## Kilcona Park Dog Club Inc. 2016 Annual General Meeting Minutes

Topic	Kilcona Park Dog Club Annual General Meeting		
Date	November 28 <sup>th</sup> , 2016		
Time	1800		
Place	Henderson Public Library 1-1050 Henderson Hwy, Winnipeg, MB		
Chair Person	Donna Henry		
Secretary	Kathleen Kirkman		

#### **Order of Business**

#### Call To Order

Donna called the meeting to order at 1810

### **Introductions**

Donna introduced the 2015-2016 Board of Directors, former Vice President, Susan Argue; Treasurer Craig Handkamer; and former Co-chair of Maple Grove Park Dog Owners Association and founding member of WINDOG, Frank Machovec.

Refer to **Appendix D** for the 2015-2016 Volunteer Honour Roll

## **Adoption of the Agenda**

One addition: Amendments to KPDC's bylaws.

#### 2015 AGM Minutes

**Motion 1**: To adopt the minutes of the 2015 AGM minutes Moved by Kathleen Kirkman, seconded by Robyn Gibbons. Carried unanimously.

## **Annual Financial Report:**

Charlotte Elson reviewed the year-end financials the independent review. Refer to **Appendix A**.

Highlights - KPDC missed its 2015/16 revenue targets in fundraising and membership sales but made up some of the deficit by exceeding its sponsorship and merchandising targets. Expenses were also lower than anticipated because we did not hold two proposed fundraising activities.

Kendrick Bannish CPA conducted the review of KPDC's 2015/16 financials records.

Questions arising from the report:

- 1. What was the cost of the financial review? Charlotte responded that there was no charge for the service.
- 2. What the cause of the fund-raising deficit was this year? Charlotte responded that the Director of Fundraising resigned his position mid-term and this disrupted the planning and execution of the fund raising events.

**Motion 2:** To approve the Treasurer's report as presented.

Moved by Charlotte Elson, seconded by Craig Handkamer Carried unanimously.

## **KPDC Annual Report**

Donna Henry presented the Annual Report. Refer to **Appendix B**.

Questions arising from the report:

1. Are there any changes anticipated in the city administration? This question was related to the city administration's interference with the water features project. At the park level, there has been one change. Former Park Technician Karl Thordarson has replaced Jonina Ewart as Park Superintendent but this has no impact on the project since the Board is working with the City's Chief Operating Officer (COO) and the Manager of Parks and Open Space to move the project forward.

The East Kildonan-Transcona Community Committee Councillors – Wyatt, Browaty and Schreyer have been KPDC's best allies in trying to resolve outstanding issues with the City. Wyatt and Browaty have committed funding to the project. The next meeting between KPDC and the public service is on January 16, 2017.

2. Can the COO override Park's objections to the project? The COO is bringing both parties together to resolve outstanding issues.

Motion 3: To approve the Annual Report.

Moved by Donna Henry, seconded by Heather Bater. Carried unanimously.

## 2016/17 Goals and Objectives

Donna Henry presented the Board's proposed 2016-17 Goals and Objectives. Refer to **Appendix C**.

**Motion 3:** To approve the goals and objectives, subject to final approval by the incoming Board of Directors. Moved by Donna Henry; seconded by Angel Peterson.

## **Proposed By-law Amendments**

Donna Henry explained the rationale for the proposed amendments that the Board was recommending. Since the amendments had been sent to members for review 30 days prior to the AGM, in accordance with KPDC's by-laws, only Articles 3.14.2 and 11.2.1 were reviewed in detail.

**Motion 4:** To approve a sub-amendment to proposed Article 3.14. 2 which states one of the two reasons that the Board may suspend a member. The original amendment read "Acting or failing to act in a manner that is harmful to the Club". The sub-amendment reads "Acting or failing to act in a manner that is harmful to the Club or another Member."

Moved by Robyn Gibbons; seconded by Dave Neish. Carried unanimously.

Discussion of amendment to Article 11.2.1 to raise the Board expenditure limit. The limit had not been raised since it was set at \$500 in 2001. The time value of money means that today \$2000 has the same purchasing power that \$500 had at that time.

Jeff Henry stated that the limit needs to be increased because the Board needs to make purchases over the \$500 limit (i.e. each shipment of waste bags cost between \$1,600-\$1,700) and it's impractical to call a General Membership Meeting to approve each of these expenditures. One member objected to raising the limit, stating that it gave too much control to the Directors and by going back to the membership, the membership can ensure that the money being spent is in support of the projects. The consensus was that members need to trust the integrity of Board to manage the affairs of the club responsibly and act in its best interest.

**Motion 5:** Motion to accept the by-law amendments. Moved by Craig Handkamer, seconded by Jennifer Johnson. Carried.

### **Election of the New Board of Directors:**

Frank Machovec chaired the election of officers. All the below positions were filled by acclamation.

**President:** Donna Henry. Nominated by Susan Argue; seconded by Heather Bater **Vice- President**. Krystyn Larry. Nominated by Susan Argue; seconded by Jeff Henry **Secretary:** Kathleen Kirkman. Nominated by Robyn Gibbons; seconded by Heather Bater

Treasurer: Daria Zenchuk. Nominated by Donna Henry; seconded by Jeff Henry

**Director of Events:** Dave Neich. Nominated by Heather Bater; seconded by Angela Biyak **Director of Fundraising:** Heather Bater Nominated by Frank Machovec; seconded by Jennifer Johnson

**Director of Marketing:** Jeff Henry. Nominated by Heather Bater; seconded Jennifer Johnson

**Director of Membership:** Sheri Thomson. Nominated by Donna Henry; seconded by

Charlotte Elson

## Adjournment of the 2016 AGM

Meeting adjourned at 1945

# Appendix A

## KILCONA PARK DOG CLUB INC.

# NOVEMBER 28, 2016 AGM

## 2015-16 YEAR-END FINANCIAL REPORTING

Kilcon							
STATEM							
For the Year Ending October 31, 2016							
REVENUE	Budget	Actual	Variance				
Fundraising	18,625	9,491	-9,134				
Membership	4,450	1,940	-2,510				
Events	2,600	2,165	-435				
Sponsorship	4,100	4,410	310				
Project	2,891	5,786	2,895				
In Kind	2,690	2,590	-100				
Merchandise	-	677	677				
Grants	244	950	706				
Donations	600	411	-189				
Interest & Other	-	3,302	3,302				
Total Revenue	36,200	31,721	-4,478				
Total Nevellue	36,200	31,721	-4,476				
EXPENSES	Budget	Actual	Variance				
Fundraising	6,126	3,244	-2,882				
Membership	150	474	324				
Events	1,006	1,970	964				
Sponsorship	-	117	117				
In Kind Services or Gifts	-	1,770	1,770				
Projects	5,211	6,294	1,083				
Admin	3,578	3,949	371				
Park Stewardship	1,351	-	-1,351				
Advocacy	-	-	0				
Inventory	500	-	-500				
Floats		2,650	2,650				
Total Expense	17,922	20,468	2,546				
Excess of Revenue over Expenses	18,278	11,254	(7,024)				
Fund Balance, beginning of the year		\$ 32,647					
Fund Balance, end of the year		\$ 43,901					

	Kilcona Park Do	g Cl	ub Inc.		
	STATEMENT OF FINAL	VCIA	L POSITION		
As at October 31, 2016					
ASSETS		2016		2015	
	Current				
	Cash	\$	12,240.73	\$	10,027.45
	Grants Receivable		-		940.37
	Accounts Receivable		-		100.00
	Prepaid expenses		-		457.86
			12,240.73		11,525.68
	Long-term				
	Investments		27,390.00		20,000.00
	Accrued Interest on Investments		271.30		180.53
	Gift certficates		1,071.00		400.00
	Equipment		3,843.69		3,843.69
			32,575.99		24,424.22
			44,816.72		35,949.90
LIABILIT	IES				
	Current				
	Accounts payable		-		2,752.78
	Accrued Expenses Payable		-		550.00
	Unearned income		-		-
			-		3,302.78
FUND BALANCE			44,816.72		32,647.12
		\$	44,816.72	\$	35,949.90

## Appendix B

## KILCONA PARK DOG CLUB INC.

## **NOVEMBER 28, 2016 AGM**

#### 2015-16 ANNUAL REPORT

Kilcona Park Dog Club is an advocate for the community of people and dogs that use Kilcona's off-leash area. KPDC promotes responsible pet ownership and is recognized as the official park steward through the City of Winnipeg's Adopt-a-Park Program.

In 2016 your Board focussed its efforts on advocacy and park stewardship. The Board's top priority was fundraising for park improvements, particularly our major project - bringing clean, fresh drinking water into the off-leash area, and installing a dog rinse station and splash pad.

### **RESULTS ACHIEVED**

**PARK STEWARDSHIP GOAL** – To preserve, protect and improve Kilcona's off-leash area.

Park Stewardship Objective - To hold a spring and a fall park clean up. MET
 Results -

Park clean-ups were held in May and September.

This year the park clean-up was re-branded as the Kilcona Park Dog Club - Royal LePage Prime Park Clean-up in recognition of the company's contribution to off-leash area waste management through their sponsorship of waste bag dispensers and bags.

Park Stewardship Objective - To purchase and install new benches. MET
 Results -

Eight new benches were installed through a public/private funding arrangement between KPDC, Birchwood Ford and City Councillors Russ Wyatt, Jeff Browaty and Jason Schreyer.

Park Stewardship Objective - To continue testing the retention pond water.
 MODIFIED.

#### Results -

KPDC made a decision not to test the retention ponds in 2016. Testing in 2014 and 2015 revealed alarmingly high levels of E. coli and other bacteria that veterinarians

in Kilcona's catchment area have linked to gastro-intestinal, urinary tract and skin diseases in dogs. This year they added eye diseases to the list. The Board considered testing an unnecessary expense since there is virtually no possibility that bacterial levels in stagnant ponds would have dropped to a safe level over the past year.

- Park Stewardship Objective To move forward on implementing the water features project.
  - Park Stewardship Sub-objective To complete the water features project feasibility study in cooperation with the University of Winnipeg. MET
  - Park Stewardship Sub-objective To discuss a lease agreement with the City for land for the water features. MET AND MODIFIED
  - Park Stewardship sub-objective To continue to consult with other groups that have an interest in connecting to the City's water supply. MET

#### Results -

This year the Director of Marketing and Communications, a certified professional project manager, coordinated the last phase of the water feature project feasibility study, exploring the option of using the picnic shelter well as a source of potable water for a drinking fountain and refining the budget.

KPDC's consultants verified that the park picnic shelter well is a suitable source, with sufficient flow to operate a drinking fountain and dog rinse station. The news was very encouraging. Using water from the picnic shelter will cost a fraction of the club's original proposal to run a water line under Lagimodiere to connect the park to the municipal water main - \$40,000 vs \$250,000.

I am pleased to announce that KPDC has reached its goal for phase 1 of the project. The club has raised over \$50,000 in confirmed and committed funds to bring clean, fresh drinking water into the off-leash area. We are ready to install a water line, a water filtration system, electricity, a drinking fountain donated by Birchwood Ford and a dog rinse station with heated water.

But before we get to that point, we need to work through more of the bureaucratic red tape that has plagued the project from the start. It is no secret that the City administration has obstructed, stalled, and stonewalled every step of the way - on the club's application for a lease or management agreement, the location of the facilities, and sponsor recognition. The administration also tried to off-load municipal responsibilities like policing and security, mowing, and snow and garbage removal onto the club and our volunteers.

With the project tangled in bureaucratic red tape, the Board appealed to the East Kildonan-Transcona Committee in April and to City Council's Standing Policy Committee on Protection, Community Services and Parks in May, June and July to lobby for support in resolving outstanding issues so construction could begin next summer.

In July the Standing Policy Committee on Protection, Community Services and Parks directed the administration to work with the Board to get the drinking fountain installed in 2017, subject to the approval of the provincial Office of Drinking Water.

The administration immediately saw a loophole in the Committee's directive. Since the City never intended the picnic shelter well to be a source of drinking water they did not tested or treated the water. Without testing and treating, water cannot be deemed "potable".

In the weeks that followed, the City contacted the Office of Drinking Water and had "do not drink" signs installed on the doors of the picnic shelter washrooms, effectively cutting off our only source of water for the project.

The City's attempt to stop the project by delivering a message that the only source of water is unsafe was obvious. Last week we appeared again before the East Kildonan-Transcona Committee (Councillors Jeff Browaty, Russ Wyatt and Jason Schreyer). We protested the action and requested that the City apply for a potable water license for the picnic shelter, that it provide funds in the 2017 operating budget to test and treat the water on an ongoing basis, and that it maintain the drinking fountain and rinse station waste water systems.

With the help of club members and area residents, we had the facts we needed to back up our objections.

We informed the committee that the well began operating in 1988. In our recent survey of over 800 park visitors, KPDC found many long-time users. 25% reported visiting Kilcona for over 10 years – 6% for over 20.

100% of survey respondents reported that "do not drink" signs had never been posted in the picnic shelter— until this summer. The survey results also confirm that, in the absence of any "do not drink" signs, people and dogs have been drinking picnic shelter well water for decades. 100% reported never having suffered any ill effects.

In 2015 and 2016, as part of KPDC's ongoing testing of Kilcona Park retention pond water, ALS Environmental analysed the picnic shelter well water. All the samples passed Health Canada's stringent Canadian Drinking Water Standards for E. coli and other bacteria.

Because Kilcona is located on the old Springfield Dump, ALS also tested for the most common contaminants found in decommissioned landfills - hydrocarbons, heavy metals and trace elements. Again all samples passed. The only elevated reading was for iron, which gives the water an unpleasant smell and taste but is not harmful to human health.

There are some encouraging signs. The City has agreed to start testing the water and the Councillors have committed funding to the project. We will meet with the administration in January to try and resolve outstanding issues.

KPDC has asked the City to work with the Province to expedite the licensing process just as they are doing with Harbourview, which has also been operating for the past three decades without a potable water license.

There is a trade-off to using the picnic shelter well. It does not have the flow required to operate a splash pad. Our only options are to wait until the City connects Kilcona to the municipal water supply or to continue raising funds to do it ourselves. We have discussed the possibility of cost-sharing with Kilcona Park Alliance Church, local developers and area residents.

**ADVOCACY GOAL –** To advocate for the community of people and dogs that use Kilcona's off-leash area.

Advocacy Objective - To lobby for a small expansion to the off-leash area.
 NOT MET

#### Results -

The Board spent an inordinate amount of time and effort trying to resolve outstanding issues with the City regarding the water features project. The Board did not have the resources to begin negotiating an expansion to the off-leash area.

• Advocacy Objective - To continue consulting with the City on matters pertaining to Kilcona Dog Park, especially repairs to trails and the off-leash play area. **MET** 

#### Results -

KPDC made several site visits with the Park Foreman to examine erosion on the trails and in the play area. We requested wood chips be spread on muddy sections of the trails and that the off-leash play area and the low spot by the bulletin board be resurfaced. Parks will fill in the low spot but it won't happen until next year. Because of budget cutbacks they've lost two of their seasonal staff and they've taken over the work in several other parks.

There is no easy solution for resurfacing the play area. The erosion has been caused by overuse. The jury is out on the best surfacing materials for dog parks. Choices are made on a site-specific basis. The most common materials are grass, mulch such as decomposed granite, wood chips, pea gravel, and artificial turf.

Grass is the norm in large parks like Kilcona. It may seem the obvious choice because it keeps the ground cool and is gentle on paws, but it may not be the most practical. As we've seen, heavy foot traffic, dog urine and feces kill some types of grass, as do certain maintenance practices like over-mowing and clearing snow with the plough blade set too low.

Some grasses are better suited to dog parks than others. Tall fescue and perennial ryegrass are good choices. They grow low, fill in fast, recover quickly, and tolerate a bit of foot traffic. They also resist urine damage, which is more harmful than feces.

Some of our members have suggested the play area be re-surfaced with crushed limestone or woodchips. The advantage to crushed rock is that upkeep is minimal. Dog park experts warn that crushed rock needs to be shaded, otherwise it can burn paws on hot days. There is also a risk that sharp stones may get trapped between paw pads causing pain and injury.

Wood chips are a poor choice for a park with a heavy clay base because hold moisture, erode quickly and need to be topped up frequently. They can also harbor fleas and give dogs splinters.

Parks and Open Space is looking at options. They have advised us that if the play area is re-seeded with grass or sodded, it will have to be fenced in and closed for at least a year to allow the grass to establish a strong root system. Going forward the City will have to close the play area on a regular basis to allow the grass to recover.

In the short term, the dense mat of wild ground cover that has colonized the entire play area is highly resistant to foot traffic and urine. The downside is that it's an annual plant that dies off each fall, leaving a patch of bare earth that quickly turns into a sea of mud when it rains.

 Advocacy Objective - To participate as required in the Winnipeg Network of Dog Owner Groups (WINDOG). MET

#### Results -

WINDOG is an advocacy/lobby coalition of Winnipeg off-leash area stewardship groups. Currently its members are Kilcona, Maple Grove and Little Mountain dog park clubs. WINDOG KPDC's President and Director of Marketing represent KPDC on WINDOG'S Board of Directors as President and Director of Communications. KPDC hosts and maintains the coalition's website at no cost to our own club.

 Advocacy Objective - To participate through WINDOG, as a stakeholder, in the development the City's comprehensive off-leash area management plan. NOT MET WITH JUSTIFICATION

## Explanation –

The City has not begun the planning process.

**RESPONSIBLE PET OWNERSHIP EDUCATION GOAL –** To promote responsible pet ownership.

Responsible Pet Ownership Education Objective – To evaluate the effectiveness
of the waste bag dispenser/"Poop Fairy" signage pilot project. MET
Results –

This month the Board surveyed members, asking for feedback on the effectiveness of the waste bag pilot project. The results were interesting.

- 85% of respondents reported they pick up after their dogs all the time, 14% pick up most of the time, only 1% reported picking up sometimes.
- 18% of respondents reported picking up more often because of the convenience of the bags.
- 57% of respondents believe that the light-hearted Poop Fairy signs were effective in encouraging people to pick up after their dogs.
- o 85% of respondents still bring their own bags, relying on the dispensers only in an emergency. The Board salutes these responsible dog owners. Each bag costs 6 cents and while that may not seem like a lot, Royal LePage Prime has donated 58,000 bags to the park this year. At 6 cents a bag, the math on that donation - \$3500.
- 71% of respondents perceive that people are doing a better job of picking up after their dogs.
- o 80% perceive the park as being somewhat or much cleaner.

KPDC will publish a report on Kilcona Park waste bag dispenser pilot project in 2017.

• Responsible Pet Ownership Education Objective – To distribute Pet-iquette brochures to veterinarians, shelters and rescues. **MET** 

#### Results -

KPDC distributed the guide to off-leash dog park health, safety and behavior to new dog owners and first time dog park visitors through animal hospitals, shelters and rescues.

MARKETING GOAL – To enhance awareness of Kilcona Park Dog Club and to generate benefits for members through the Corporate Sponsorship Program.

• Marketing Objective - To develop the 2016-20 five year marketing plan. MET

 Marketing Objective - To maintain the Corporate Sponsorship Program at its current level. MET

#### Results -

25 Corporate Sponsors provide valuable financial support to KPDC through annual membership fees. They offer benefits to KPDC members.

In 2016 Canvasback Pet Supplies, Precious Pet Cremation, Santana Kennels, and Pet Secure Pet Health Insurance were recruited as corporate sponsors.

Pet Valu Reenders and Rivergrove were dropped as corporate sponsors because the stores stopped providing discounts to members and they stopped selling KPDC memberships.

 Marketing Objective - To enable an online payment system to accept donations for park improvements. MET

#### Results -

KPDC and PayPal have resolved technical problems. Marketing is working with the company and our banking institution to enable the system the system to accept donations.

 Marketing Objective - To maintain and provide content for KPDC's website and Facebook page. MET

**MEMBERSHIP GOAL** – To build a strong membership base to maximize KPDC's effectiveness as an advocacy/lobby organization.

Membership Objective - To increase membership from 450 to 550. NOT MET
 Results -

In 2016 KPDC failed to achieve its goal of continuing to grow the membership and suffered a net loss of 130 members.

Pet Valu's sudden announcement to stop selling KPDC memberships in October had a negligible impact on KPDC's membership sales. The damage was done long before the announcement was made.

In May 2011 Pet Valu Reenders became a KPDC Corporate Sponsor. In return for Sponsorship Program benefits, Pet Valu agreed to produce, print and sell KPDC membership cards and maintain membership sales records.

Over the next four years the convenience of "one stop shopping" ensured a steady growth in KPDC's membership. By 2014/15 almost half the memberships were being sold at Pet Valu.

The pattern of incremental growth came to a halt when Pet Valu introduced its own proprietary rewards program. Store employees soon stopped promoting KPDC

membership and membership sales. Pet Valu began advising customers on an individual basis that the store no longer sold memberships. In the 18 months leading up to Pet Valu's formal announcement in October, the number of KPDC memberships sold at the Pet Valu stores plummeted.

In spite of four years of steady growth in Pet Valu's sales of memberships, the majority of memberships continued to be sold at the dog park until this year. KPDC's Director of Membership made a decision not to hold membership drives at Kilcona this year. In retrospect, this was a critical error; there was no other way to make up for the drop in sales at Pet Valu.

Going forward, KPDC will hold regular membership drives at Kilcona Park. And for convenience, other retailers are being approached to sell memberships. The Board, PayPal and our banking institution will also explore the feasibility of processing membership applications online.

**EVENTS GOALS** - To host enjoyable family and dog-friendly events, create awareness of the club, attract new members, provide venues for sponsors to interact with members, and raise money for park improvements.

- Events Objective To host Winnipeg Dog Fest. MET
- Events Objective To assist Kilcona Park Alliance Church to host "Breakfast at the Dog Park". MODIFIED

## Explanation -

The church did not host the breakfast this year. They tried a new initiative, "a winter "Coffee in the Park". KPDC helped the church get a park permit and promote the event.

Events Objective - To host a late summer corn roast at the park. MET

**FUNDRAISING GOAL** - To raise money for special park improvement projects.

Fundraising Objective –To continue to fundraise for the water features project.
 MET

#### Results -

In 2016 the Board's top priority was fundraising to bring potable water into the offleash area, and install a dog rinse station and splash pad. Our ambitious fundraising goals were temporarily derailed by the sudden resignation of the Director of Fundraising, which coincided with the June launch of the 2016 "Make a Splash" raffle.

Fortunately, KPDC's Director of Events, Heather Bater, a seasoned fundraiser, was able to very capably step into the Fundraising portfolio and pull a potential disaster out of the fire.

Heather exceeded everyone's expectations, generating more revenue from raffle ticket sales than from any other KPDC fundraiser. With the goal of raising \$10,000, she sought out new venues, setting up and selling raffle tickets several times a week at Bird's Hill Sobeys, McIvor Mall, Pet Valu and the dog park. She spent her weekends at the Canvasback Adoption Fair, the Chief Peguis craft and bake sale, and the Winnipeg Pet Show. When she wasn't selling raffle tickets, she was dreaming up special sales promotions and new fundraising opportunities, earning the admiration and respect of her fellow Directors and the affectionate nickname, "the Energizer Bunny".

The Board acknowledges and thanks Tyler White for her generosity in providing copies of her delightful book "Tucker's Tips on Living with People: From One Dog to Another". Tyler is donating all of the revenue from book sales to the club for the water features project.

We thank Directors Kathleen Kirkman, Charlotte Elson and Heather Bater for supporting the club's water feature fundraising efforts by baking, packaging and selling "Happy Dog" natural dog treats at club events and the Chief Peguis craft fair.

**KPDC MANAGEMENT AND ADMINISTRATION GOAL** – To ensure the Board fulfills its legal obligations to represents the best interests of KPDC and direct the affairs of the club.

 Management and Administration Objective - To ensure Directors understand the role of the Board and their corporate and individual responsibilities by participating in Board Development Training. MET

## Results -

The Board attended two Volunteer Manitoba workshops – "Roles and Responsibilities of the Board" and "Financial Responsibilities of the Board".

 Management and Administration Objective - To develop comprehensive financial and administrative policy and procedures manuals. PARTIALLY MET

#### Results -

Work has begun on the administration manual. Both manuals will be completed in 2017.

- Management and Administration Objective To minimize risk to the club by purchasing Directors liability insurance. MET
- Management and Administration Objective To develop operations manuals for all portfolios. NOT MET

#### Results -

Only the Membership operations manual, which was developed in 2015 is complete.

 Management and Administration Objective - To establish Events, Membership and Fundraising committees to assist the Directors carry out the activities of these portfolios. NOT MET

## Results -

The Board recently reviewed the need to establish standing committees. We concluded that the Directors of Marketing, Membership and Fundraising need active committees to help manage the ongoing workload of each portfolio.

The Director of Events does not need a standing committee because the workload is intermittent – 2 Dog Fests and 2 park clean-ups. The Director relies heavily on a pool of active volunteers rather than a committee to help with these events.

## Appendix C

## KILCONA PARK DOG CLUB INC.

## **NOVEMBER 28, 2016 AGM**

#### 2016-17 APPROVED GOALS AND OBJECTIVES

## **KPDC CORE MANDATE - Advocacy**

- To petition the EKT Community Committee for a small expansion to the off-leash area. (Lead President)
- To continue consulting with City officials on matters pertaining to Kilcona Dog Park, in particular implementation of the next phase of the water features project, a land management agreement, sponsorship issues, and repairs to the off-leash play area. (Lead – President)
- To participate as required in the Winnipeg Network of Dog Owner Groups (WINDOG). (Leads President and Director of Marketing and Communication)
- To participate through WINDOG, as a stakeholder, in the development the City's comprehensive off-leash area management plan. (Leads – President and Director of Marketing and Communication)

## **KPDC CORE MANDATE - Park Stewardship**

- To hold a spring and a fall park clean up. (Lead Director of Events)
- To install a water line, electrical service, well water filtration system, drinking fountain and rinse station. (Lead - Director of Marketing and Communication as Project Manager)
- To continue to consult with other groups that have an interest in connecting to the municipal water supply that will be required to operate a dog splash pad. (Lead – President)

## **KPDC CORE MANDATE - Responsible Pet Ownership Education**

- To distribute Pet-iquette brochures to veterinarians, shelters and rescues. (Lead

   President)
- To publish the results of the waste bag dispenser/"Poop Fairy" signage pilot project. (Lead – President)
- To continue to promote use of the waste bag dispenser/"Poop Fairy" signage pilot project. (All Directors)

## **Marketing and Communication**

- To implement the 2016-20 five year marketing plan. (Lead Director of Marketing and Communication)
- To maintain the Corporate Sponsorship Program at its current level. (Lead -Director of Marketing and Communication)
- To maintain KPDC's website and Facebook page. (Lead Director of Marketing and Communication)
- To enable an online payment system to accept donations for park improvements. (Lead Director of Marketing and Communication)
- To provide content for KPDC's website and Facebook page. (Lead President)
- To recruit new members to the Marketing Committee to assist the Director to carry out the activities of the portfolio. (Lead Director of Membership)
- To deliver "Marketing for Directors" training and communication systems workshops, as required, to the Board. (Lead - Director of Marketing)

## Membership

- To increase membership to 550. (Lead Director of Membership)
   Annual membership promotion and sales plan to be determined by the Director of Membership and approved by the Board of Directors.
- To establish public points of sale for memberships, including retail outlets and Kilcona Dog Park. (Lead – Director of Membership)
- To establish a Membership Committee to assist the Director to carry out the activities of the portfolio. (Lead – Director of Membership)
- To promote KPDC membership. (All Directors)

## **Fundraising**

- To continue to fundraise for the water features project. (Lead Director of Fundraising)
  - Fundraising goals and activities to be determined by the Director of Fundraising and approved by the Board of Directors.
- To establish a Fundraising Committee to assist the Director to carry out the activities of the portfolio.

#### **Events**

- To host Winnipeg Dog Fest. (Lead Director of Events)
- To host Winnipeg Dog Fest Corn Roast. (Lead Director of Events)
- To assist Kilcona Park Alliance Church to host "Breakfast at the Dog Park". (Lead

   Director of Events)

## **KPDC Management and Administration**

- To deliver Board Development Training, specifically "Roles and Responsibilities
  of the Board" and "Board Financial Management" to ensure Directors understand
  their corporate and individual responsibilities. (Leads President and Treasurer)
- To develop an administration policy and procedures manual. (Lead President)
- To develop a financial policy and procedures manual. (Lead –Treasurer)
- To set up an electronic file-sharing system complete. (Lead –Director of Marketing and Communication)
- To develop an electronic file-sharing policy and procedures manual. (Lead Treasurer)
- To develop operations manuals for all portfolios. (Leads each Director responsible for own portfolio)
- To establish Events, Membership and Fundraising committees to assist the.
   (Leads Directors of Events, Membership and Fundraising)
- To update the history of Kilcona Park Dog Club. (Lead Secretary)

## Appendix D

## KILCONA PARK DOG CLUB INC.

## **NOVEMBER 28, 2016 AGM**

#### 2015-16 OUTSTANDING KPDC VOLUNTEERS

Kilcona Park Dog Club owes much of its success to over 50 outstanding volunteers who donated their time, talents and skills over the past year to make Kilcona Dog Park a special place. Many of the volunteers we are honouring donate their service to the club year after year (\*\*) and have served in several different capacities.

The Board recognizes the following members. Please know that we genuinely appreciate and value your commitment of time to volunteering with KPDC and for this we thank you.

**Alan Noakes** – Winnipeg Dog Fest grill master

**Angie Carriere** (\*\*) – membership promotion and sales, fundraising

Angie Zalondek –Kilcona Park lost and found and bag dispenser construction projects

**Ann Gay** – Kilcona Park lost and found and bag dispenser construction projects

**Beth Proven** (\*\*) – Winnipeg Dog Fest food services

**Bob Christie** – Kilcona Park lost and found and bag dispenser construction projects

Bill Krestanowich – events set-up

Caitlin Doucette – Kilcona Park water quality testing

**Charlene Biebrich** – fundraising

**Chris Darazi** - fundraising

**Corrie Sh**ore – fundraising

**Cory Nohlgren** (\*\*) – Pawcasso's Studio management (fundraising)

**Craig Handkamer** (\*\*) – Winnipeg Dog Fest grill master

Curtis Fazackerley – events venue set-up, Winnipeg Dog Fest food sales, fundraising

**Dave Warkentin** – event hospitality

Don Taylor - fundraising

**Doreen Balonyk** - fundraising

**Emogene Polk** – event hospitality

Frank Machovec (\*\*) – Chair – 2016 AGM Election of Officers

**Gail Warywoda** (\*\*) – Winnipeg Dog Fest grill master, fundraising, membership sales

Gary Zurba - fundraising

**Daria Zenchuk** – membership promotion

**Dave McColl** – events venue set-up, event hospitality

Dave Warketin – event hospitality

Diane Havens – Winnipeg Dog Fest food sales

**Irene Warkentin** – event hospitality

Jai Reid – events venue set-up and hospitality

Jennifer Johnson - fundraising

Joanne Koseluk – fundraising

John Williams – event venue set-up

Juana Schock - fundraising

Ken Kalturnyk - fundraising

**Keri Therrien** – Winnipeg Dog Fest grill master

**Linda Christian** - fundraising

**Lucie Brisbois** – Pawcasso's Studio management (fundraising)

**Mary Franklin** (\*\*)– Winnipeg Dog Fest grill master and food services

**Mel Polk** – event hospitality

**Michelle Champagne**(\*\*) – Winnipeg Dog Fest food services, Pawcasso's Studio management and fundraising

Nichole Doherty – fundraising

Pam Brownstone - fundraising

Phil Werbiski (\*\*) – event venue set-up

Pia Marshall - fundraising

Randean Kopytko – membership promotion

**Robyn Maharaj** (\*\*) – Winnipeg Dog Fest food services, fundraising, membership promotion, website content

Sasha Emric (\*\*) – Winnipeg Dog Fest grill master, event venue set-up

**Sheri Thompson** – membership sales

**Sue Husband** – Winnipeg Dog Fest food sales

**Susan Argue** (\*\*) – membership sales, fundraising

**Teresa Kuzyk** – Winnipeg Dog Fest food sales, membership promotion

**Tyler White** – events hospitality, fundraising

Victor Andres (\*\*) – Winnipeg Dog Fest grill master, food services