGPDOA Financial Statement 2021-2022

	MGPDOA 2021-2022	Revenue
11/1/2021	Happy Tails - portapotty sponsorship for previous fiscal year	\$1,093.68
11/8/2021	Donation towards bags-etransfer -H.H.	\$50.00
11/15/2021	Memberships/Donations -Paypal (minus fee)	\$157.53
12/6/2021	Membership - Stripe	\$5.04
1/31/2022	Cindy Little (Realtor) bag sponsorship	\$75.00
3/8/2022	Memberships-Paypal(minus fee)	\$39.60
5/9/2022	Memberships x3 - Square(\$30-fee)	\$29.19
5/10/2022	Cash- Memberships \$250.00,Donations \$45.00	\$295.00
6/1/2022	Membership-etransfer R.C.	\$10.00
6/1/2022	Membership x 2 -etransfer K. W.	\$20.00
7/3/2022	Bison Blinds bag sponsorship + membership	\$150.00
07-04-20022	Membership- cheque S. D.	\$10.00
7/23/2022	Membership-etransfer D.M.	\$10.00
7/23/2022	Membership- etransfer N.R.	\$10.00
7/23/2022	Membership-etransfer N.F.	\$10.00
7/23/2022	Membership -etransfer V.R.	\$10.00
7/23/2022	Membership -etransfer R.S.	\$10.00
7/23/2022	Membership and Donation-etransfer N.R.	\$20.00
7/23/2022	Membership and Donation -etransfer J.W.	\$20.00
7/23/2022	Membership -etransfer S.W.	\$10.00
7/23/2022	Membership-etransfer N.C.	\$10.00
7/23/2022	Membership -etransfer L.H.	\$10.00
7/23/2022	Membership -etransfer K.W.	\$10.00
7/24/2022	Membership -etransfer W.G.D.	\$10.00
7/25/2022	Membership-etransfer S. N.	\$10.00
7/26/2022	Cash: Memberships \$140.00,Donations \$100.00	\$240.00
8/2/2022	Membership -etransfer C.K.	\$10.00
8/8/2022	Cindy Little (Realtor) bag sponsorship	\$100.00
8/17/2022	Membership -etransfer D.S.	\$10.00
8/25/2022	Membership x 2-etransfer L.P.	\$20.00
8/25/2022	Membership and Donation-etransfer-N.S.	\$20.00
8/26/2022	Membership x3 -Square (\$30-fee)	\$29.20
8/26/2022	Membership -etransfer M.A. R.	\$10.00
9/19/2022	Memberships and Donations -Paypal	\$63.76
9/21/2022	Membership and Donation- etransfer- L.A.	\$20.00
9/26/2022	Memberships- cash	\$125.00
10/3/2022	Membership-Stripe	\$5.04
10/3/2022	Membership-Stripe	\$10.08
10/4/2022	Membership-Stripe	\$10.08
10/6/2022	Cindy Little (Realtor) bag sponsorship	\$150.00
10/6/2022	Grizzley Transport bag sponsorship	\$220.41
10/7/2022	Membership- Stripe	\$5.04
10/14/2022	Bison Blinds bag sponsorship	\$150.00
10/20/2022	Happy tails Portapotty sponsorship \$1000 + Tree wrapping reimbursement from City of Wpg (\$140)	\$1,140.00
10/25/2022	Membership x2 (9.90x2),Donation \$14.07 by Paypal	\$33.87
10/29/2022	BBQ etransfers Memberships,Donations,Auction ,Food	\$230.00
10/30/2022	BBQ etransfers Memberships,Donations,Auction ,Food	\$45.00
10/31/2022	BBQ Silent auction -cash	\$285.00
		\$5,017.52

MGPDOA Financial Statement 2021-2022

	MGPDOA 2021-2022	Membership
11/15/2021	Memberships-Paypal	\$128.70
12/6/2021	Membership - Stripe	\$5.04
3/8/2022	Memberships-Paypal	\$39.60
5/9/2022	Memberships x3 - Square(\$30-fee)	\$29.19
5/10/2022	Memberships-Cash	\$250.00
6/1/2022	Membership-etransfer R.C.	\$10.00
6/1/2022	Membership-etransfer K. W. x2	\$20.00
7/3/2022	Membership-etransfer T. N.	\$10.00
07-04-20022	Membership- cheque S. D.	\$10.00
7/23/2022	Membership-etransfer D.M.	\$10.00
7/23/2022	Membership- etransfer N.R.	\$10.00
7/23/2022	Membership-etransfer N.F.	\$10.00
7/23/2022	Membership -etransfer V.R.	\$10.00
7/23/2022	Membership -etransfer R.S.	\$10.00
7/23/2022	Membership-etransfer N.R.	\$10.00
7/23/2022	Membership -etransfer J.W.	\$10.00
7/23/2022	Membership -etransfer S.W.	\$10.00
7/23/2022	Membership-etransfer N.C.	\$10.00
7/23/2022	Membership -etransfer L.H.	\$10.00
7/23/2022	Membership -etransfer K.W.	\$10.00
7/24/2022	Membership -etransfer W.G.D.	\$10.00
7/25/2022	Membership-etransfer S.N.	\$10.00
7/26/2022	Memberships -cash	\$140.00
8/2/2022	Membership -etransfer C.K.	\$10.00
8/17/2022	Membership -etransfer D.S.	\$10.00
8/25/2022	Membership-etransfer L.P. x 2	\$20.00
8/25/2022	Membership-etransfer-N.S.	\$10.00
8/26/2022	Membership x3 -Square (\$30- fee)	\$29.20
8/26/2022	Membership -etransfer M.A. R.	\$10.00
9/19/2022	Paypal- 6 memberships at \$9.90	\$59.40
9/21/2022	Membership- etransfer L.A.	\$10.00
9/26/2022	Memberships- cash -during funding annoucement	\$125.00
10/3/2022	Membership-Stripe	\$5.04
10/3/2022	Membership-Stripe	\$10.08
10/4/2022	Membership-Stripe	\$10.08
10/7/2022	Membership- Stripe	\$5.04
10/25/2022	Paypal Membership x2 (9.90x2),	\$19.80
10/29/2022	BBQ etransfers Memberships	\$130.00
10/30/2022	BBQ etransfers Memberships	\$20.00
		\$1,256.17

MGPDOA Financial Statement 2021-2022

	MGPDOA 2021-2022	Donations
11/8/2021	Heather Hartry- bags-etransfer credit	\$50.00
11/15/2021	Donation G.M.-Paypal	\$28.83
5/10/2022	Donations -Cash	\$45.00
7/23/2022	Donation-etransfer N.R.	\$10.00
7/23/2022	Donation-etransfer J.W.	\$10.00
7/26/2022	Donations-cash	\$100.00
8/25/2022	Donation-transfer N.S.	\$10.00
9/19/2022	Donation-Paypal	\$4.36
9/21/2022	Donation- etransfer- L.A.	\$10.00
10/25/2022	Donation-Palpal	\$14.07
10/29/2022	BBQ etransfers ,Donations	\$60.00
10/30/2022	BBQ etransfers ,Donations	\$20.00
		\$362.26

	Bag Sponsorship		
11/25/2021	5000 Bags		\$198.72
1/31/2022	Cindy Little (Realtor)	\$75.00	
4/19/2022	1000 bags		\$64.04
5/10/2022	5000 bags \$202.76		202.76
7/3/2022	Bison Blinds	\$140.00	
7/26/2022	5000 bags		\$226.56
8/8/2022	Cindy Little (Realtor)	\$100.00	
9/16/2022	5000 bags		\$220.41
10/6/2022	Cindy Little (Realtor)	\$150.00	
10/6/2022	Grizzly Transport	\$220.41	
10/14/2022	Bison Blinds	\$150.00	
		\$835.41	\$912.49
	Total cost of bags		\$77.08

	Portapotty Sponsorship		
11/1/2021	Happy Tails for previous fiscal year	\$1,093.68	
11/25/2021	Portapotty rental -King's		\$127.34
12/27/2021	Portapotty rental -King's		\$177.21
1/16/2022	Portapotty rental -King's		\$177.21
2/9/2022	Portapotty rental -King's		\$184.63
3/10/2022	Portapotty rental -King's		\$184.63
5/22/2022	Portapotty rental -King's		\$319.42
6/5/2022	Portapotty rental -King's		\$154.38
7/1/2022	Portapotty rental -King's		\$134.77
8/14/2022	Portapotty rental -King's		\$134.77
8/24/2022	Portapotty rental -King's		\$155.38
10/2/2022	Portapotty rental -King's		\$176.11
10/20/2022	Sponsorship Happy Tails	\$1,000.00	
10/22/2022	Portapotty Rental -King's		\$218.38
		\$1,000.00	\$2,144.23
	Total cost of Portapotty rental		\$1,144.23

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.

I) 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.

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

The 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.
-

IV) 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.

V) 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.

VI) 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.

VII) 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.

IV) 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.

