

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

Wednesday June 5, 2013 7:00 PM

Riverside Churches Room 5, 3191 Riverside Drive, K1V 8N8

Minutes

Board Members Present:

Jean Emmell – Director
David Hutchinson – President
Sandra Kearns – Director
John Kruithof – Director
Ken Leese – Vice-President & Secretary
Andrew Pinsent – Director
Bill Smith – Director
Barbara Squire – Treasurer

Board Members Absent:

Jeff Atkinson – Director
Carolyn Gauthier – Director

Members Present:

Marvin Kaplansky

River Ward Councillor:

Councillor Maria McRae

1. Welcome

Dave Hutchinson opened the meeting.

2. Approval of Minutes

A motion to approve the May 1, 2013 Board minutes was proposed by Jean Emmell and seconded by Bill Smith. Motion carried.

3. River Ward Councillor's Report

Councillor Maria McRae presented her monthly report to the Association. The report is available at riversidepark.ca.

4. Committee Reports

Board Administration and City Liaison - David Hutchinson

Moved by John Kruithof and seconded by Jean Emmell:

Whereas: The RPCRA can benefit from additional funding beyond our usual sources of income, namely operating three City of Ottawa rinks, and membership contributions, and

Whereas: We have been approached by elected representatives in our area with offers of funding for the benefit of our residents, and

Whereas: The RPCRA has in the past accepted funding from local businesses, and elected representatives

Be it therefore resolved that:

The RPCRA Board endorses the principle that accepting financial or in-kind support in return for public expressions of thanks, such as displaying a logo on our website, is acceptable and does not in itself imply endorsement of the product or service of the donor.

and further, that:

RPCRA committee chairs may identify and encourage donors and arrange through the Board for such donations of support to the RPCRA.

Motion carried.

Dave noted that a Nominating Committee must be appointed by the September meeting.



Finance - Barbara Squire

Barb presented April financial summaries and an unreconciled May profit and loss summary (included below).

Moved by Jean Emmell and seconded by Ken Leese:

Whereas: RPCRA Bylaw 9.4 requires that an audit be done of the books of the association every five (5) years, and

Whereas: An audit has not been done during the past 5 years, and

Whereas: The Board is informed that the actual cost of such procedures will depend on the work

involved, that is, whether the audit proceeds smoothly or not,

Be it therefore resolved that:

The RPCRA Board delegates authority to the Finance Committee to appoint an auditor.

Motion carried.

Membership and Communications - Sandra Kearns

John Sankey, President of the Hunt Club Community Association, presented information related to the HCCA communications program, notably the flyer.

Moved by Jean Emmell and seconded by David Hutchinson:

Whereas: The primary source of communication to residents and businesses in Riverside Park/Revelstoke for the last two years has been through an email list and the RPCRA Web site.

Whereas: Memberships, attendance at meetings and volunteer participation has declined significantly over this period.

Whereas: Memberships have been paid by cash or cheque either in person or by mail. This is neither a cost effective nor a convenient method and is no doubt one reason why memberships are down.

Whereas: One of the objectives is to increase memberships and the enhancements would include the ability to pay for membership on-line through PayPal.

Be it resolved that:

The Web site should be the main source of information for the community.

The RPCRA Board allocates funds of \$1,000 to provide enhancements to the RPCRA Web site so that it is more interactive and provides better information to residents of the Riverside Park/Revelstoke communities.

and further that:

The RPCRA Board give future consideration to increasing the cost of membership to accommodate the requirement for on-line payment and its associated costs.

Motion carried (one director dissenting).



Moved by Jean Emmell and seconded by Barb Squire:

Whereas: The RPCRA mandate is to inform residents and businesses of the work being done by the RPCRA on behalf of the communities of Riverside Park / Revelstoke and to effectively do so requires various communications vehicles to reach its audience.

Whereas: Other than email communication and the Web site, no other means of communication have been used during the last two years. As a result, paid memberships, volunteer participation and attendance at meetings has declined significantly.

Be it therefore resolved that:

The RPCRA Board allocates initial funding of up to \$800 to produce a flyer for the residents and businesses in the Riverside Park/Revelstoke communities. The intent of the flyer is to remind residents and businesses that there is an active Association representing their communities and to drive them to the RPCRA Web site to find out what is being done for them.

Be it further resolved that:

The RPCRA Board through its budget approval process may choose to allocate different funding in subsequent years.

During discussion it was agreed that the flyer could be delivered by volunteers. The initial funding of \$800 provides for printing, folding and bundling.

Motion carried.

Land Use and Development - Jean Emmell (no report)

Special Events - Jeff Atkinson (no report)

Transportation – John Kruihoff (no report)

Environment - Bill Smith (no report)

Safety and Police Liaison - Bill Smith (no report)

Rink - Barbara Squire

5. Close of Meeting

A motion to adjourn the meeting at 8:55 PM was proposed by Jean Emmell and seconded by Sandra Kearns.

Motion carried.

Minutes recorded by Ken Leese (Secretary)



Finance Committee Report

Profit and Loss: August 1, 2012 to April 30, 2013 (and unreconciled May)

	To April 2013	To May 2013	BUDGET
	ACTUAL	ACTUAL	BUDGET
Income			
4000 - Income - Govt Sources			
4011 - C of O Paget Park Rink	825.00	1,100.00	1,100.00
4012 - C of O - Arnott Park Rink	2,775.00	3,700.00	3,700.00
4013 - C of O Pauline Vanier Park Rink	3,525.00	4,700.00	4,700.00
4014 - Volunteer Recognition	500.00	500.00	500.00
4015 - Community Events	1,000.00	1,000.00	
Total 4000 - Income - Govt Sources	8,625.00	11,000.00	10,000.00
4100 - Income - Non Govt Sources			
4101 - Paget Park	126.00	126.00	126.00
Total 4100 - Income - Non Govt Sources	126.00	126.00	126.00
4200 - Income - other			
4203 - Membership	200.00	200.00	200.00
4205 - RPCRA Income Transfers	695.97	695.97	695.97
Total 4200 - Income - other	895.97	895.97	895.97
Total Income	9,646.97	12,021.97	11,021.97
Expense			
5100 - Rink Expense			
5101 - Equipment and Supplies	954.79	954.79	950.00
5102 - Snow Plowing	0.00	0.00	800.00
5103 - Winter Fun Day	500.00	500.00	600.00
5104 - Honoraria	880.00	880.00	750.00
5105 - Supervision	4,145.00	4,145.00	6,000.00
5106 - Discretionary	200.00	200.00	400.00
Total 5100 - Rink Expense	6,679.79	6,679.79	9,500.00
5200 - Administration			
5202 - Bank Charges	28.45	28.45	50.00
5203 - Office Expense - General	451.39	451.39	700.00
5204 - Advertising/Promotion	0.00	0.00	150.00
5206 - Web Site	234.72	234.72	225.00
Total 5200 - Administration	714.56	714.56	1,125.00
5250 - Board			
5251 - Volunteer Recognition	0.00	0.00	500.00
5253 - AGM	96.84	96.84	100.00
5254 - Board Meetings	0.00	0.00	100.00
Total 5250 - Board	96.84	96.84	700.00
5300 - Insurance			
5302 - Directors	0.00	874.80	875.00
Total 5300 - Insurance	0.00	874.80	875.00
5400 - Occupancy			
5401 - Rent (Donation in lieu of)	0.00	250.00	250.00
Total 5400 - Occupancy	0.00	250.00	250.00
Total Expense	7,491.19	8,615.99	12,450.00
Net Income	2,155.78	3,405.98	-1,428.03



Balance Sheet: April 30, 2013

ASSETS

Current Assets

Chequing/Savings

1050 - Bank of Nova Scotia 25,972.41

Total Chequing/Savings 25,972.41

Total Current Assets 25,972.41

TOTAL ASSETS 25,972.41

LIABILITIES & EQUITY

Equity

3200 - Opening Balance Equity 25,418.71

3500 - Retained Earnings -1,602.08

Net Income 2,155.78

Total Equity 25,972.41

TOTAL LIABILITIES & EQUITY 25,972.41