

Convent Glen Orleans Wood Community Association

Board meeting Minutes for October 23 2017

Attendees: Gary Bradshaw, Mireille Brownhill, Fran Childs, Karen Chow, Nick Gadbois, Miranda Gray, Louise McLaren. (Plus one community member)

Regrets: Christine Williams.

1. The agenda was approved by consensus.
2. **Motion** to accept the minutes from the Annual General Meeting on September 18. Moved by Mireille, seconded by Karen. **Carried.**
3. **Motion** to approve the minutes from the September 18, 2017 board meeting that followed the Annual General Meeting, with the correction to the spelling of Mireille's name. Moved by Fran, seconded by Gary. **Carried.**
4. **President's Report:** Miranda updated the board on actions she has taken since the last meeting.
 - a. Updated corporation documents were filed with Government of Ontario.
 - b. The bank account was successfully moved to the Royal Bank at the Convent Glen Plaza.
 - c. Insurance for board members has been updated to cover current board.
 - d. A letter of support for Heritage Ski East will be submitted on behalf of the CGOWCA (Action: Miranda)
 - e. Board members were advised of the policies around our community association operations during an election year
5. **Finances:** Mireille updated the board on the financial matters.
 - a. With the transfer to RBC, we have a bank card, cheques, and access to online banking which will make things much easier.
 - b. Mireille will be meeting with Lisa (previous treasurer) to get the remainder of the financial information as well as any outstanding receipts that need to be reimbursed (Action: Mireille).
6. **Future activities:** There was a discussion on possible activities that the CGOWCA could organize and champion in 2017-2018:
 - a. Pumpkin parade (Oct 27, 28, 2018) – residents bring their carved pumpkins to a park and then community members can view them, could involve a contest or fundraiser component
 - b. Yoga in the park (summer 2018) – we will need to find an instructor, and speak with our insurer (Action: Mireille, Miranda)
 - c. Dog walk-a-thon (April 28th) – we need to connect with Emma who organized this last year (Action: Gary)
 - d. Bike rodeo (April or May 2018) – we will need to consider whether a school would like to partner on this event; and secure a bike safety organization who could participate (Action: Mireille-school partner, Miranda-bike safety partner)
 - e. Winter Carnival (Family Day 10am to 2pm) – we will need to determine activities and whether or not to have food, determine the plan if the weather is not good (Action: Nick)

- f. Carolling at Bruyère and other seniors' residences – we need to connect with the residences to secure dates, then recruit carollers (Action: Gary)
 - g. Trick or treating at Bruyère and other seniors' residences – we could promote this via the Facebook group if this is something that residences would welcome (Action: Gary)
 - h. Picnic in the park (Spring/summer 2018) – we need to find a location and work out logistics for food (Action: Karen, Gary)
 - i. Community Garage Sale (spring 2018) – we will promote the dates that match with other Orleans Community Associations, but will not put out as many signs this year
 - j. Everyone who has an action item under this category is to research their event and come back to the next meeting with what will be needed to make it happen (details, budget, logistics) so that we can discuss each in more detail
7. **Communications Committee:** Nick, Mireille and Fran stepped forward to be the team.
- a. Committee is to draft a brief newsletter that can be sent out to the mailing list in the next week, which includes information about Ski Heritage East and how to support the initiative (Action: Nick, Mireille, Fran)
 - b. Committee members are to discuss what is needed for communications (website content updates, etc) and to come prepared to discuss this at the next meeting (Action: Nick, Mireille, Fran)
8. **New Business** – Gary asked about whether we could send out a hard copy newsletter. Miranda will get the information on the exact number of homes in our catchment. Gary will look into what it would cost.

Next Meetings: November 13, December 11 and January 8