



## Riverside Park Community and Recreation Association (RPCRA) Board of Directors' Meeting

**Wednesday January 4, 2012**  
Riverside Churches  
3191 Riverside Dr., Room 6

### Minutes

#### **Board Members Present:**

Teresa Reeve - President  
Barbara Squire – Treasurer  
Tom Babcock – Secretary  
David Hutchinson – Director  
Sandra Kearns – Director  
Nicole Portelance – Director  
Richard Mowry - Director  
Bill Smith – Past President  
Andrew Pinsent – Director  
(appointed during meeting)

#### **Members Present:**

(Sign-in sheet available)

#### **City representative(s):**

none

#### **Board Members Absent:**

Jean Emmell - Director

#### **1 Welcome:**

Teresa Reeve opened the meeting at 19:01.

#### **2 Approval of Agenda and Minutes:**

Request to add discussion on Board vacancies under new business. Motion to approve the agenda, as revised, was moved by David Hutchinson and seconded by Bill Smith. Passed. No minutes were submitted for approval.

#### **3 President's Report:**

Teresa requested that Board members intending to make portfolio reports submit their one page (max.) reports to the Secretary at least one week in advance. Additionally, Board members intending to put forward a motion are requested to submit it in writing to the Secretary at least one week in advance. If submitted in less time, item may not be on agenda. As well, new business should be identified to the Secretary in advance. These steps should improve the efficiency and quality of Board time during meetings.

Teresa asked about the state of the official minute book.

**ACTION: Secretary to locate official minute book and update regularly. Create, if necessary.**

Teresa suggested to the Board that there should be two general discussion sessions per year at Board meetings. These would include open questions from the general membership. The Board agreed and specified that May and November should be the months when these are held. Notice to be sent to the association membership.

Volunteers are being recruited from amongst the membership. Will solicit by e-mail, newsletter and website campaign. A roster will be created. Secretary to be involved.

**ACTION: Volunteer roster to be created, following solicitation campaign.**

RPCRA website has been updated, with more to come. Send inputs for improvements to Teresa and Sandra.

**ACTION: Board committee chairs to submit one-page summaries on activities and plans for each committee.**

Teresa noted that the community association needs more involvement from students.

#### **4 Councillor's Report:**

Maria McRae's report was submitted electronically. She was not able to attend.

#### **5 Treasurer's Report and Budget:**

The Budget plan was submitted by Barbara. Discussion ensued. Teresa emphasised that except for the Board insurance or tied grants (e.g. graffiti removal), she was not in favour of earmarking funds in advance. Consultation with the community on proposed activities and expenditures is key. Need to communicate message, invite feedback. Motion to approve the budget as presented was moved by Barbara Squire and seconded by Sandra Kearns. Passed.

Treasurer presented the financial statements for the previous month.

**ACTION: Treasurer to investigate options for investing the reserve funds.**

#### **4. Committee Reports:**

- The Transportation Committee report was presented and discussed.

**ACTION: President to acquire relevant information on adjacent community association meetings.**

- The Rink Committee report was presented

#### **5. New Business**

- RPCRA Board vacancies were discussed. One director slot and the Vice President position. Separate. Board members to send an e-mail if they are interested in being the VP. Andrew Pinsent expressed interest in becoming a Board member. Motion to appoint Andrew Pinsent to the Board, pursuant to the bylaws, moved by Sandra Kearns and seconded by David Hutchinson. Passed.

- Motion to approve the addition of Tom Babcock as a financial signing authority,

pursuant to the bylaws, moved by Barbara Squire and seconded by Sandra Kearns. Passed.

**ACTION: Barbara to pay the website domain name renewal fee.**

**6. Termination of Meeting**

Richard Mowry moved that the meeting be terminated. Passed. Meeting terminated at 20:30.

Secretary to the Board