

## Dunrobin Community Association Meeting Tuesday September 8, 2009

Start: 7:10 pm

Attendance: Margot Menna, Nadine Fox, Pam Colquhoun, Wayne Carroll, Trudy Davis, Glenn Carroll, Hardy Mahadeo, Kim Gilmer

### 1. Introductions

- not required, no new members

### 2. Soccer Update (Proposal to the WCSC) (Margot)

- Looking at ways the DCA can minimize the administration of soccer
- The WCSC (West Carleton Soccer Club) pays a portion of the registration fees to the DCA
- WCSC (West Carleton Soccer Club) owns the contract with the school board for the fields at West Carleton High School which is where most house league games take place
- The WCSC pays 5.83/hr. for every house league game, then they rent Sheppard's Grove from the DCA which in the past has been said to be a wash, however it doesn't seem to balance out
- The DCA maintains the fields at Sheppard's Grove which is used solely by the Talons of the WCSC
- Margot is looking into potentially removing Sheppard's Grove from the DCA contract with the City of Ottawa, or rent to the WCSC
- Currently the DCA pays for grass cutting and lining of the fields at the DCC, and Sheppard's Grove (with exception of the West Carleton High School) and then has to bill back the WCSC
- Also looking into not purchasing shirts for Dunrobin (lessen the administration) as all the other communities (Carp, Kinburn, Constance Bay, and Fitzroy) turn their shirts back into the WCSC at the end of the season

### 3. Website/Calendar/Newsletter/Facility Bookings – need a volunteer (Margot)

- Margot is looking after the website
- Kim has been looking after the calendar and the facility bookings and is no longer interested therefore a new volunteer is needed
- Margot may include a note in her email distribution looking for a volunteer (person doesn't have to be a member)
- Margot will look into the possibly of new software to make this task more user friendly
- Wayne will also ask some people he knows if they have any suggestions for a software

### 4. Booking the Facility (Margot)

- Forms need to be filled out in order to better track the usage of the facility, rental income, and equipment
- Forms are located on the website "Book the Centre"  
<http://www.dunrobincommunity.com/19.html>

5. Ice supervision / canteen proposal for PAID help (Margot)
  - Discussions about how the canteen should be run
  - We are mandated by the City of Ottawa to have 24 hrs a week with supervision
  - Sometimes hard to find teenagers (volunteer service hours) to work the canteen and they haven't been "supervising" in the past. They have not had training so not providing an effective service to the public
  - Incident Reports are to be completed for incidents on the ice
  - Any working (volunteer or paid) would have to be trained on completing incidents reports as well as basic First Aid
  - If we decide to hire and pay, we will need a volunteer to act as Supervisor
  - Glenn suggested it could be a very small business opportunity for someone, they could expand the food offerings and keep the profits
  - We will revisit in October and potentially vote on paid help
6. Proposed Membership Fee (Margot)
  - Exploring the possibilities of implementing a membership fee of \$10 per person or \$20 per family
  - Implementing a membership fee would help offset the operating costs
  - All the other Associations in West Carleton have a membership fee in place
  - The West Carleton Soccer Club would administer for the DCA at the time of soccer registration
  - The DCA could administer at outdoor hockey / softball registration (for anyone that doesn't cross over with Soccer)
7. Hockey
  - Todd Wetzel may be interested in putting on some kind of hockey clinic which could have potential of being an income generator
  - Wayne to talk to Todd about details of the clinic
8. Financial Updates (including updated 2008 for approval) (Nadine)
  - Nadine provided updated DCA Summary of Operations for January-December, 2008 along with breakdown
  - Nadine provided DCA Summary of Operations for January-August, 2009 along with breakdown
  - Nadine to check Micro soccer numbers for 2008 enrolment with Kelly Robertson
8. Canada Day Feedback (actions for next year) (Margot)
  - A big Thank You to all who volunteered and made the event a huge success
  - Thanks to all the community members that attended
  - Photos of the event can be viewed at <http://www.dunrobincommunity.com/16.html>
  - Many emails were sent amongst the members of the association after the event with feedback
  - Margot is to compile a list of Pros and Cons from the feedback for review at a later date
9. Change the DCA monthly meeting date, due to classes (Margot)
  - The DCA monthly meeting conflicts with Centre bookings for the months of October, November and December.
  - Discussions on what night would work best

- It was decided the 3rd Monday for the month for October
- November, and December we'll discuss in October

10. Other

Meeting adjourned at 8:40

Next meeting: Monday October 19th, 2009 at 7 pm (Secretary to send an email to remind everyone)