

## Convent Glen Orleans Wood Community Association

### Minutes for May 14, 2018

Attendees: Miranda Gray, Louise McLaren, Mireille Brownhill, Gary Bradshaw, Fran Childs, Karen Chow

Regrets: Nicholas Gadbois

1. The agenda was approved by consensus, with the addition of items 5b, 5c, 9c and 9d.
2. The minutes from the April board meeting were approved, with a correction to the spelling of Miranda's name. Moved by Mireille, seconded by Gary, carried.
3. Miranda updated the board members on the transition plan as she is taking a leave of absence following this meeting:
  - a. Transition of tasks to others
    - i. Fran has been receiving the email for the CGOWCA email address since the last board meeting
    - ii. Mireille has taken over the CGOWCA twitter account since the last board meeting
    - iii. Both Gary and Mireille have keys to the post office box and can check the mail.
    - iv. There are some additional files that Miranda will turnover to Fran once they are reorganized
    - v. The meeting room is booked up to June; we will need bookings after that. Fran will take care of booking the meeting room.
4. Mireille provided an update regarding financial matters
  - a. Reminder to get pre-approval for expenses
  - b. We discussed fundraising possibilities including: selling ads for the website; seeking sponsorship from businesses we frequent; having a donation box at events (as long as the event isn't already a fundraiser); seeking donations. The Comms Committee will meet prior to the next board meeting to discuss ad space and next steps. **(Action: Communications Committee)**
  - c. Mireille presented information from the insurance company and options for our policy and coverage. We can save \$300 per year by lowering our coverage from \$2 million to \$1 million.
    - i. Mireille put forward the following **motion**: The CGOWCA lower the limit of the Directors and Officers policy to \$1million and maintain the Commercial and General Liability at \$2million which will cost us \$1000 plus tax in premiums. Seconded by Gary. Carried unanimously.
5. Communications team Update.
  - a. Fran and Mireille shared that both of them have been focussed on the events in the last month, and so the committee hasn't met since the last meeting. The May Newsletter had a cycling theme and went out across all platforms.
  - b. Karen attended the meeting of the Canada Day Committee and shared that they would like us to promote that they are still seeking volunteers – we will need to follow up with them to get the exact content.
6. Gary led the review of the Dog Walk-a-thon.
  - a. How do we make it even better next time?

- i. Despite the weather, had a good turnout of about 20 walkers. Gary, Mireille, Miranda and Fran attended. We need to drum up more people for next time and we think that the best way to do that is to increase physical invites. We also decided that if the rain date is a Sunday for this or any event, then we should push it to the afternoon so that folks who go to church are able to participate. There was discussion about shifting it to be a fundraiser for the association, but Gary will check in with Emma who was the founder of the event before we make a decision. At the time of the board meeting, Gary confirmed that we raised over \$500 for the Canadian Cancer Society, but the exact figure is still to come.
- 7. Mireille led the review of Bike Rodeo
  - a. How do we make it even better next time?
    - i. The weather was excellent on the day of the event. There were about 40 people come by. The Capital Vélofest SMOOCH bike was a hit, although we did not sell enough smoothies to cover the cost of having them there. We discussed that it might be better to be located at Cairine Wilson so that we are closer to the path and might catch the attention of more people. We will need to connect to someone at the school to make this possible. To grow the event we will need to get the word out to more people and increase attendance. The two representatives from the City of Ottawa Cycling Safety team were excellent and we would definitely invite them back next year.
- 8. Planning upcoming events
  - a. Picnic in the park (lead: Karen)
    - a. We are tentatively targeting August 18<sup>th</sup> for this event. Karen is thinking that Joe Jamieson Park may be a good location. It is located in the Orleans Wood area of our catchment, and is a park with a lot of variety of amenities. We need to make sure there is enough space and think about access to washrooms.
    - b. Karen will look into what local parks are available on the date we are looking for and report back to the board. **(Action: Karen)**
  - b. Yoga in the park (lead: Mireille)
    - a. Mireille has followed up with the instructors she had connected with in the fall; one instruction has confirmed so far. She will try to offer it at four different locations, on weekday evenings. She will finalize dates and locations and report back to the board. We can start promoting as soon as we have the dates and locations. **(Action: Mireille)**
  - c. Karen attended the meeting of the Petrie Island Canada Day Committee. She is working on organizing bike parking at the event. At least 6 volunteers needed on the day of the event to run the bike parking; there was some discussion about how late this should go and how to manage closing before the fireworks are finished if that is the decision.
    - a. There are three options with various costs for the infrastructure of the bike parking:
      - i. Option 1 Wheels UP – company who can provide equipment, set it up, and they staff it, for \$983

- ii. Option 2 Somersault – will provide the racks, but we pick them up, set them up and return them, and staff it with volunteers \$250
    - iii. Option 3 – Company will deliver and set up racks but we staff it with volunteers \$650
  - b. Karen put forward the following **motion**: That the CGOWCA contribute up to \$300 towards setting up bike parking at the Canada Day event at Petrie Island as well as volunteers with the intent to recover costs via donations; and that any profits are donated back to the Canada Day Committee. Seconded by Louise. Carried unanimously.
  - d. Mireille shared the 100 in 1 day initiative which is being promoted by Synapcity. It takes place on June 2<sup>nd</sup>. We will promote on the Facebook group to encourage block parties or events by members of the community.
- 9. Issues from board members?
  - a. The board will meet once over the summer. We are aiming for July 13<sup>th</sup> and the meeting will be a social get together at a board member's house. Details will be circulated to board members.
  - b. We will have a board meeting on September 10<sup>th</sup>, which will be a board member recruitment event in addition to a meeting.
  - c. The Annual General Meeting is to be held September 24<sup>th</sup>, with the first board meeting of the newly elected board following that meeting.
  - d. All board members are reminded to consider who we might recruit to next year's board.
  - e. Karen did not have the chance to research the options for a CGOWCA banner yet, but will look into options and costs and get back to us. **(Action: Karen)**
- 10. Agenda Building for next meeting
  - a. Please send information to Gary prior to next meeting
- 11. Next Meetings
  - a. Monday, June 11<sup>th</sup>
  - b. July 13<sup>th</sup> – social meeting