



Riverside Park Community and Recreation Association (RPCRA)

Board of Directors' Meeting

Wednesday May 1, 2013 7:00 PM

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

Minutes

Board Members Present:

Jeff Atkinson – Director
Jean Emmell – Director
Carolyn Gauthier – Director
David Hutchinson – President
John Kruithof – Director
Ken Leese – Vice-President & Secretary
Andrew Pinsent – Director
Bill Smith – Director
Barbara Squire – Treasurer

Board Members Absent:

Sandra Kearns – Director

Members Present:

George Brown
Marvin Kaplansky
Nicole Portelance

River Ward Councillor:

Councillor Maria McRae

1. Welcome

Dave Hutchinson opened the meeting.

2. Approval of Minutes

A motion to approve the March 6, 2013 Board minutes (as amended) was proposed by Ken Leese and seconded by Jean Emmell. Motion carried.

Minutes of the April 3 meeting were not formally approved since there was not a quorum present at that meeting.

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

A motion to renew the RPCRA 2013-2014 Directors' insurance with Halpenny Insurance for the quoted price of \$874.80 was proposed by Dave Hutchinson and seconded by Carolyn Gauthier. Motion carried.

Dave reported that a letter of support regarding the Fielding Play Structure financing was sent to the Field play structure committee. The funding (\$250) that we had previously given for a Winter Fun Day at Fielding was repurposed to go towards the new play structure. The play structure fundraising project was featured in a recent EMC article.



Finance - Barbara Squire

Barb presented the March financial summary.

Dave noted that the Bylaws require a financial audit every 5 years and proposed that we engage an auditor for our end of year summary on July 31. He has spoken to one medium sized accounting firm and plans to talk to two other smaller ones about this. The cost of a full audit may be in the range of \$2000-\$4000 for one year. It was recommended that the RPCRA instead engage a firm to do "specific audit procedures". The cost estimate for this was lower, perhaps \$1000. The Board informally agreed with this approach. Dave will attempt to get other quotes and will bring forward a motion at the June meeting.

Membership and Communications - Sandra Kearns

In Sandra's absence, Dave reviewed the proposals of the Communications Committee for renewing the website.

There was informal agreement in principle that the Communications Committee should proceed with the web site improvements proposed by Sandra Kearns (included in the Board Minutes of April 3), and that a motion was not required. These improvements are currently unbudgeted, perhaps a matter for future Board review.

There was also general agreement on accepting sponsorship dollars, for example displaying sponsor logos on the website. There was not full agreement on criteria for sponsorship acceptability, such as whether sponsors must be located within the RPCRA area or merely serve the RPCRA residents. Bill offered the example of the snow plow operator (from Greely) who cleared our rinks without financial gain but hoped for promotional endorsements. A written proposal and a motion would be appropriate for the June meeting.

Carolyn suggested that sponsors who are RPCRA Associate Members should not be allowed to vote (at a General Meeting) if they had advertised on our website or in our newsletter.

Land Use and Development - Jean Emmell

An invitation to participate in the City's Zoning Consistency Study was discussed. Jean Emmell indicated he intends to participate.

Special Events - Jeff Atkinson

Plans for the Dragon Boat Festival were summarized by Jeff Atkinson.

Jeff stated that a Letter of Non Objection had been provided for a private event operated by Pirate Adventures at their Mooney's Bay location.

No action has been taken on planning a community picnic.

Transportation – John Kruithoff (no report)

Environment - Bill Smith (no report)

Safety and Police Liaison - Bill Smith (no report)



Rink - Barbara Squire

Current financials are appended to these minutes.

A motion that the Board delegate the determination of discretionary payments for rink volunteers to the Rink Committee for the 2012-2013 skating season (subject to the constraints of the previously approved rink budget) was proposed by Dave Hutchinson and seconded by Ken Leese. Motion carried.

5. New Business

A request by General Vanier School for help with greening the play yard was discussed.

The issue of traffic and safety near the corner of Springlands and Hobson was raised by a resident (George Brown). Carolyn Gauthier, who lives nearby, will coordinate with Mr. Brown and the Transportation Committee to pursue proposals for improving this situation.

6. Close of Meeting

A motion to adjourn the meeting was proposed by Ken Leese and seconded by Carolyn Gauthier. Motion carried.

Minutes recorded by Ken Leese (Secretary)

Finance Committee Report

Profit and Loss: August 1, 2012 to March 31, 2013

	Actual	Budget
Income		
4000 · Income - Govt Sources		
4011 · C of O Paget Park Rink	825.00	1,100.00
4012 · C of O - Arnott Park Rink	2,775.00	3,700.00
4013 · C of O Pauline Vanier Park Rink	3,525.00	4,700.00
4014 · Volunteer Recognition	500.00	500.00
4015 · Community Events	1,000.00	
Total 4000 · Income - Govt Sources	8,625.00	10,000.00
4100 · Income - Non Govt Sources		
4101 · Paget Park	126.00	126.00
Total 4100 · Income - Non Govt Sources	126.00	126.00
4200 · Income - other		
4203 · Membership	200.00	200.00
4205 · RPCRA Income Transfers	695.97	695.97
Total 4200 · Income - other	895.97	895.97
Total Income	9,646.97	11,021.97
Expense		
5100 · Rink Expense		
5101 · Equipment and Supplies	954.79	950.00
5102 · Snow Plowing	0.00	800.00
5103 · Winter Fun Day	500.00	600.00
5104 · Honoraria	880.00	750.00
5105 · Supervision	4,145.00	6,000.00
5106 · Discretionary	200.00	400.00
Total 5100 · Rink Expense	6,679.79	9,500.00
5200 · Administration		
5202 · Bank Charges	25.33	50.00
5203 · Office Expense - General	451.39	700.00
5204 · Advertising/Promotion	0.00	150.00
5206 · Web Site	234.72	225.00
Total 5200 · Administration	711.44	1,125.00
5250 · Board		
5251 · Volunteer Recognition	0.00	500.00
5253 · AGM	96.84	100.00
5254 · Board Meetings	0.00	100.00
Total 5250 · Board	96.84	700.00
5300 · Insurance		
5302 · Directors	0.00	875.00
Total 5300 · Insurance	0.00	875.00
5400 · Occupancy		
5401 · Rent	0.00	250.00
Total 5400 · Occupancy	0.00	250.00
Total Expense	7,488.07	12,450.00
Net Income	2,158.90	-1,428.03



Balance Sheet: March 31, 2013

ASSETS

Current Assets

Chequing/Savings

1050 - Bank of Nova
Scotia

25,920.53

Total Chequing/Savings

25,920.53

Total Current Assets

25,920.53

TOTAL ASSETS

25,920.53

LIABILITIES & EQUITY

Equity

3200 - Opening Balance Equity 25,418.71

3500 - Retained Earnings -1,602.08

Net Income 2,103.90

Total Equity

25,920.53

TOTAL LIABILITIES & EQUITY

25,920.53