

**Convent Glen – Orléans Wood
Community Association
Meeting of the Board of Directors
Wednesday, April 30, 2014, 7:00 pm**

MINUTES

1. Welcome

The chair welcomed members and called the meeting to order at 7pm. It was noted that efforts would be made in the future to improve communication with the public about upcoming board meetings.

2. BBQ

The goal tonight was to determine whether we move forward with a community BBQ or not. If we do, there are elements that require a commitment as soon as possible. Ian shared a draft budget with members.

The tentative date of the BBQ is Saturday June 14, 11am to 1pm. The goal of the BBQ is to raise awareness and visibility in the community and foster community spirit. Logistical details were discussed.

The Board discussed the possibility of combining the community BBQ with a cleanup activity since there is confirmed interest in the community to get involved in a cleanup. Once the cleanup is done, participants could remain for the BBQ. The public would be welcome as well. This could encourage participation from community members to attend the BBQ.

3. Spring Cleanup

The Board was informed that there would not be a spring cleanup this weekend because the ground is still too wet and muddy so it may be hazardous for participants. It was also noted that most parks are already relatively clean. That being said, Mystery Park could still use a cleanup even though we cleaned it last year.

It was suggested to let the cadets cleanup the ravine. The area we clean should have more visibility, such as Orléans or Jeanne d'Arc Boulevard. It was suggested to use social media and our email list in order to recruit neighborhood captains that in turn could recruit a cleanup crew. We could let participants determine the location they wish to cleanup.

A discussion followed on food rates, whether we offer them free of charge or at a discount price.

It was suggested to write a detailed event plan in order to be better organized and cover

all logistical needs. It was also suggested to have promotional items before the BBQ, to promote the event, and at the BBQ, to promote the association.

ACTION: Karen will prepare an event plan and share it for feedback

It was decided to be open to having a bouncy castle if financially possible. Efforts will be made to obtain a sponsorship to cover the expense. The Board agreed to move forward with organizing a community BBQ combined with a Clean-up.

ACTIONS:

Ian will confirm the tent rental (20x20)

Ian will confirm the use of the chip wagon's picnic tables, or rent some tables

Karen will bring folding tables

Ronalee will supply a BBQ tank and bring a few volunteers to help out

Ronalee will prepare name tags for board members

Karen will prepare an event scenario and communication materials

Ronalee will coordinate the production of a cake (Costco)

David will confirm our insurance will cover both the BBQ and the cleanup

Ian will seek several sponsorships

Ian will price out food and recommend a price for burgers, dogs and drinks

4. Ad Campaign

The Board was informed the ad campaign project is cancelled. Members discussed possible new sponsorships in order to diversify our sponsors. Efforts will also be made to add new and different sponsors. It was noted that one of our online sponsors will need to be renewed.

ACTION: Ian will contact Bob Monette's office to renew his online sponsorship (\$250).

5. Budget update

The Association has \$895 in its account, in large part due to our maintenance of the ice rink this Winter. The Board recognized David's great work and effort along with substantial help from the Carey family. Members confirmed their interest in managing the ice rink again next year.

6. Communications

It was suggested that we contact local papers to advertise our public board meetings (Wednesday, June 18).

ACTION: Karen will contact local papers to advertise our board meetings.

The Board discussed the goal and activity of the Association's Facebook group and the current newsletter. It was decided to have quarterly newsletters and maintain regular

activity on the Facebook group.

The Board discussed posting in the Facebook group in French to better reflect the community and the Association's commitment to both official languages.

ACTION: Ian will provide a line to be added to our Facebook group saying members are encouraged to post in the language of their choice.

The Board then discussed promotion of local businesses on the Association's Facebook group. There is a need to clarify our policy. It was decided that we will welcome new local businesses on Facebook on behalf of the Association and we will allow grassroots promotion of local businesses in response to group members' needs and requests.

Members were encouraged to think about possible content for the next newsletter, i.e. the city's impressive and aggressive tree planting program. The Board recognized Christine's great volunteer work with the Association's Twitter account and noted that she needs help with more content.

7. Roundtable on portfolio updates

Ronalee: Compliments were given to the city's impressive and aggressive tree planting program. They are doing a good job.

David: A suggestion was made to explore the possibility of having a "welcome letter" to distribute to real estate agents to provide to new homebuyers in the neighborhood.

ACTION: André P. will share the flyer that was used when we did the meet and greet at Metro

Claude G.: The Board was updated on developments with the Minto Development on Champlain Street. Claude proposed one last effort with Mac's Milk regarding the vacant lot at the corner of Fortune Drive. He will also follow-up with the group on Lumberman Way for an update on the zoning issue. Claude will share for feedback a draft sketch he prepared for the association's logo. If the Board agrees, we could then share it with a professional graphic designer to make it professional.

Ian: The Board was informed of the invitation from Councilor Monette to a breakfast meeting in early May. The meeting seems to be an informal consultation since the goal and agenda are unclear. Ian plans on attending and encouraged members to share input for the meeting with Councilor Monette.

8. Fall AGM

The Board was encouraged to start thinking about planning for the AGM since we may not be meeting in July and August and our AGM will be either early September or late October. A date will be picked at our next board meeting.

It was noted that since this was the Association's first year, the Association's Bylaws state that Officers of the Board have a two-year term and all other directors have a one-year term so they will be up for re-election if they choose to stay on.

9. Review of Association mandate

Ronalee shared her proposal:

The goal of the CGOWCA is to:

Advocate for our Residents:

- Provide forums for residents to voice their concerns about issues that affect them.
- Represent the interests of residents before City Hall and to the provincial and federal governments on issues that affect them.
- Act as a liaison between residents and the Ward 1 counselor.
- Coordinate with other community associations and groups in Orleans and across Ottawa on issues of common concern.

Build a sense of community:

- Inform the community of the association's activities and other events in the community.
- Provide social media forums for residents to interact.
- Provide events and programs for residents to participate in.
- Protect and enhance the quality of life for members of our community.

Members expressed support and congratulated Ronalee for her good work.

The Board discussed the element of "advocacy" found in the draft mandate. It was noted that it is also stated in our bylaws. The Board notes that if we do in fact do advocacy, it will be important that the Association truly reflects the interest of the community.

10. Next meeting

The next meeting will be Tuesday, June 3, at 7pm at a board member's residence (TBD). This will not be a formal meeting since it will focus strictly on finalizing the nuts and bolts of the BBQ.

The next formal board meeting will be open to the public and is planned for Wednesday, June 18, at 7pm at Bruyère Village. Items to be covered:

- AGM organization: pick a date; spaghetti dinner; presenters; etc.
- BBQ postmortem