



Pioneer Park P.O. Box # 2115, Bayfield Ontario, N0M 1G0.

**MINUTES
PIONEER PARK ASSOCIATION BOARD OF DIRECTOR'S MEETING**

Location: Bill Rowat's Home

13 Victoria Place, Bayfield

Date: Saturday, June 11, 2011

Present:

Board Members: Cal Scotchmer, Sandy Scotchmer, Steve Brennan, Brad McLellan, Julie Lane, Bill Rowat, Tracey Church, Dianne Loerchner, Claire Trepanier, Neil Duffy and John Manness

Non-Board Members: John Steadman, Allison Ramsay and Ian Matthews

1. PRESIDENT'S REMARKS: Neil Duffy

Succession Planning

Neil has had discussions with various individuals regarding the issue of changing the number of board members allowed under the by-laws. Currently, the by-laws allow for a range of 9-12. As a result of these discussions, Neil has decided not to pursue changing the by-laws at this time.

Discussions ensued regarding other potential candidates for board members.

2. BANK RESTORATION PROJECT: Neil Duffy on behalf of Bud Robinson

Neil read the following contents from Bud's e-mail message:

"Council has approved funding of \$5000 to proceed with a survey and site plan for Bayfield Terrace. Official notice has not been sent yet. Once it is I will get together with Dave Johnston (GM of Operations) and agree on the surveyor and engineer to move forward with the first stage. He has had several conversations with him regarding this matter.

The Bank Restoration Committee will request a budget in the near future once our

direction is established in regards to the surveyor and engineer. We have \$1000 which hasn't been needed as the expenses have been (zero) so far."

Bud raised the issue of setting up a fundraising committee for this project. Discussions ensued regarding this and the Board agreed that a committee would be put together once we have received an estimate from Riggs Engineering.

The Board envisions a committee that would be made up of individuals who specialize in fundraising with someone from the Board overseeing this committee and reporting to the Board.

3. APPROVAL OF MINUTES and attachments – Board Meeting held April 16, 2011: Claire Trepanier

Dianne Loerchner requested that the following amendments be made to the Minutes:

"It was also agreed that the Archives person and the incoming President go to the bank together to view the contents of the Safety Deposit box."

With respect to the Rummage Sale:

"Tracey Church and Allison Ramsay have agreed to run the membership table on the night of the rummage sale.

"Dianne Loerchner and John Steadman have agreed to run the archives table on the night of the rummage sale"

Motion: to accept October 2, 2010 Board Minutes as amended and attachments
Moved: Tracey Church
Seconded: Sandy Scotchmer
Carried.

4. APPROVAL OF MINUTES (in camera) held April 16, 2011: Claire Trepanier

Motion: to accept Minutes of meeting held April 16, 2011
Moved: Neil Duffy
Seconded: Brad McLellan
Carried

5. COMMITTEE REPORTS:

a. Rummage Sale: Julie Lane

Everything is on track.

- Rummage sale is July 8th – second Friday in July. Set up on Thursday.

- Storage space has been secured for goods to be stored in advance of the sale. Bud and Terry have started pick ups of donated items.
- Flyers for the rummage sale have all been distributed and posted around town. Cal is taking care of media releases.
- Gas cards for Bud and Terry have been purchased.
- Bud is soliciting prizes for silent auction.

Bayfield Tree Project

We have been approached by this group because they would like to set up an information table or display at the rummage sale. No funds would be requested. They would just be handing out brochures. The Board discussed this matter and determined that because of the lack of space, we could not accommodate this request. Cal volunteered to communicate this message back to Ainslie Willock.

Phil Gemmenhart: Charges \$400 to take away the items left over from the rummage sale at the end of the night. The other alternative would be to rent a dumpster for \$1,000. We have been trying to contact him to confirm but he has not done so yet.

The arena doors will be closed on Friday at 2 or 3 and we will not be accepting drop offs after this time. Cal will include in the media info that drop off ends at 12 noon on Friday.

Motion: To accept the Rummage Sale Report
 Moved: **Steve Brennan**
 Seconded: **Cal Scotchmer**
Carried.

b. Financials: Steve Brennan

Steve presented the report as attached. (Please note: Excel spreadsheet setting out financial data is in a separate document).

Interest accrual practices on our investments:

He will be meeting with Ian, Neil and Gerry Smith to discuss this matter.

Investments:

We will have to determine in the Fall if we should be investing the \$12,200 (in our bank account) into a GIC. This amount will increase substantially after the rummage sale.

Motion: To accept the financial report
 Moved: Claire Trepanier
 Seconded: Brad McLellan

c. Grounds: Bill Rowatt

See attached report.

Issue #1 :

Decision re Bayfield Terrace

The Board agreed with the committee's proposal to plant four new Green Mountain Sugar Maples as recommended in the attached report.

Decision re Tuyll Street

1. Re Species to be considered as replacements along Tuyll.

The board discussed the possibility of more than one native species being planted in this area. However, it was suggested to Bill that he should consult with Alex Shevchuk regarding this issue. Once he has spoken to him the grounds committee can then decide when to proceed with planting these trees.

In terms of funding, the reserve fund is partly earmarked for tree replacement in the park. The Board discussed fundraising to pay for these trees. The Board agreed that our general fundraising was meant to pay for this expense.

In addition, Steve Brennan advised the Board that he had received notification that Pioneer Park's application to the Municipality for a \$1,875 grant had been approved. |

The tree planting on Bayfield Terrace and Tuyll Street is on lands owned by the Municipality, not Pioneer Park Association. The Bayfield Tree Project Committee obtained approval from the Municipality to do tree planting on municipal property in Bayfield, including Bayfield Terrace and Tuyll Street. The Tree Project Committee consults with owners of lands adjoining where the trees are to be planted, such as Pioneer Park Association for the trees on Bayfield Terrace and Tuyll Street.

Issue #2:

The Board agreed with the grounds committee's request to take down the Lavalle Hawthorne tree by the volleyball courts. There was some discussion regarding replacing the tree. It was agreed that the grounds committee should decide whether or not it should be replaced.

Motion: The grounds committee will arrange to remove the Lavalle Hawthorne tree. The Grounds committee will then consider if it should be replaced.

Moved: Claire Trepanier

Seconded: John Manness

d. Entertainment and Park Reservations: John Manness

The Entertainment committee has planned the following events this summer:

Date	Event	Notes
June 18 th	Canadian Celtic Choir	50 singers (\$300)
August 6 th	Art in the Park – Kryart	Children’s Program
August 10 th	Star Gazing	Amateur Astronomer presentation during day followed by star gazing at night
September 4 th	United Church service and picnic	No charitable donation requested from them to use the park
Movies: July 2 nd July 16 th July 30 th : August 13 th August 27 th	Momma Mia Tangled Despicable Me Enchanted Rocky Horror Picture Show	
Weddings: June 10 th June 25 th July 16 th August 12 th August 23 rd		

All events have been posted on the website and the online calendar.

e. Membership: Brad McLellan

Brad has custody of the tin – may have new members joining who are coming on as board members. There will be more members as summer comes along.

f. Archives: Dianne Loerchner

Nothing to report. Memorial book is with the printer to add new names. This will be done prior to the AGM.

Neil, John and Dianne will go through the safety deposit box in July or August of this year.

g. **Communications: Tracey Church**

Website up to date with all events that John has booked. There is now a direct hot link to the Master Plan. Tracey will be sending an e-blast to the members on the Monday before an event (rummage sale, AGM, etc.).

Updated online calendar. Will forward to everyone: www.infoatpioneerpark.ca.

Decided not to send a newsletter in June because it basically repeats the information in the newsletter sent this past winter. It was decided that there would be two newsletters per year: spring & fall. The spring one would include what events etc. we knew were already booked and for the rest of the summer, e-blasts, posters would keep people up-to-date. Then a fall newsletter would be sent out recapping the summer.

There have been no new members since the last meeting.

6. **Other business:**

a. **Operations Manual:** Claire Trepanier

To be done by AGM. Living document. Secretary will always be the one that is in charge of amending.

b. **Insurance:** Steve Brennan

Steve Brennan approached the insurance company regarding signage in the park and inspections. They recommended the following:

1. **Inspection of equipment (that we supply for public use including: stairs, picnic tables, garbage receptacles, etc.):** This equipment should be inspected frequently. In addition, a log book should be kept recording what was done in the inspection, who did the inspection along with the time and date of the inspection (s).
2. **Signage:** They requested that reflective signs (for night visibility) be posted at all entrances to the park and on the top and bottom of the stairs saying "Private Property - Use at own risk". Grounds committee will contact the insurer to help refine this wording.

c. **Grant: Steve Brennan**

An application has been made by Pioneer Park to the Municipality of Bluewater to assist with regard to general maintenance. This year we asked for \$1,800 which represents 25% of our expenses.

Meeting moved to in camera.

DATE OF NEXT MEETING:

Saturday, July 23, 2011

Motion: to conclude the Pioneer Park Board of Director's meeting

Moved: Claire Trepanier

2nd: Brad McLellan

Carried.

FINANCIAL REPORT - STEVE BRENNAN

Note: EXCEL SPREADSHEET WITH FINANCIAL FIGURES ARE IN SEPARATE DOCUMENT

Financial Report for Board of Directors Meeting – June 11th, 2011

As is typical for this time in our fiscal year, we are running with a loss or deficit.

We are currently showing a loss of \$ 522.36 which is an improvement since our April meeting of \$ 1,113.83, at which point we showed a loss of \$ 1,636.19.

On the Revenue Side -

Overall Revenue is down slightly at \$ 86.09 or roughly 1 % Year to Date (YTD)

Since our last meeting we have received \$ 1,848.33 in Donations, \$ 500.00 for Park Use, \$ 1,336.63 United Way Donor Designation Program and \$ 11.70 from LCBO Coin Collection Box.

Donations – Donations in Total YTD are showing a decline of \$ 275.34 or – 4.94 %. This is mainly due to a decline in Donations through the United Way Donor Designation Program which is actually down \$ 847.84 YTD, another area in which Donations are down is Memorial Donations, YTD we have received none. YTD donations for The 5k Run, General and Park Use are all showing increases.

Interest - we have received a total of \$ 1,444.38 in interest on our Investment Portfolio YTD which has not changed since our last meeting.

On the Expense Side – Overall Expenses are up \$ 1,214.85 or 15.44 % (YTD)

We have incurred a total of 734.50 in Expenses since our last meeting, \$ 650.00 in the area of Park Maintenance and \$ 84.50 in HST

Comments of the expense side of things YTD which have not changed since our last meeting but are recapped here for everyone's knowledge are

Under Park Maintenance, repairs to the stairs. The amount of this repair was \$ 2,447.45 and was incurred in September 2010

We are also showing Rummage Sale Expenses in the amount of \$ 237.14 which technically belong in last year's fiscal period, August 1st, 2009 - July 31st, 2010.

Another area that affects our increase in expenses is that last year we showed a negative expense for Silent Auction in the amount of \$ 172.33 which was a recapture of

expenses which were double paid in our fiscal year 2008 - 2009 and reimbursed to the park in the 1st quarter of fiscal 2009 - 2010.

We have made donations to the following local organizations, as approved at the AGM –

Bayfield Historical Society \$ \$100.00,
Bayfield Agricultural Society \$ 200.00,
Bayfield River Valley Trail Association \$ 100.00

Bank Balance and GIC'S –

Our current bank balance is \$ 12,214.45

Our total Investment Portfolio at present is \$ 66,380.53

GROUNDS REPORT – BILL ROWATT

Pioneer Park Grounds Committee Report, June 11, 2011.

Issue # 1: **Bayfield Tree Project Supplying and Planting Trees this Fall on Municipal Property Adjacent to Bayfield Terrace and Tuyle Streets**

Background: Bayfield Tree Project is a new group formed to plant trees throughout Bayfield, mainly as replacements for old trees near the end of their lives but also newplants. No new trees have been planted on Municipal property in Bayfield over the past decade. As a first phase the Tree group is planting along the Heritage Trail within Bayfield. Louisa Street was completed this Spring. The Group's intention is to plant along Bayfield Terrace this Fall. They have just enough funds in reserve. Verbeeks in Clinton are their contracted supplier and do the planting.

Decision re: Bayfield Terrace: The Tree Project Group has requested Pioneer Park to advise :on what new trees we would like to see planted along Bayfield Terrace adjacent to the Park. Members of the Grounds Committee met with Roma Harris, president of Tree Project group, on June 4th and subject to approval from PP executive Committee, we recommend four (4) new trees be planted.

- One new tree at the corner of Tuyle and Bayfield Terrace
- One replacement for B1 [on the PP plan] that was recently taken down.
- Two replacements for existing B2 and B9 both of which are in rough shaped and should be felled.

The four new trees would be Green Mountain Sugar Maples which are drought, pest, & disease resistant and can withstand roadside abuse.

Decision re: Tuyll Street: We also discussed with Roma the eventual replacement of the 10 old Sugar Maples along Tuyll adjacent to the Park.. The idea would be to get the new ones started well before the old ones have to come down. Intersperse the new ones between the old ones.

While the Project group is not planning to do Tuyle this year, Roma indicated that (a) PP should give some thought to what species we would like to see planted as replacements, and that (b) if we could help with fundraising we could piggy-back on their fall planting this year. Could get preferred prices from Verbeeks. Total cost would be in the \$1500 to \$2500 range depending on species selected [includes planting].

This raises three questions for Pioneer Park Executive:

- What specie(s) should be considered as replacements along Tuyle? Planting 10 new trees of one specie would have the symmetry of the current row of maples. However, interspersing two or three species

among the old sugar Maples might reduce the risk of any one failing over the long term.

- Should we try to proceed along Tuyl this fall?
- If so, what would we do to raise funds for these 10 trees? Do we have a reserve fund for new plantings? Could we use regular budget funds. Could we call for donations from members at the AGM?

Issue # 2: **Lavalle Hawthorne, Tree # 18 on the Plan**

Grounds Committee concluded tree should be taken down as it is a danger to the public.

Bill Rowat,

05/06/2011