

MEETING MINUTES



Wednesday December 5, 2018

Transition Meeting from 2018 to 2019 Board Private Residence 7-9 pm

Board Attendance	Board Member Regrets	Board Member No Regrets/Vacancy	Guests
Gayle Laws- President Kevin Pullis- VP Dave Carty- Past President Hugo Reinoso- Webmaster Angela Puliyodil—board director Carolyn Taylor- Fundraising and Events Alex Izzo – Etob Valley/ Mary Smith – Garnetwood Carol Mitchell- Parkway Belt Mairi Lindsey– Toto Jill Sellar – Q Park Ellen Lockley- Lakeside Jeff Meiusi- JD Steve Dombey- JD Small Dog Lead		Jessica Baker	

1. The meeting was called to order at 7:00.
2. October Meeting Minutes were reviewed.

Moved by Carol and seconded by Kevin, that the minutes be approved and posted on the LFM website. Carried

3. Introductions of current and new board members.
4. A) Review of Board positions and appointment to Board positions

Gayle noted the following vacant director positions: President, Secretary, Treasurer, Membership, Fundraising, Website as well as JD Small Dog Park Lead and Lakeside Park Rep

Moved by Alex and seconded by Carol that Ellen Lockley be appointed Lakeside Park Rep for a period of two years. Carried.

Moved by Kevin and seconded by Alex that Steve Dombey be appointed to the role of JD Small Dog Park Lead for a period of two years. Carried

Moved by Carole and seconded by Kevin that Hugo Reinoso be appointed as Webmaster for a period of two years. Carried.

Moved by Alex and seconded by Mary that Carolyn Taylor be appointed as Director Fundraising and Events for a period of two years. Carried

Angela Puliyodil is a director at large.

It was confirmed that Alex Izzo will continue as Director Membership and Communications.

B) Status of park elections for park reps:

Jack Darling-	Jeff Meiusi: appointed November 2017
Etobicoke Valley-	Alex Izzo: appointed May 2017
Garnetwood -	Mary Smith: appointed January 2017
Totoredaca-	Kim Miedema: elected December 2015
Parkway Belt-	Carol Mitchell: appointed November 2014
Quenippenon-	Jill Sellar: appointed March 2018
Lakeside-	Ellen Lockley: appointed December 2018

5. Reports:

- Presidents Report (Gayle)
 - a) It is an honour to volunteer and contribute to your community. The LFM meeting schedule is the first Wednesday of each month (except for January when it is the 2nd Wednesday only because the first Wednesday is January 2) but meetings are not held in July or August. Meetings are held at the Mississauga Valley Community Centre and the city allows us up to 12 free meeting rooms per year. They have been booked for 2019. It is very important to attend the meetings and for park reps to report on what is going on at the various parks. It is an opportunity to share ideas, best practices and problem solving.
 - b) LFM has a Conflict of Interest and Code of Conduct policy, as well as handling and protecting personal information of our members. LFM has a manual which was created to share knowledge and information. These policies are outlined in the manual.
 - c) Handling of money is critically important. There are two forms to use: revenue to document all funds raised via memberships, donations and fundraisers; and expense forms to be reimbursed with receipts.
 - d) The display board communications are inconsistent among the parks. Gayle will develop a protocol with listed items and present at the January meeting. The children's code of conduct should be posted on all display boards. Feedback

regarding the general code of conduct means we need to look at this more fully in January before we format, print, laminate and post.

e) List of LFM assets include a canopy, a table, two folding chairs, litter pick-ups, two signs, photos of each park for display purposes, business cards, baseball caps, as well as left over dog toys from previous events (and a small dog bed suitable for raffle)

Thanks to park reps who returned the AGM signs as we reuse them each year.

- Financial Update: Treasurer
-The Treasurer resigned. The yearend financials need to be re-done as they are not accurate. Revenue has not been assigned to specific parks and this has to be done for accurate record keeping. All funds must be deposited to the bank account, and expenses are noted via the disbursement of cheques, so funds are tracked and verifiable. This allows us to build confidence with park users that the funds are accounted for with transparent transactions.

The signing authority at bank account needs to be updated: we need to remove two previous board members and add at least one more. Current signatories are Gayle and Carol.

Action: Kevin as VP will become a signatory and when LFM gets a new treasurer that person will be added.

Action: need to revise the Year End financial statements

Action: need to recruit a treasurer

- City of Mississauga. Gayle will follow up with Jamie Ferguson on outstanding items, including the status of the promised sheds, as Mary reported that the shovel at Garnetwood was taken. Jamie will provide park reps with a form that they will be asked to fill out and submit monthly, that will identify any physical issues with the parks (and provide pictures if able) so the city can take a proactive approach to maintaining the parks. Park reps welcome this initiative.
- Website update (Hugo)

Hugo emailed out a notice to Lakeside park users to advise that the park would be closed. This provides a valuable service to members so we need to build on this feature.

He is consulting with the Website vendor on enhancements to the website so it functionality will be optimized. He reported that the website has lots of code and it helps to have someone available who is familiar with the site. We have a developer who we paid to do the last set of fixes and Hugo is in discussions with her about future work. A few board members need to learn how to post items, such as events and announcements, to keep the website up to date and a source of relevant information. We need to update our dog memorial page and to link to dog rescues.

Action: Hugo will set up of email accounts to the new directors. Park reps and new board members should submit photos and a short biography for the Contact Us page, as we want to be transparent as to who we are to our community

Action: Hugo will provide an orientation of the website on December 18 to interested board members who want to learn how to post and do emails using Mail Chimp.

6. Park Representative Updates :

- Etobicoke Valley: Alex. A new box was built under the display board that will serve as a lost and found as well as a place to put poop bags. A handyman volunteer built this and has offered his services to other leash-free parks.
- Garnetwood: Mary Metal bowls with a hole on the rim can be hung on the fence with clips. People bring water for the dogs and the bowls are there. Mary also hung poop bags on the fence, like a toilet roll, and this is a good visual reminder for park users to pick up poop. She is working on having containers for smokers, so butts are not left on the ground.
- Jack Darling: Jeff All is good at JD. LFM paid the electric bill for the lighting of the sand pit area for 6 months of the year when the tennis courts are not in use. Park users have to turn the lights on manually each night and a timer turns them off at 11 pm. Steve noted that many people attend the leash-free park in the evenings even though it is dark.
- JD Small Dog Park Lead: Steve His goal is to spread the word about this park as many people do not know it exists. He also wants to arrange to have the display board moved. He is dealing with issues of puppies who are larger than what is deemed a "small dog". He wants to set up an Instagram account for park users to post pictures.
- Lakeside: Ellen The city put up a new fence around the forest area that becomes a swamp each spring. Wood chips were delivered and a few dedicated volunteers spread them. The new poop recycling containers were installed and park users are getting used to them.
- Parkway Belt: Carol The park could use some wood chips so Carol will contact 311. The wind shelter has been decorated with solar lights and other decorations for Christmas. The solar lights provide some lighting when dark but only works if it is sunny during the day. In any event, it is a good improvement.
- Quenippenon: Jill The poop recycling station was installed, and the park got some wood chips as well. It is in a good spot. Many areas in the fencing need to be fixed as dogs may be able to escape. She will call 311.
- Totoredaca: Mairi. Another successful Santa photo days were done along with raffles. Raised over \$900. The draws were done and posted on FB for transparency. Excellent event and big thanks to Marc Leblanc, Kim, Mairi (who was Santa) and other volunteers. The poop recycle container was installed but not necessarily in the best location. Since Toto is so large, the city should consider adding another one in a different location. (Gayle will advise the city of this suggestion).

NEW BUSINESS:

10 min

7. Other business—

- a) Introduction of draft work plan for consideration at January meeting. Everyone is asked to read it over and note on a scale of 1, 2 or 3 the priority and what month should the task be undertaken, and who should lead. Extra copies were made available.
- b) Letter to city councillors. It was agreed that the letter should be sent with small changes and that it be customized to each ward. Gayle will do this in early January.
- c) Review of the AGM minutes. This was provided to the board but not discussed at the meeting.
- d) Carolyn had done some research on possible fundraising opportunities which she will present to the board in January.

The meeting adjourned at 8:45 pm.

Next meeting: Wednesday January 9, 2019 at 7 pm.

Minutes taken by Gayle Laws