



Henteleff Park
FOUNDATION
Strong roots. Stronger community.



Henteleff Park Foundation, Inc.

Annual General Meeting of 2021

October 7, 2021

Annual Reports



HPF AGM October 2021 - President's Report

In June of 2020, at our last Annual General Meeting, I became the new President of the Henteleff Park Foundation. It has been an eventful year and a quarter at Henteleff Park since our last AGM, as it has been for all of us. During this time we have seen a substantial increase in the use of the Park in response to Covid related public health restrictions.

A survey the Foundation conducted in April of 2021 gave us valuable insight into who uses the Park and what they envisage for the Park's future.

The past year has seen an increase in the physical extent of the Park, through the City of Winnipeg's acquisition of 10 acres immediately west of the original parklands. And care for the Park by both staff and individuals in the community has increased dramatically. While the Foundation was successful in securing funding to hire six summer employees in 2021, the work of the staff was enhanced through the efforts of our many volunteers recruited and trained by the Foundation's Volunteer Coordinator and other Board members. Our volunteers embraced their tasks and donated countless hours to make what they so rightly regard as "their" Park vibrant and beautiful.

The Henteleff Park Board has also grown and restructured to parallel the Park's growth in use, increase in acreage, and increased care for Park habitats. In addition to new Board and Foundation members who bring valuable and diverse skills to the organization, the Board has created Communications, Policy, and Site Management committees, and the position of Volunteer Coordinator. I will leave it up to the chairs of those committees, and to the Volunteer Coordinator, to provide more detail through their reports.

I will close by saying that I am proud to be associated with the Board members, the Members of the Foundation, and a community that works so hard and is so committed to the care of this important shared place. As our President Emeritus, Yude Henteleff, has emphasized, it is not merely the efforts of any one individual that should be recognized, but the coming together of so many people in the past, in the present, and in the future that deserves recognition and honour.

I want to say thank you to all of you present and to all of those who, though unable to participate today, have every reason to be proud of their contributions and their care for Henteleff Park.

I now turn the floor over to our Treasurer, our committee chairs, and our Volunteer Coordinator to provide more details about the past year.

Respectfully submitted,
Owen Clune, President HPF



HPF AGM October 2021 – Finance Report

10:09 PM
06-10-21
Accrual Basis

Henteleff Park Foundation Inc Balance Sheet As of 31 December 2020

	31 Dec 20
ASSETS	
Current Assets	
Chequing/Savings	
Royal Bank - General account	11,551.60
Royal Bank - Interpretive Cetr	6,041.93
Royal Bank GIC	25,000.00
Total Chequing/Savings	42,593.53
Other Current Assets	
Accounts receivable grants	
General purpose grant	53,290.01
Total Accounts receivable grants	53,290.01
Total Other Current Assets	53,290.01
Total Current Assets	95,883.54
Fixed Assets	
Trailer	400.00
Total Fixed Assets	400.00
TOTAL ASSETS	96,283.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Revenue	53,290.01
GST/HST Payable	-256.75
Total Other Current Liabilities	53,033.26
Total Current Liabilities	53,033.26
Total Liabilities	53,033.26
Equity	
Temp. Restricted Net Assets	31,041.93
Unrestricted Net Assets	4,858.32
Net Income	7,550.03
Total Equity	43,250.28
TOTAL LIABILITIES & EQUITY	96,283.54



HPF AGM October 2021 – Finance Report

1:52 PM

2021-06-12

Accrual Basis

Henteleff Park Foundation Inc

Profit & Loss

January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
Donation	6,725.00
Federal Gov't/CSJ	12,388.00
Investment income	210.58
Municipal Gov't	8,468.07
Provincial/Urban Green Team	7,770.00
TD Bank Grant	8,470.00
Winnipeg Foundation Grant	4,883.00
Total Income	48,914.65
Expense	
Advertising and Promotion	300.00
Bank Service Charges	47.70
Food & Bev for meetings or empl	142.30
Insurance	1,493.72
Memberships	5.00
Office Supplies	219.00
Payroll - Summer Staff	23,174.58
Payroll Employer CPP	1,216.93
Payroll Payworks Fees	387.74
Portable toilet	982.26
Repairs & maintenance	92.78
Signage	4,163.53
Supplies for park maintenance	8,858.89
Utilities	280.19
Total Expense	41,364.62
Net Ordinary Income	7,550.03
Net Income	7,550.03



HPF AGM October 2021 – Finance Report

1:53 PM

06-12-21

Accrual Basis

Henteleff Park Foundation Inc

Profit & Loss by Class

January through December 2020

	10 - Interpretive Centre	20- General Operating	Green Team/Cda Summer Jobs	TOTAL
Ordinary Income/Expense				
Income				
Donation	0.00	6,725.00	0.00	6,725.00
Federal Gov't/CSJ	0.00	0.00	12,388.00	12,388.00
Investment income	210.58	0.00	0.00	210.58
Municipal Gov't	0.00	8,468.07	0.00	8,468.07
Provincial/Urban Green Team	0.00	0.00	7,770.00	7,770.00
TD Bank Grant	0.00	8,470.00	0.00	8,470.00
Winnipeg Foundation Grant	4,883.00	0.00	0.00	4,883.00
Total Income	5,093.58	23,663.07	20,158.00	48,914.65
Expense				
Advertising and Promotion	0.00	300.00	0.00	300.00
Bank Service Charges	0.00	47.70	0.00	47.70
Food & Bev for meetings or empl	0.00	52.49	89.81	142.30
Insurance	746.86	746.86	0.00	1,493.72
Memberships	0.00	5.00	0.00	5.00
Office Supplies	0.00	219.00	0.00	219.00
Payroll - Summer Staff	0.00	0.00	23,174.58	23,174.58
Payroll Employer CPP	0.00	0.00	1,216.93	1,216.93
Payroll Payworks Fees	0.00	387.74	0.00	387.74
Portable toilet	566.73	415.53	0.00	982.26
Repairs & maintenance	0.00	92.78	0.00	92.78
Signage	0.00	4,163.53	0.00	4,163.53
Supplies for park maintenance	0.00	8,858.89	0.00	8,858.89
Utilities	280.19	0.00	0.00	280.19
Total Expense	1,593.78	15,289.52	24,481.32	41,364.62
Net Ordinary Income	3,499.80	8,373.55	-4,323.32	7,550.03
Net Income	3,499.80	8,373.55	-4,323.32	7,550.03



HPF AGM October 2021 - Communications Committee Report

The Henteleff Park Foundation recognizes the importance of communicating, building and maintaining community support, and depends on the Communications Committee to ensure the public is aware of the Park, the Foundation and its activities.

As the primary point of contact between the Foundation and the general public, we also respond to the questions, comments and concerns that we receive from donors, friends and neighbours. It is always a valuable exercise and a way to stay connected with what is important to our community.

Our team of active and committed volunteers work throughout the year to share our stories and engage with the public to promote the Foundation.

Some of the projects of the past year included:

- Writing and distributing the Foundation newsletters (spring and fall)
- Managing and updating our website
- Creating social media content for our Facebook and Instagram accounts
- Assisting in creating Foundation news and posting to the Message Board in the Park
- Supporting other committees with communication pieces including the recent bird brochure and community survey
- Facilitating the introduction of Foundation specific e-mail addresses

Projects that will take us into the new year will include the overhaul of the current Foundation website. An effective and appealing website is important for our public image and fundraising efforts. Our previous system is outdated and requires modifications so a new and improved site will be coming soon!

We are in the early discussion stages of preparing organizational documents including our Mission/Vision/Values statement and a passive park definition. We anticipate sharing with the public at some point next year.

We also intend to create a social media strategy to ensure we are being strategic on our posts and are engaging with our followers on a more continual basis.

On behalf of the Communications Committee, we thank you for visiting our Park. We look forward to continuing to share our stories, listening to your comments and creating an environment where we can all learn together.

Respectfully submitted,
Karen Ilchena, Chair of Communications Committee



HPF AGM October 2021 - Policy Committee Report

A Policy Committee (PC) was established with Terms of Reference approved in October 2020 and amended in September 2021.

The PC chair is appointed for a one-year term. Appointment can be renewed or cancelled by the Board. The appointment of the current PC chair, Corinne Caron, expires in October 2021. Membership on the PC includes three HPF Board members (Corinne, Ian, and Terri) and one non-Member (Kenton). John has withdrawn as an active PC member to devote time to other Foundation initiatives.

The Board President and Chair, Owen Clune, reviews draft policies before they are submitted to the Board for discussion and approval.

The PC met using Zoom several times in 2020. The Committee adopted a policy template to standardize policy format. The following policies were developed and approved:

1. HPF210520 Code of Conduct
2. HPF210517 Family Volunteer Category

The PC has identified and prioritized topics for review, including confidentiality, communications, and the HPF By-laws. By-laws have not been reviewed since 2007. Committee work was suspended during the summer so PC members could devote time to other seasonal work. PC Committee work will resume this fall.

Respectfully submitted,
Corinne Caron, Chair of Policy Committee



HPF AGM October 2021 - Site Management Committee Report

The Site Management Committee Terms of Reference were approved in September 2021. The spring and summer season was very busy with much accomplished.

A grant was received from Canada Summer Jobs allowing for four staff for eight weeks and two additional staff for twelve weeks. A grant from the TD Friends of the Environment Fund (TD FEF) helped to increase salaries above minimum wage. Staff worked onsite from the end of May to early September.

The Volunteer Tree Planting was cancelled again this year due to the pandemic. Many volunteers organized by the Volunteer Coordinator and the Site Supervisor stepped up throughout the summer to assist with weeding, mulching, trail maintenance, and other tasks.

Staff planted 378 trees and shrubs, all being mulched to conserve moisture and caged for some protection from deer. Trees planted included Manitoba maple, American linden (Basswood), American elm, Bur oak, and Hackberry. Shrubs included Red-osier dogwood, Pagoda dogwood, Nannyberry, High bush cranberry, Silver buffaloberry, Wood rose, Golden currant, and Beaked hazelnut. The total cost for trees, shrubs and planting supplies was \$9500 which was covered by the TD FEF grant and a Land Dedication Reserve Fund grant from the City.

Due to the extreme heat and dry weather, staff spent much of their time watering the new plants. They also maintained the Interpretive Centre area at the front of the Park, and selectively mowed along the trail system, around structures, and in other areas where mowing seemed warranted to deal with weed encroachment.

Wood chip trails were replenished as time allowed. Although not all trails were topped up, there is sufficient organic material on the trails to ensure they will be usable in wet weather. Staff wood chipped approximately 750 meters of new trails that had been mowed by the City last year in the ten acre addition to the Park.

City staff completed one rough cut of selected areas, including the open space between the road and the trails in the west portion of the Park and the meadow beyond the trailer. They also removed the bollards at the former west boundary of the Park and emptied garbage cans. One new donated bench was installed along the south boundary west of Normand Creek.

An ongoing challenge this year was to try to keep people from using the Prairie Restoration for photographing groups of people and other uses which encroach on this fragile habitat. Installation of signage helped somewhat but has not eliminated the problem.

Respectfully submitted,
Marilyn Latta, Chair of Site Management Committee



HPF AGM October 2021 - Volunteer Coordinator Report

The volunteer program was initiated in May 2021 and has seen steady growth throughout the summer. Recruitment strategies included postings on the message board, FaceBook and Instagram. Postings were also placed on the Volunteer Manitoba website. This led to inclusion on the Winnipeg Free Press volunteer column, which yielded volunteers from across Winnipeg.

Due to the COVID-19 related Health Orders, it was not possible to provide orientation during the early months of summer. Volunteers received weeding instructions and maps via email. It was possible to provide in-person orientation by early July. I provided on-site orientation to three small groups. Topics included information about the Park's history, a brief tour of the Park, instruction on identifying milkweed, burdock, thistle and purple vetch, as well as removing weeds from trees and shrubs and placing wood chips around the plants. Prairie Pals received instruction from Marilyn Latta.

Approximately fifty individuals volunteered at Henteleff Park this summer, including ten Youth Volunteers. The Youth Volunteers received a letter of reference at the end of summer as well as documentation required for high school courses. We were also fortunate to have some families volunteer together, maintaining a particular group of trees or pulling weeds throughout the Park.

Volunteers were not required to work a set schedule or a minimum number of hours. They were encouraged to work as much as they liked, using a schedule of their own choosing. Some people volunteered a few hours over the summer, while others devoted twelve hours a week to the Park. Every hour and every weed pulled was an important contribution to the overall effort. Many visitors commented on the improved appearance of Henteleff Park and expressed appreciation for volunteer efforts.

Volunteers worked in a number of areas, including:

- Weeding Tall Grass Prairie (Prairie Pals)
- Maintaining planter boxes near the trailer
- Maintaining the Interpretive Center and parking lot area
- Painting the small shed and staining the shed in the Interpretive Centre
- Weeding around trees and shrubs throughout the Park
- Removing burdock and thistles throughout the Park

Overall, this was a successful initial year for the volunteer program. Many thanks to everyone to volunteered this year and to those who assisted me with this project.

Respectfully submitted,
Terri Ashcroft, Volunteer Coordinator

