

**Kilcona Park Dog Club Inc.  
2014 Annual General Meeting  
Minutes**

<b>Topic</b>	Kilcona Park Dog Club Annual General Meeting
<b>Date</b>	November 24 <sup>th</sup> , 2014
<b>Time</b>	1800
<b>Location</b>	Henderson Public Library 1-1050 Henderson Hwy, Winnipeg, MB
<b>Chairperson</b>	Donna Henry
<b>Secretary</b>	Kathleen Kirkman

**Order of Business**

<p><b>Call to Order</b></p> <p>Donna Henry called the meeting to order at 1810.</p>
<p><b>Introductions</b></p> <p>This was KPDC's 6th AGM. The President, Donna Henry introduced former Directors and recognized Wayne L'Esperance who originated the club in 2003, and petitioned the city to install a map, trail signage, and parking lot lights. He also built furnishing for the dog park.</p> <p>JoAnn Storey - former Director of Memberships.          Craig Handkamer - former Treasurer.          Susan Argue - former Vice President          Volunteers: Sasha Emric, Corrie Shore, Al Bartlett, Angie Carriere, Angel Peterson, Angela Biyak, Kathy Pahkala</p> <p><b>Refer to Appendix E</b> for a complete list of 2014 KPDC volunteers.</p>

### **Adoption of Agenda**

The agenda was adopted as circulated.

### **Adoption of the AGM Minutes of 2013**

**Motion 1.** To adopt the minutes of the 2013 AGM. Moved by Kathleen Kirkman, seconded by Susan Argue. Carried unanimously.

### **Treasurer's Annual Report:**

Discussed the Auditor's Report and relayed that the report found no irregularities and our records were suitable.

**Refer to Appendix A** for the Statement of Financial Position – October 31, 2014

**Refer to Appendix B** for the Auditor's Report.

**Motion 2.** To approve the Treasurer's 2014 Report. Moved by Ted Norrington, seconded by Bruce Cunningham. Carried unanimously.

### **President's Annual Report:**

**Refer to Appendix C.**

**Discussion:** A member asked about the insurance coverage in the park. Donna responded that under the Adopt-A- Park Program, volunteers are covered under the city's liability insurance for park stewardship events like park clean-ups, spreading wood chips on trails and planting trees. For fundraising events like Dog Fest, we are not covered under the Adopt-A-Park Program so we purchase a park permit, which provides one million dollars worth of insurance for volunteers and participants. Since the money the club raises at these events is used for park improvements, the EKT Community Committee reimburses the cost of the permit through a Per Capita grant.

A member asked if the contaminated retention ponds can be cleaned up. Donna responded that the retention ponds are designed to retain the pollutants. Water that flows into Kilcona contains run off from the farmland and city streets. It may also contain contaminants from

the former landfill. These pond can't be cleaned by aeration etc. Training dogs not to run in the water and proper warning signage are the best ways to protect our dogs.

A member mentioned that she has found exposed garbage from the dump site poking through the surface and expressed concerns about the hazards this poses to the dogs. She questioned whether this was due to the fact that the City brought in extra fill and dumped it on top of the hill, disturbing the surface. Donna mentioned that the fill was brought in to correct the shape of the hill and allow water run down the slope instead of pooling in depressions. The city started reshaping the landfill in 2013. Unfortunately, the distribution of this soil is taking a lot of time. The situation may get worse before it gets better.

A member asked what could be done about dog fights in the park. Donna mentioned that a protocol has been worked out with Winnipeg Animal Services. One should get the license plate of the individual and call 311, relaying the information. Animal Services responds to all complaints and has the jurisdiction to go to the home of the offender and take appropriate action. We as a club have no enforcement capabilities. We do post to the website information on these issues. Corrie Shore mentioned that people need to be able to read their dogs and know the difference between an aggressive dog attack versus dogs ironing out their differences and know how people's emotions affect their dogs response etc. Donna mentioned that certified trainer, Sammy Marunchak, of "Smart Dogs" – a KPDC Platinum Sponsor, would be a good resource for understanding dogs' behaviors and also for learning how to keep dogs out of the retention ponds. She is a cooperate sponsor and provides member discounts for her services.

**Motion 3:** Approval of the President's Annual Report. Moved by Donna Henry, seconded by Corrie Shore. Carried unanimously.

## **2015 Goals and Objectives**

**Refer to Appendix D.**

**Discussion:** In response to the goals, one member was concerned that her small dogs are at risk of being injured by larger dogs so she doesn't bring them to Kilcona anymore. She would like to have a small dog/puppy enclosure or one day a week when these individuals could bring small dogs and bigger dogs would not be allowed. Donna responded that the club has no jurisdiction over the kinds and size of dogs that come to the park and that the Board has asked the City to re-purpose the baseball diamond as an enclosure. This member was referred to Maple Grove Co-Chair Frank Machovec about their enclosure for small dogs.

**Motion 4:** Approval of the goals and objectives of 2015. Moved by Angel Peterson, seconded by Ted Norrington. Carried unanimously.

## **Election of the New Board**

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

**President:** Donna Henry. Nominated by Frank Machovec; seconded by Kathy Pahkala

**Vice President:** Randeon Kopytko. Nominated by Donna Henry; seconded by Al Bartlett

**Secretary:** Kathleen Kirkman. Nominated by Susan Argue; seconded by Bruce Cunningham.

**Treasurer:** Daria Zenchuk. Nominated by Ross Metz; seconded by JoAnn Storie.

**Director of Marketing and Communication:** Jeff Henry. Nominated by JoAnn Storie; seconded by Al Bartlett.

**Director of Membership:** Corrie Shore. Nominated by Craig Handkamer; seconded by Bruce Cunningham.

**Director of Events:** Sasha Emric. Nominated by Jeff Henry; seconded by Angela Biyak.

**Director of Fundraising:** no nominations and position remains vacant.

The Oath of Office and the swearing in of the 2014-2015 Board of Directors deferred until first Board meeting.

## **Splash Pad Presentation**

**See Appendix D**

AGM meeting adjourned at 2035.

## **Special General Membership Meeting- Funding Volunteer Board Training**

**Motion 5:** To approve the expenditure of up to \$1500 for volunteer board training. Moved by Donna Henry, seconded by Craig Handkamer. Carried unanimously.

**Discussion.** One member asked what is purpose of the board training? And given that it is 10% of what we need to fund raise for next year, is this not a substantial amount of money? Donna responded that the session would focus on the role of a Board of Directors, our corporate and individual responsibilities, what is meant by our fiduciary responsibility, our

legal responsibilities in terms of how we run the organization. Also, how to develop operation manuals which could be passed onto future Directors .She also mentioned that Boards that have this type of training have a better chance of being successful and having longevity.

One member mentioned that the Volunteer Centre may have materials that could be used for board training. Donna said yes they do and this could be helpful. Donna also suggested a tailored board training session, specific to our club needs is more beneficial than mixed board training. We would also have Maple Grove, WINDOG and possibly Little Mountain Park clubs join us in this training.

One member suggested we try it and see if it works. If it does we could hold training in future years.

**Meeting adjourned at 2045.**

**APPENDIX A**

**KILCONA PARK DOG CLUB INC.  
NOVEMBER 24, 2014 ANNUAL GENERAL MEETING**

**KILCONA PARK DOG CLUB INC.  
STATEMENT OF FINANCIAL POSITION  
AS AT OCTOBER 31 , 2014**

	<u>2014</u>	<u>2013</u>
<b>Current</b>		
Cash and cash equivalents	\$ 16,723	\$ 9,719
Accounts receivable	-	400
Accrued interest	71	-
Prepaid expenses	573	-
Gift certificates	725	-
	<u>18,092</u>	<u>10,119</u>
<b>Non-Current</b>		
Supplies	4,372	2,549
	<u>                    </u>	<u>                    </u>
<b>TOTAL ASSETS</b>	<u>\$ 22,464</u>	<u>\$ 12,668</u>
 <b>LIABILITIES</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	-	\$ 108
Unearned income	650	-
	<u>650</u>	<u>108</u>
 <b>ACCUMULATED SURPLUS</b>	 21,814	 12,560
	<u>                    </u>	<u>                    </u>
<b>TOTAL LIABILITIES AND ACCUMULATED SURPLUS</b>	<u>\$ 22,464</u>	<u>\$ 12,668</u>

**APPENDIX B**  
**KILCONA PARK DOG CLUB INC.**  
**NOVEMBER 24, 2014 ANNUAL GENERAL MEETING**  
**AUDITOR'S REPORT**

Board of Directors,  
Kilcona Park Dog Club Inc.  
Winnipeg, Manitoba

November 18, 2014


Please find attached the Statement of Financial Position as at October 31, 2014 and the Statement of Operations for the year ended October 31, 2014. I did not review the comparative amounts for 2013 that are included in these financial statements.

I have reviewed the financial statements amounts for 2014 and the accounting records from which they were prepared. My work consisted of the following:

- The bank deposit slips were agreed to the bank statement and to the accounting records.
- The cheques written were also agreed to the bank statement and to the accounting records.
- The bank statement balance at October 31, 2014 was agreed to the accounting records and to the Statement of Financial Position.
- The bank reconciliation at October 31, 2014 was reviewed and no irregularities were noted.
- The invoices in support of the cheques written were reviewed on a test basis.
- The other assets and liabilities on the Statement of Financial Position were reviewed and agreed to the supporting schedules provided by the Treasurer.
- All revenue and expense accounts were reviewed for reasonableness.

The accounting records and supporting documentation are being maintained in suitable manner to enable the preparation of the attached financial statements.

Yours truly,



David E. Hammerback CA

**APPENDIX C**  
**KILCONA PARK DOG CLUB INC.**  
**NOVEMBER 24, 2014 ANNUAL GENERAL MEETING**  
**PRESIDENT'S REPORT**

In 2014 Kilcona Park Dog Club's Board built on its significant 2013 achievements. The Board moved forward aggressively on a project members approved at last year's AGM - bringing clean, fresh drinking water into the off-leash area, and installing a dog rinse station and splash pad. The Board coordinated a water feature project feasibility study, met with the City to present the report and received very encouraging feedback. The Board increased its water feature fundraising efforts.

The Board also funded an analysis of Kilcona's retention pond water. ALS Environment's report was instrumental in persuading the City to improve water quality warning signage in the off-leash area.

The club also funded the installation of eight park benches along the trails and four accessible picnic tables.

### **Advocacy**

#### **Goal**

- To consult with North Kildonan Councillor, Jeff Browaty, Winnipeg Animal Services Agency and Parks and Open Spaces on matters pertaining to Kilcona.

Results – EXCEEDED

- The President presented KPDC's proposed water features project to a meeting of the EKT Community Committee (Councillors Browaty - NK, Wyatt – Transcona, and Steen - EK) and the Director of Marketing present the results of the project feasibility study to a meeting of Parks and Open Spaces, and Water and Waste administrators and North Kildonan City Councillor Jeff Browaty.

The City has approved the project in principle and Councillor Browaty has offered to match the funding that the club raises. We will be meeting again in the new year to discuss a lease agreement for land for the dog wash station and splash pad.

- KPDC lobbied for an amendment to Kilcona's new master plan which excluded the pond trails from the off-leash area. The result was that City Council voted to approve the amendment and Kilcona's pond trails are designated "seasonally off-leash".
- The Board consulted with Parks and Open Space, and Animal Services regarding the club's proposal to install waste bag dispensers and "Poop Fairy" signage in the off-leash area. The result of these consultations is that the club and the City will move forward with the project. The club will purchase dispensers and bags; park



employees will replenish the dispensers when they take out the garbage. Studies show pick-up compliance increases by 95% when dispensers are installed.

- The Board continued to raise awareness of the political power of Winnipeg dog owners by promote KPDC's "I own a dog AND I vote" campaign to elect a dog-friendly Mayor and Council.

### **Goal**

- To persuade the City to improve water quality signage at Kilcona.

### **Results - MET**

- After receiving many reports about sick dogs from dog owners and veterinarians, the Board funded an analysis of Kilcona's retention pond water. ALS Environmental lab found alarming levels and E. coli, linked to gastrointestinal, urinary tract and skin disease. The ALS report persuaded the City to improve the water quality warning signage in the off-leash area.

### **Goal**

- To participate in a coalition of Winnipeg dog park organizations in order to have a stronger voice and a greater ability to advocate for dogs and dog owners than the individual clubs currently have.

### **Results – EXCEEDED**

- The Winnipeg Network of Dog Owner Groups, or WINDOG, was incorporated and held its first AGM in May. Founding members were Maple Grove, Little Mountain and Kilcona dog park clubs.

WINDOG is an advocacy organization that is working for high quality off-leash dog parks. The clubs have greater influence because we are working together to persuade elected officials to establish sound off-leash legislation, policies, and management practices and principles. WINDOG, like its member organizations advocates responsible pet ownership.

The organization mounted an online campaign to elect a dog-friendly Mayor and Council. WINDOG surveyed 54 candidates regarding their vision for Winnipeg dog parks, posted their responses on WINDOG's website, and identified dog-friendly candidates.

Eight of the sixteen members of City Council are "dog friendly", who have publicly endorsed WINDOG's 3-tiered model for Winnipeg's off-leash areas. Mayor Brian Bowman was particularly responsive, promising a new, fully fenced off-leash park at The Forks. The EKT Councillors have asked Parks and Open Space to identify parcels of land in North and East Kildonan, and Transcona that can be re-purposed as small, neighbourhood dog parks.

As Vice President of WINDOG, I spent a lot of time at City Hall last spring. I made presentations to several City Council committees regarding the management of

Winnipeg's dog parks. As a result, City Council will fund the development of a comprehensive management plan for the City's off-leash areas.

## **Park Stewardship**

### **Goal**

- To begin phase one of the water feature project.

Results – EXCEEDED

- Through a partnership with the University of Winnipeg, the Board was able to conduct a comprehensive feasibility study at no cost to the club. The project received approval in principle from the City and the Board continued fundraising.

### **Goal**

- To install eight park benches in the off-leash area.

Results – MET

- KPDC funded the installation of four accessible picnic tables and eight park benches.

### **Goal**

- To hold a spring and fall park clean-up.

Results – MET

- Turnout for the spring clean-up was very good. To encourage participation the Board continued the practice, begun in 2013, of providing food on site. It was a cool spring and food trucks were not yet operating when the spring clean-up was held. For the fall clean-up, the Board contracted with street vendor, *Sis and Me*.

In spite of the added attraction, there were fewer volunteers in fall than in the previous year. The event may have been victims of exceptionally fine weather that saw many people heading to the lake that weekend.

## **Other Stewardship Initiatives**

### **Goal**

- To promote recycling at Kilcona.

Results – MET

- The club used its new recycling bins at all of its events, diverting approximately 50 pounds of recyclables from city landfills.

## **Events**

### **Goal**

- To hold Spring and Fall Dog Fests.

Results – MET

- In 2014 KPDC officially registered the name Winnipeg Dog Fest and added many new attractions, including our trade named Happy Dog's "Bone Appetit" Bistro, Pawcasso's Photo Studio, SMART Dog demonstrations and mobile micro-chipping clinics.

Fewer people attended the Spring Dog Fest because Transcona's "Hi Neighbour" and North Kildonan's "Won't You Be My Neighbour" major communities festivals are held on this weekend. The Board will move the date for future Dog Fest.

## **Marketing**

### **Goal**

- To increase KPDC's visibility by launching and creating content for an enhanced website and maintaining the club's Facebook page.

Results– Met.

- KPDC's online presence was established in 2011. Since then traffic to the sites has grown steadily. For example, over 60,000 people viewed the information on the analysis of Kilcona pond water.

A new, enhanced website was launched this year. Marketing Committee member, Robyn Maharaj and Donna Henry provide content for the website. KPDC's Official Photographer/Videographer and Marketing Committee member Vince Pahkala and several other talented photographers provide images. Marketing Committee member, Kevin Gordon hosts the website and provides technical assistance.

### **Goal**

- To increase the number of corporate sponsors from 19 to 25.

Results – EXCEEDED

- KPDC currently has 27 corporate sponsors. The number of platinum sponsors increased from 3 to 5. The number of gold sponsors increased to 22. Besides offering benefits to members, Platinum sponsors pay \$500 per year to participate in the program; gold sponsors pay \$100. Funding is earmarked for park improvements.

### **Goal**

- To install an online payment system for memberships, products and donations.

Results – MET

- To keep costs for PayPal processing, and shipping and handling - KPDC will not be offering online sales of memberships or products.

## **Membership**

### **Goal**

- To grow KPDC membership from 424 to 500.

Results – NOT MET

- This goal was not attainable without a full-time Director of Membership. For most of 2014, the position was vacant. In spite of this, there was a modest 5% increase in membership. At year-end KPDC had 446 members.

## **Fundraising**

### **Goal**

- To increase the raffle profit by 20% over 2013.

Results – NOT MET

- KPDC began the raffle campaign three months later than in 2013. We did not sell tickets at retail locations and only sold in the park at our own events.

The result was that the raffle profit was significantly less than last year. Lesson learned start early and sell in public venues.

## **Volunteers**

### **Goal**

- To recruit a sufficient number of qualified volunteers for specialized tasks, fundraising and stewardship events

Results – MET

- Forty KPDC members and friends of the club volunteered throughout the year.

## **Responsible Pet Ownership**

### **Goal**

- To host low-cost micro-chipping clinics at Spring and Fall Dog Fests.

Results – MET

- KPDC partnered with Dr. Keri Hudson-Reykdal – the mobile vet - for the spring clinic and Alpine Animal Hospital for the fall clinic. Approximately 40 dogs were micro-chipped.

## **Goal**

- To encourage Kilcona dog owners to license their dogs.

Results - MET

- KPDC invited Animal Services staff and volunteers to sell licenses at the club's Dog Fest fundraisers.

## **Goal**

- To distribute the Pet-iquette brochure to new dog owners and first-time off-leash area visitors through veterinarians, shelters and rescues.

Results – MET

- In 2012, Kilcona, Maple Grove and Little Mountain dog clubs worked together to design and publish a safety and dog park etiquette brochure. We have been successful in getting them into the right hands and will be doing a second run this winter.

## **KPDC Management and Administration**

### **Goal**

- To continue fundraising for park improvements.

Results – MET

- The Board did not set a target for how much we expected to raise so we can't measure the results as accurately as we might have.

KPDC's revenue increased by about \$20 K because of the Land Dedication Reserve Fund grant we received. Our expenses also increased because we purchased for picnic tables and benches and gazebos and other major items for our fundraising events. The club's net profits remained approximately the same as in 2013.

### **Goal**

- To enroll in Non-Profit Board of Director training so the Board has the knowledge and skills to make sound decisions and ensure the club's success.

Results – NOT MET

- This remains a priority for 2014. Training will focus on the role of a Board, the corporate and individual duties of board members, legal fiduciary and financial responsibilities, liability and factors that make a board effective and those that limit board effectiveness.

### **Goal**

- To purchase Directors liability insurance.

Results - MET

- As a member of Volunteer Canada, KPDC was able to purchase a group policy at an affordable price.

**Goal**

- To publish the history of Kilcona Park Dog Club.

Results – MET

- KPDC Secretary, Kathleen Kirkman completed the history of the park and the club. It was posted online this fall and has received hundreds of views.

SUBMITTED BY

Donna Henry

President – Kilcona Park Dog Club Inc.

**KILCONA PARK DOG CLUB INC.**  
**NOVEMBER 24, 2014 ANNUAL GENERAL MEETING**  
**2015 GOALS AND OBJECTIVES**

**Park Stewardship**

- To hold a spring and a fall park clean up
- To implement phase 1 of the water features project
- To explore a lease agreement with the City for land for the water features

**Advocacy**

- To continue consulting with the City on matters pertaining to Kilcona Dog Park
- To participate as required in the Winnipeg Network of Dog Owner Groups (WINDOG)
- To participate, as a stakeholder, in the development the City's comprehensive off-leash area management plan

**Marketing**

- To maintain KPDC's Corporate Sponsorship Program at its current level
- To maintain and provide content for KPDC's website and Facebook page
- To enable an online payment system to accept donations for park improvements

**Membership**

- To increase membership by 35%

**Events**

- To host the annual spring and fall Winnipeg Dog Fests

**Responsible Pet Ownership Education**

- To re-publish the Pet-iquette brochure with Maple Grove and Little Mountain
- To work with the City and sponsors to install waste bag dispensers – pilot project
- To install new "Poop Fairy" signage in the off-leash area to encourage better compliance.

**Fundraising**

- To be determined by the 2015 Board of Directors

## **KPDC Management and Administration**

- To increase Directors' understanding of the role of the Board and the corporate and individual responsibilities of Directors by participating in Board Development Training
- To minimize volunteers' risk by purchasing Directors liability insurance
- To establish Events, Membership and Fundraising committees to assist the Directors of these portfolios carry out the activities of KPDC



**APPENDIX E**  
**KILCONA PARK DOG CLUB INC.**  
**NOVEMBER 24, 2014 ANNUAL GENERAL MEETING**  
**2014 VOLUNTEER RECOGNITION**

Angel Pederson	Colleen Blouin	Karen Friesen	Phil Werbiski
Angela Wall	Corrie Shore	Kathy Burdeny Pahkala	Robyn Gibbons
Angie Carriere	Craig Handkamer	Kathy Frost	Robyn Maharaj
Barb Kyweriga	Daria Zenchuk	Kelli Johnson	Roma Norrington
Beth Proven	Doreen Balonyk	Mary Franklin	Sasha Emric
Caitlin Doucette	Frank Machovec	Melanie Bidzinski	Susan Argue
Carol Barrett	Gail Warywoda	Michelle	Victor Andres
Chris Urbanski	Garrett Ratuszniak	Champagne	Vince Pahkala
Cindy Greenlay	James Dooks	Michelle McConomy	Wayne L'Esperance
Colin Lang	Jeff Michie	Paul Cote	