

**Community Activities Group (CAG)
Board Meeting – October 23, 2018**

Present

Lynne Byford
Lisa Dunnett
Melanie Gilbert
Tina Raymond
Don Stephenson
Carol Workun

Guests

Camrose Burden

- * - * -

Meeting called to order – 7:40 pm

Approval of the Agenda

Approval of minutes from October 2, 2018 – Lisa / Melanie

- Minutes were signed.

Executive Director's (ED) Report

- Notes to be provided by the Executive Director.

AGM Planning

- The following will be highlighted at the AGM:
 - What we do/what you're supporting through the CAG
 - Introductions of members
 - Call for volunteers
 - CAG budget
 - Camp survey (registration for summer camp opens in January)
 - New programs and future plans
- We will reach out to the OOE to be included in any possible slideshow.
- An invitation to new residents will be sent out with key CAG messages via email and posted on message boards.
- Will explore the possibility of a handout for new residents.

Fall Festival Report

- The event was well received despite the cold.
- Many pumpkins were sold, the bouncy castles were a huge hit, and the mini pumpkin activity was so busy we ran out of pumpkins.
- More volunteers for face painting is recommended for next year.

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Branding

- A cropped version of the donated design was presented and well liked.
- Work will continue to add wording and possibly colours.

Community Centre

- Don will follow up to get an update for the AGM.
- We need a better idea of steps and timelines to better involve the community.

In Camera

- **Final FYE 2017-18 Income Statement:** The proposed final income statement was reviewed. Melanie moved to approve, Lisa seconded and the motioned was approved unanimously.
- **Final Balance Sheet and Allocation of reserves:** The proposed final balance sheet and reserve allocations were reviewed. Lynne moved to approve, Tina seconded and the motioned was approved unanimously.
- **Bi-law Amendments:** Initial changes to the bi-laws were reviewed. Tina moved to approve, Lynne seconded and the motioned was approved unanimously.

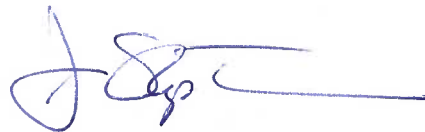
Motion to adjourn

Time 9:20 p.m.

Action Items:

- Carol and Don to work on updated handouts for the AGM.
- Tina will continue working on the branding design and search for further help if required.
- Don will reach out to the new councillor-elect for information about the community centre and to see if he is available to attend the AGM.

Date of next meeting: AGM, Tuesday, November 13



Executive Director Report for October 22, 2018 meeting

- **Programming - Camp**

A very successful meeting was had with Rideau Canoe Club (RCC) who have significantly reduced their fees to us. We are also working towards improved camp quality and a camp for older children/youth for summer 2019.

We are working on refreshing our camp offerings in general and have circulated a survey to allow us to best determine the needs of the community.

- **Programming – After School**

Pleased to announce that buses are now dropping children directly at Brantwood from both the Hopewell and Lamoreux buses. This is a great relief as walks have been long this year, due to the construction in and around Brantwood. It's the first year we have been successful in securing all drop off from buses at our facilities. Children and staff alike are pleased with this!

- **Programming - Fall**

Fall program registration overall has been excellent with minimal cancellations. New classes running include a well-attended figure drawing workshop, a fitness class for the elderly, and ballet for preschool children.

- **Program Planning – Winter**

Planning for winter is well underway. Following the successful introduction of some new courses in the Fall we are planning some new one day workshops for the Winter session – a one day yoga retreat and the return of gingerbread house making. We also have some exciting new fitness in the hopper.

- **FYE reports**

Finalized FYE Income Statement and Balance sheet have been circulated to Board members along with recommendations with regard Equity Funds

- **Budget 2018-19**

The 2018-19 Budget was approved last meeting and a summary will be posted to the CAG website soon

- **Bookkeeping and Payroll**

Efforts were made to understand the time spent on processing payroll last month so comparisons can be made with the costs of processing through a payroll company that would facilitate direct deposit for staff. This will be circulated to the Board soon as a decision is best made prior to January 1, 2019 so that we transition for a new tax year.

- **Back Porch at Old Town Hall**

Work is underway and with the removal of the exterior elevator, that did not work, we will gain much needed storage.

- **Fall Festival**

The Fall Festival was a great success with excellent attendance despite the weather being a little cold and overcast.

- **Pumpkin Sale**

All pumpkins were successfully sold and this annual fundraiser raised \$550.