

**Community Activities Group (CAG)
Board Meeting – 24 October 2017**

Present

Lynne Byford
Melanie Gilbert
Tina Raymond
Don Stephenson
Carol Workun
Stacey Wowchuk

Regrets

Lisa Dunnett

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Meeting called to order – 7:21 pm

Approval of the Agenda – Stacey / Melanie

Approval of minutes from June 2017 – Stacey / Tina

- September minutes circulated did not contain all amendments from some members of the Board as well as the ED.
- It was agreed that the minutes would be updated and circulated for approval via email.

Executive Director's (ED) Report

- ED noted that the survey for kindergarten daycare has gone out and will close 14 November 2017.
- Daycare Committee should meet after 14 November 2017 (post-AGM and closing of the survey) to establish next steps.
- A suggestion for a program survey was raised. Given that CAG already sends program participants an annual survey, the current timing, and the risk of survey fatigue following a number of other recent surveys from CAG, this type of engagement was not viewed as necessary or optimal at this time.

FYE 2016-17 Financial Reports

- Went through the balance sheet and income statement for the fiscal year ending August 31, 2017. Notes had been added in the line items to explain variations of \$1,000 or more. Board members agreed that this was helpful. Surplus before final adjustments, full budget allocations and community re-investment allocations added up to \$13,375.
- 2016-17 budget – once the numbers are finalized the Treasurer will do an income and expenditures comparison sheet for the board's internal use.
- The biggest source of surplus funds is attributable to a number of sources. Some of the biggest contributors included, CAG not purchasing all equipment it had budgeted for, higher than expected revenues from a good rental year, an unexpected furniture sale that yielded additional revenues, and delay of the branding exercise included in budgeted expenses. The ED also noted that this year's budget was very conservative in consideration of the substantial changes undertaken by the org in 2016-17.

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Motion to approve the year end statement subject to additional closing expenses not being more than \$300 – Tina / Melanie (carried)

Contingency Reserve Fund and Proposal for Surplus

- The Contingency Reserve Fund document was presented to the board members in consideration of increasing the Contingency Fund given organization growth. A number of questions were raised which required discussion and some clarification.
- The Board agreed that the Contingency Reserve Fund document seemed reasonable and complete.
- The Proposal for Surplus Allocation was presented and it was suggested that the \$1,000 for facilities be removed as there is no current plan or need for this money. The board agreed to remove this item from the proposal.

Motion to increase contingency fund to \$28,900 and approve the surplus allocation – Don / Tina (carried)

AGM planning

- Don will be away so Melanie will do the presentation at the AGM on his behalf.
- The Green Door will prepare the food for the event. It will need to be picked up at 6:00 pm.
- The CAG presentation subjects were reviewed, and a recommendation was put forward to highlight the ongoing need for volunteers for our events.

Fall Festival Report

- Carol spoke to this event on Lisa's behalf.
- Even though the weather was uncooperative, it was deemed the right decisions to proceed as rain dates do not seem to do well.
- As we could not use the petting zoo for this event and cannot receive a refund, the activity can be used for an upcoming event, free of charge. Will have to make a decision about when to schedule the petting zoo (to be determined in the New Year).

CAG Sustainability Plan

- It was recommended that, under the Financial Management section, we add an additional bullet point: "regular financial updates provided to the Board."
- Next steps are outlined in the discussion document

Motion to approve the sustainable state policy with the suggested changes – Tina / Stacey (carried)

Transparency and Inclusion

- The CAG Board is undertaking a review of practices as they relate to transparency and inclusion.
- A number of options are available. Detailed discussion will therefore be required to determine how transparency and inclusion can be further integrated into and through meetings.
- This item will be brought up at a future meeting.

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After School Behavioural Management & Suspension / Termination of Enrolment Policies

In camera session

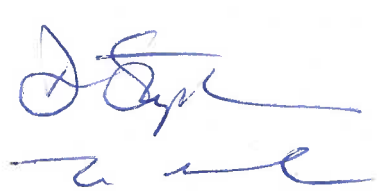
- Decision that updated policies will be circulated and approved via email.

Motion to adjourn – Melanie / Lynne

Time 9:20 pm

Action Items:

- No action items from the meeting.

Two handwritten signatures in blue ink. The top signature is more complex and appears to be 'D. E. ...'. The bottom signature is simpler and appears to be 'L. ...'.

Executive Director Report for October 2017 meeting

- **Kindergarten Daycare**

Last year we did not get enough registrations to run a kindergarten daycare program, we strongly suspect however that as this was because licensing was not confirmed. A survey is in circulation via eUpdate and Facebook to gauge families interest and needs for a kindergarten program, it will also go to all program participants. Survey closing date is November 14. So far around 22 families have completed the survey. Results of the survey will enable us to determine next steps. Depending on the outcome of the survey, interest families may be invited to a meeting to discuss the offering in more detail, as we did when we started after school at Brantwood.

- **CAG Budget 2017-18**

Following budget approval, the budget will be amended to include new ED pay line. This will be circulated to the CAG Board once complete.

- **FYE 2016-17**

Lynne and I have finalized the reports and put some time and effort into a new format. We look forward to receiving Board feedback.

Once approved Lynne will prepare reports for the AGM.

- **Fall Festival**

The CAG Fall Festival took place on October 9, Lisa and I had to make the tricky decision to go ahead the day prior, armed only with an indecisive forecast. Entertainment booked, such as the bouncy castles, had to be cancelled the night before if we did not want them to come. Sadly the day was wet and the bouncy castle and inflatable slide were unable to set up. The petty zoo refused to set up in the rain.

Despite the weather the community came out in good numbers and feedback generally was that families were happy that we went ahead and the decision was the right one for our community.

The juggler was a huge hit as he adapted to offer a wider variety of entertainment inside.

We do have the possibility to reschedule the petting zoo and a smaller package from the inflatable supplier. Tried for the rain date on Oct 14 but that too was forecast wet. Will defer now until Spring.

Have applied for Civics Event funding for Fall Festival 2018

Pumpkin Sale

The pumpkin sale went well in that all pumpkins were sold. Pumpkin prices continue to increase each year however and the number of volunteers selling is diminishing. The sale, while enjoyable for the community, is not perhaps going to be the successful fundraiser it once was. Numbers are not yet in with regard income.

- **After School**

We have some excellent staff in the After School programs and they have started the year with strong programming. Behavioral issues are effecting both programs and this is a cause for concern. Most of the issues revolve around respect and cooperation and the limited number of tools available in a child care setting to handle difficult behaviors. This is an agenda item for the meeting.

- **Parks**

Discussions to resolve the issue of a remaining puddle after repair of the basketball court at Springhurst continue. It is expected that it will not be fully resolved until the Spring as we are running out of outdoor construction weather

- **Program registration**

Indicators are that this will be a well-attended and successful session. Planning for winter is underway.