

**LAWSON HEIGHTS COMMUNITY ASSOCIATION
MEETING MINUTES – ANNUAL GENERAL MEETING
LAWSON HEIGHTS SCHOOL LIBRARY – SEPTEMBER 9, 2009**

1. **CALL TO ORDER:** 8:10 PM
IN ATTENDANCE: Shannon Metivier, Arin Jorgenson, Anita Koehl, Lana Thompson, Carey Knitniski, Kandace Dewey, Gord Denny, Marilyn Westwood, Michelle Rezanoff, Theresa Mudrik, Curtis Brunner, Sheri Smith, Laurie Berube, Shima Abdeshahzadeh, Sheldon Riehl
2. **INTRODUCTION AND COMMENTS FROM THE CHAIR:** Shannon Metivier
Thank you to everyone for coming. As the incoming President looking forward to new ideas and thoughts on how we can improve as a community. Thank you to the coordinators. We have many vacant positions, which have left many duties to be picked up by others. This is a great group that works well together – great teamwork. Looking forward to working with everyone this year. Introductions of current board members.
3. **APPROVAL OF AGENDA:** Motion to approve the agenda: Curtis Brunner, second: Sherry Smith **CARRIED**
4. **ADOPTION OF MINUTES FROM 2008 AGM:** Reviewed by Shannon. Motion to approve the 2008 AGM minutes: Carey, second: Gord. **CARRIED**
5. **NOMINATIONS AND ELECTION OF BOARD POSITIONS:** Shannon is stepping down from current position of Secretary/Communications; Michelle is stepping down as Social Director. Gord commented that the indoor coordinator position be changed to ‘Program Coordinator’. Arin stated that it should be made clear that the program coordinator does not have to take on the coordination of the soccer, football, etc. program in the event the coordination of these programs stepped down. This change has to be made 20 days prior to the next AGM – but can be in the record now that the change will be made. **AGENDA ITEM FOR 2010 AGM: name change for the indoor coordinator position and change in job description.**
Shannon reviewed the current executive and vacancies:
President - vacant
Vice president - vacant
Treasurer – Curtis Brunner
Indoor Coordinator – Teresa Mudrik
Youth coordinator – vacant
Membership coordinator – Anita Koehl
Newsletter Coordinator – Sheri Smith
Rink Coordinator – Gord Denny
Basketball coordinator – Sheldon Riehl
Softball Coordinator – vacant
Soccer Coordinator – Wendy Wagner
Football Coordinator – Brenda and Greg Campbell
Member at Large – Scott McDonald
Member at Large – vacant

Equipment coordinator – vacant
Citizen Patrol – vacant
School Liaison – Lawson Heights – Marilyn Westwood
School Liaison – St. George – Kandace Dewey

Motion that Shannon Metivier be nominated for President: Chad, second Anita Carried
Motion that Michelle Rezanoff be nominated for Secretary: Shannon, second Kandace Carried.

Motion that LCHA has permission to fill board vacancies through out the year: Curtis, second Gord: Carried.

6. PRESENTATION OF ANNUAL BUDGET – CURTIS BRUNNER: Review was done by Allied Accounting and will be ready for submission to the government soon. Membership revenue was down this year. An added expense this year was the set up and operation of the website. The revenue from the ‘Day in Park’ was \$2326 and the expenses were \$3800. The winter event cost was \$360 with no revenue. The addition of the beer garden increases the revenue and the expenses. The cost of this event to the community association is money well spent. Donation in the budget are set at \$1100 – kept this the same for 2009/10. Park lighting was labeled as ‘donations’ cost was \$18 000 – so the donation expenses were skewed for last year. Projected incomes of \$29 200 for next year. Full budget is not ready for distribution yet. Motion: executive to receive final copy of financial statements on Sept. 10 via email – to accept verbally at this time. Sheldon, second , Marilyn. CARRIED Motion: to approve Allied Accounting to complete the review engagement. Anita, second Sheri. CARRIED

7. COORDINATORS REPORTS:

Sheldon – basketball – job description includes making up teams, liaise with other community associations to make up teams and find coaches. Distribute equipment at beginning and end of season, take inventory, and put back in storage.

Anita – Membership – Everyone that registers in a program must have a membership at a community association – can be from any association, but we could prefer to be with us. Volunteers sell memberships door to door in the fall – always looking for volunteers to do this. Memberships also sold at registration nights in Feb. and Sept.

Theresa – Program coordinator – takes registrations, books the gym times, and find the teachers or leaders for programs. Is not responsible for outdoor programs Discussion on what incentive there is for the public to purchase memberships?

Programs – more programs = more memberships sold. Park lighting, new playground equipment at St. George, maintenance and snow clearing at outdoor rinks, Fun Days in Park, citizen patrol, ‘Doggy Poop’ bags along river trail.

Softball – Carey – we are the Zone 3 Falcons. Registration is done with LCHA registration, with the schedules for diamonds coming from the City. Coordinators do the team selections and find coaches for teams purchase and distribute and collect equipment. Many other communities do not have coordinators to handle this – has to be done by other coordinators.

Marilyn – Lawson Heights school liaison- attends the home and school meetings and tell them what is happening at community association, and vice versa.

Coordinate any activities between the community association and school.

Kandace – St. George school liaison – same as above.

Gord – Rink coordinator – takes care of flooding, maintenance and clearing of rink. Finds and organizes helpers to do this.

Shannon/Michelle – Secretary – collects mail, documents minutes and agendas and distributes for meetings.

Curtis – Treasurer – does deposits, pays bills, and prepares financials and budgets.

Sheri – newsletter – prepares 4 per year – 2 coincide with registrations. Does up a draft and sends off to printer. Organizes volunteers to deliver newsletter – always looking for more.

Meetings are always held on the second Tuesday of the month at Lawson Heights school library – open to the public.

8. Motion: that meeting be adjourned: Marilyn, second: Sheri. Carried Meeting adjourned at 9:02pm