

**Convent Glen – Orléans Wood
Community Association
Meeting of the Board of Directors
Wednesday, February 26, 2014, 7:00 pm**

MINUTES

1. Welcome

The chair welcomed members and called the meeting to order at 7:06pm. The chair introduced Jasmine Brown, the new executive director of the St. Joseph BIA. She is only a month into her new position.

2. Minute follow-ups

Most items were covered with the agenda.

3. BIA update

Jasmine Brown presented the BIA – the Business Improvement Association. Their mandate is to promote the approximately 400 businesses along the St. Joseph corridor, from Centrum Plaza down to the roundabout at Jeanne d’Arc Blvd., as well as parts of Youville Drive.

They are also responsible for beautification of the business corridor and organize a variety of community events, including the Santa Clause Parade of Lights.

The BIA works closely with City Councilors Bob Monette and Rainer Bloess. Both councilors sit on the board of the BIA. They are open and interested in collaboration with community groups. There is opportunity for cross-promotion of events and leverage our social media properties.

For more information, visit the Heart of Orléans BIA website at www.shopstjoseph.ca.

6. Communications (Karen)

It was suggested that we find a better way to inform the community of the time and location of our public meetings. At the very least, we should post it on our Facebook page and website a couple of weeks prior to the meeting. An outline of the agenda should also be provided. This would help with our challenge to raise awareness to our association.

ACTION: André will determine an annual calendar of meetings. This will help with promotion of meetings. The meeting calendar will be posted on the website.

ACTION: ALL: Look at our association’s bylaw and tell Karen which four of our

objectives are the most important to us. (see below)

ACTION: Karen or André will post our association's objectives on the website and try to incorporate these in our mission statement. (see below)

- i. Represent the interests of the Convent Glen and Orléans Wood area residents concerning any issue affecting those residents;*
- ii. Provide recreational and social programs as well as events of interest to the community, and informal training on a non-profit basis, to the residents of the Convent Glen and Orléans Wood Area;*
- iii. Encourage participation of all residents of the Convent Glen and Orléans Wood area in the programs and activities of The Association;*
- iv. Act as a liaison with the Ward 1 Councillor and the Council of the City of Ottawa regarding the needs and concerns of the Convent Glen and Orléans Wood area residents;*
- v. Cooperate and coordinate with other groups or organizations in the City of Ottawa;*
- vi. Develop closer relations among residents and encourage a friendly community spirit within the Convent Glen and Orléans Wood area;*
- vii. Provide an open forum for Members to voice opinions on community concerns in a supportive and constructive manner;*
- viii. Provide when feasible such common services or facilities as are deemed in the best interest of the community;*
- ix. Preserve and enhance the quality of life in the Convent Glen and Orléans Wood area;*
- x. Abide by the City of Ottawa affiliation policies as they relate to neighbourhood associations.*

Karen informed members that she is exploring ways to make better use of the association's website and Facebook page.

Members discussed various outreach and communication initiatives.

ACTION: ALL: Identify 4-5 items for the newsletter.

ACTION: ALL: Reflect on ways to leverage our social media properties (Facebook and Twitter) to better engage the community.

ACTION: Karen and André will look at "What's New" button on our website and

ensure that the function is active (show new content).

Suggested approach for the newsletter:

- Post content on the website
- Post on Facebook and Twitter some lines referring people to the new content on the website
- For example: Read Claude's new letter: "City Hall Listens" Click here: LINK

7. Project report: Ad campaign (André P.)

André P. reminded members of the project's goal and details. We only have a small number of commitments. Further effort needs to be put into signing up businesses. We will give the initiative more time and re-evaluate the initiative next month.

8. Treasurer's report (David)

David informed members that we can expect a cheque from the City in the next few weeks for the ice rink management. The ice rink season is soon coming to an end. Our balance will be just over \$900.

9. Ottawa Neighbourhood Study (Ronalee)

The meeting will be March 26 at 7pm at the Résidence St-Louis Manor. All other community associations have been informed of the meeting but so far only one participant has confirmed their attendance. All members were encouraged to attend.

ACTION: Ian will send to André a text to post on the website. This post can be promoted via Facebook.

10. Upcoming BBQ (Ian)

Ideas were shared with members by email. Funds are necessary in order to organize the BBQ.

It was noted that a community garage sale is low-cost and can easily be promoted through online means.

ACTION: David will find out when other community associations are planning to hold a community garage sale. We could approach Patricia Joyce to help reach out to other associations.

ACTION: Ian will confirm whether or not the Convent Glen Plaza's insurance can cover the association's activities.

ACTION: David will find out what limitations there are to our liability as a non-profit corporation.

11. Meeting with Blackburn Hamlet CA (Ronalee)

Ronalee provided members with an update on her meeting. Members discussed the highlights of the meeting and best practices that could be adopted.

12. Portfolio update

André P.

He informed members of his relation with the BIA. He spoke with the real estate agent responsible for the Convent Glen Plaza. They're working on filling up the available spaces. He also attended Bob Monette's campaign launch. The Councilor had support from a large number of groups in the community. It was noted Councilor Monette mentioned our Association during his launch.

Claude G.

A few weeks ago Claude sent our association's position to the City's planning committee. This letter outlined residents concerns and wishes expressed during the public consultations. A copy was also provided to Councilor Monette. Good news: the committee's report took into account the majority of the items we presented. Claude provided details on the report. Members congratulated Claude for his good work and successful presentation.

Claude met with Lisa from the group of residents on Lumberman Way. This was a follow-up from the January meeting. It seems they are still in need of getting more information to build up their case. It was noted that they will need the association's support once they have a more solid case.

Ronalee

Activities for her portfolio slow down during winter months. Ronalee presented ideas for the coming year. There is interest in participating in the "Trees in Trust" program. It was noted that the City will be clear-cutting the emerald ash trees on Burgundy Lane but it is still unclear if they will plant new trees. Ronalee is considering providing support to residents of Burgundy Lane.

Ronalee is also exploring options for the City Clean-up. She has approached local schools and community groups but has yet to get a positive response. We must also identify a location that needs cleaning up.

13. Next meeting

The next meeting will be March 26 at 6pm before the Ottawa Neighbourhood Study presentation. It should be a brief meeting focusing on portfolio updates. Members are encouraged to bring their dinner or eat beforehand. The following meeting will be a regular open meeting on Wednesday, April 30, at 7pm.