

Centretown Citizens Community Association

April Board Meeting – Agenda

Tuesday, 19 April 2016 7:00 to 9:00 p.m.
Ottawa City Hall, Honeywell Room

Agenda

1. Welcome and Call to Order
2. Approval of Last Meeting's Minutes
3. Business Arising
4. Somerset Ward Councillor's Report
5. Motions
 - 5.1. Executive Committee
 - 5.2. Planning Committee
 - 5.3. Communications & Membership Committee
 - 5.4. Seniors Committee
 - 5.5. Transportation Committee
 - 5.6. Trees and Greenspace Committee
6. Action Items
7. Reports
 - 7.1. President
 - 7.2. Vice-President
 - 7.3. Corporate Secretary
 - 7.4. Membership Secretary
 - 7.5. Treasurer
 - 7.6. Executive Committee
 - 7.7. Planning Committee
 - 7.8. Communications & Membership Committee
 - 7.9. Seniors Committee
 - 7.10. Transportation Committee
 - 7.11. Heritage Committee
 - 7.12. Trees and Greenspace Committee
8. Other Business
9. Forward Agenda
10. Adjournment
11. Annex

1. Welcome and Call to Order

Introductions and Board member regrets

2. Adoption of the Agenda

(MOTION) *That the Board approve the draft agenda.*

3. Approval of Last Meeting's Minutes

(MOTION) *That the Board approve the minutes taken at its 22 March 2016 meeting.*

4. Business Arising

5. Somerset Ward Councillor's Report

6. Motions

6.1. Executive Committee

6.2. Planning Committee

6.3. Communications & Membership Committee

6.4. Seniors Committee

6.5. Transportation Committee

6.6. Trees and Greenspace Committee

CCOC event motion

TG-1.0 – CCOC Garden Session Collaboration

The following motion was passes via email voting on April 3, 2016:

I move that the CCCA endorse the CCOC's gardening workshops and events, as a partner and sponsor. The CCCA will be named a co-sponsor and will not be responsible for the financing of fundraising for the CCOC but will distribute information through the community and promote the events.

7. Action Items

8. Reports

8.1. President

- This month I did an interview with Centretown News regarding parking in the neighbourhood, related to the City's parking study of Centretown.

- On the website, I've been working at keeping it more up-to-date and posting the events that we're hosting and co-sponsoring. Big thank you's to Maria Luisa for posting our committee dates, times and locations on the event calendar and to Emily for posting about them on Facebook and Twitter. I also wrote and posted a Resources page outlining some of our partner community organizations that might be useful to Centretown residents.
- For our online infrastructure, I've worked with Maria Luisa to set up an archival Google Drive. I also met with Graham regarding and I think we have a good structure to house all of our documents. I've added our financial history docs to the drive, thanks to Alice, and I'll be working with Graham and other members to get our old minutes and agendas posted there too.
- For events, I worked with Maria Luisa and Alana at tidying up Dundonald Park (and spent a lot of time hating my former life as a smoker due to all the butts everywhere.). I also looked at a few spaces where we could potentially hold an arts-related event this summer and reached out about bringing back electronics recycling to this year's Minto park sale, both of which I hope can bring in a bit of fundraising money for the association.
- I've been working away on a design for a new "business card" for the association (that's actually a bookmark) that we can give away at events. I have a draft version ready that I'll show at April's board meeting, and then I can finalize the design and get some printing quotes.
- I've also worked on setting up a new format for our board meetings where we put any items requiring motions at the front of the agenda and before reports. I believe by separating motions and reports, we can have more time to discuss the things that we need to vote on and can leave items that aren't time-sensitive (like reports) to after we've dealt with the pressing stuff.
- Due to an illness and death in my family, I've been a bit MIA from email and have been avoiding some of my responsibilities over the past month or so. I apologize for my absence and I want to try and do a better job in the coming months and being responsive and proactive at moving things in the association forward.

8.2. Vice-President

- Please see Executive Committee Report (Item 8.5)

8.3. Corporate Secretary

- Report to be delivered at meeting

8.4. Membership Secretary

At AGM 2015 Nov 17: 61 members - **Total members to date** - 70

	New Members
2015 December	4
2016 January	2
February	1
March	1 (revised)
April	1

1) Membership review:

As per Board approved decision October 2015, update on projected financial needs

Total revenue from membership and donations at AGM	\$ 390
Total fixed expenses	\$ 2,420
	Projected Operating Shortfall.....\$ 2,030

2) Continuing to work with Executive and Communications to create better membership engagement guidelines.

Update on Discussion:

- At the scheduled meetings CCCA Executive and CMC discussed fundraising efforts to compensate for shortfall: Ongoing
- Strategy to raise CA's profile and membership awareness: Proposal under review by CMC. Ongoing
- Lapsed members letter: Due to minor web site glitch only 100 letters were sent. Ongoing
- Thanks to Mitch Vandeborn, integrated archival system is now operational. This system is connected directly to the larger CCCA network. This effort will help serve our community in a more professional, proactive way. As well as provide us and our future Boards with corporate memory.

3) **Your opinion matters:**

Your Community Association we would like to hear from you.

- ***What does the CCCA do best for our community***

If you are interested in joining our Communications and Membership Committee (CMC) Please contact Maria Luisa membership@centretowncitizens.ca. For suggested action plan, see report from the Communication and Membership Committee

Thank-you all for your continued support

8.5. Treasurer's Report

Centretown Citizens Community Association

2015/2016 Fiscal Year To Date

(September 1st, 2015 - March 31, 2016)

	<u>General Fund</u>	<u>Tree Fund</u>	<u>Total</u>
<u>Income:</u>			
001) Membership Fees (Sept., 2015 to pre-Nov. 17, 2015's AGM)	0.00		0.00
002) Membership Fees (At or Post Nov. 17, 2015's AGM)	315.00		315.00
003) Donations - General	121.00		121.00
004) Donations - In Kind - Web hosting fee (Jan. 24, 2016 to July 23, 2016)	45.09		45.09
005) Interest Earned From GICs	16.44	0.00	16.44
006) Subtotal:	497.53	0.00	497.53
<u>Expenses:</u>			
007) Costs incurred from Minto Park Sale's BBQ, June 13, 2015 (P. Mennier, Chq No. 000041, June 16, 2015)	26.58		26.58
008) Purchase of website template from WordPress (M. Kutney, Chq No. 000046, Aug. 5, 2015)	77.87		77.87
009) Volunteer Canada Annual Membership Fee For July 31, 2015 To August 31, 2016 (P. Mennier, Chq No. 000044, Sept. 1, 2015)	100.00		100.00
010) Volunteer Canada Directors & Officers Liability Insurance, Sept. 1, 2015 to March 31, 2016 (BMS Canada Risk Services Ltd., Chq No. 000045, Sept. 1, 2015)	490.32		490.32
011) Web hosting fee with Ethical Web Services Inc. for its Bronze Hosting Acct (centretowncitizens.ca) from Jan. 24, 2016 to July 23, 2016 (Ethical Web Services Inc.), i.e., for 6 months	45.09		45.09
012) Banking Fees - Account Fees	0.00		0.00
013) Subtotal:	739.86	0.00	739.86
014) Surplus:	-242.33	0.00	-242.33
<u>Funds:</u>			
015) Beginning Balance @ September 1, 2015:	4,000.54	6,884.87	10,885.41
016) Ending Balance @ March 31, 2016:	3,758.21	6,884.87	10,643.08
017) Change in Funds	-242.33	0.00	-242.33
<u>Bank Account, Investments:</u>			
018) Chequing Account, Ending Balance @ March 31, 2016:	1,687.30	4,824.63	6,511.93
019) TD 1 Yr Cashable GIC, November 17, 2015 to November 16, 2016, @ 0.4000% p.a.	2,070.91	0.00	2,070.91

020)	TD 1 Yr Cashable GIC, July 13, 2015 to July 12, 2016, @ 0.500% p.a.	0.00	2,060.24	2,060.24
021)	Total Funds	3,758.21	6,884.87	10,643.08
<u>Outstanding Income/Refunds:</u>				
022)	Membership fees received pre-2015 AGM (Sept., 2015-Nov. 16, 2015) via PayPal. Funds held by PayPal	0.00		0.00
023)	Membership fees received post-2015 AGM (Nov. 17, 2015 to Mar. 31, 2016) via PayPal. Funds held by PayPal	25.00		25.00
024)	Donations received received pre-2015 AGM (Sept., 2015-Nov. 16, 2015) via PayPal. Funds held by PayPal	0.00		0.00
025)	Donations received post-2015 AGM (Nov. 17, 2015 to Mar. 31, 2016) via PayPal. Funds held by PayPal	35.00		35.00
<u>Outstanding Expenses/Disbursements:</u>				
026)	PayPal Transaction Fees incurred pre-2015 AGM (Sept, 2015 to Nov. 16, 2015)	0.00		0.00
027)	PayPal Transaction Fees incurred post-2015 AGM (Nov. 17, 2015 to Mar. 31, 2016)	3.26		3.26
028)	Federation of Citizens' Associations Members Annual Fee For 2016 (FCA, Chq No. ??, Feb. ??, 2016)	30.00		30.00
<u>Upcoming Income/Refunds:</u>				
029)				
<u>Upcoming Expenses:</u>				
030)	Web hosting fee with Ethical Web Services Inc. for its Bronze Hosting Acct (centretowncitizens.ca) from July 24, 2016 to Jan. 23, 2017 (Ethical Web Services Inc.), i.e., 6 months	50.00		50.00
031)	Rental cost of film for T&G movie night, April 23, 2015		100.00	100.00
032)	Costs incurred to plant two trees in honour of Diane Holmes		1,000.00	1,000.00
033)	Volunteer Canada Directors & Officers Liability Insurance, Apr. 1, 2016 to March 31, 2017, BMS Canada Risk Services Ltd	1,000.00		1,000.00
034)	Volunteer Canada Annual Membership Fee For Sept. 1, 2016 To August 31, 2017	125.00		125.00
035)	Costs incurred from new CCCA website development (M. Kutney)	200.00		200.00

Last Updated: April 15, 2016

8.6. Executive Committee

CCCA Executive Committee Meeting Notes, March 29, 2016

Lieutenant's Pump

Tom Whillans	Mitch Vandernorn	Maria Luisa Marti	Graham Pressey
Alana Lavoie			

Discussions

1. Impressions of last board meeting
 - a. The importance of attendance was discussed. All board members are requested to provide regrets if they expect to be absent or late from the meeting. The responsibilities and commitment for each board member will be revisited during the Retreat.
2. Social Committee & Board Retreat
 - a. The retreat was tentatively scheduled for May. Past and present committee chairs will be asked to present on the experiences with the CDP and past decisions.
 - b. The retreat will include a review of the first 6 month term of the board and objectives for the rest of the term.
 - c. The first drop in social at the Lieutenants Pump was a success. Several board members and Citizens attended and it proved a productive and valuable opportunity. The next Social will follow the next Executive Committee meeting April 26, at a location to be determined.
3. Discussion of Door knocking campaign & Member outreach
 - a. CCCA to commence a door knocking campaign
 - b. The committee also discussed the importance of collaboration with other organisations in Centretown and Ottawa.
4. Executive Committee Terms of Reference
 - a. The Terms of Reference will be adopted by the Executive Committee.

8.7. Planning Committee

8.8. Communications & Membership Committee

CMC Board Report Meeting April 14, 2016

Co-Chairs: Mitch Kutney and Maria Luisa Marti

Attendance: Jared D., Mitch V., Richard C, Victoria C., ML Marti

Regrets: Emily H-C, Sara C, .Alana L, Mitch K. Charles A-M

Next CMC meeting May 12, 2016 7:00 – 8:30 , McNabb Community Centre, Conference Room B (Basement)

CMC 1) Creation of flyer and bookmark for upcoming events and member awareness door to door campaign in May

CMC 2) Resources page & Newbies Guide being finalized will posted before month end.

CMC 3) Lapsed membership letter: ONGOING

April 4: Sent 100 lapsed members letters, before continuing members online form being streamlined.

To date: 1 new member and 2 moved.

CMC 4) Membership strategy to raise CA awareness: (Item 7 forwarded from CMC February 11 agenda): Door to door campaign.

- Board responsibilities
- Financial needs for current year
- Fundraising opportunities (discussed at Executive)

ML- Update: Email sent to board March 23, 2016 asking for support. Item discussed proposed action plan

- Time frame: weekends of May 14-15 and May 21-22
- Centretown will be divided in 4 quadrants and will have 2 board and 2 neighbourhood expert members assigned to cover each area.
- This campaign will concentrate on raising the presence of our CA in the Community and collect feedback from Centretowners on concerns and wishes (what they like and what they would like to improve). Further Board discussion on who we are and what we do will need take place before event.

CMC 5) Update on past and upcoming events: Please visit our website for further information or contact

Maria Luisa at membership@centretowncitizens.ca

Update:

- April 3 Clean Dundonald Park with Adopters of Dundonald Park. Board participants Mitch, Alana & ML

Upcoming events:

April

- Spring Cleaning the Capital campaign
April 23 Minto Park 10 to 12
April 30 McNabb, 10 to 1
- April 19 Working with Nature in the Garden: Permaculture Principles & Design
- April 23: FCA: Imagen Ottawa (notice will be sent to members with agenda)
- April 27. Streetfight: New York's Urban Revolution

May:

- Meet your school board trustee evening. Proactively meeting arising community needs: Erica Braunovan School Board, has been contacted and has agreed to meet with our CA. invitation has been sent for our May 17 Board meeting, awaiting confirmation.
- May 4 [City of Ottawa planning event: Building Better Connections](#)
- May 5 Impact Hub Ottawa is pleased to host a community event in partnership with the 150Alliance to bring organizations and citizens together to explore what 2017 can look like for the Ottawa community
<https://ottawa.impacthub.net/event/hub-and-spoke-setting-scene-for-2017/>

Thank-you all for your commitment to our Centretown, feel free to contact me with your concerns or suggestions at: membership@centretetowncitizens.ca Maria Luisa Marti

8.9. Seniors Committee

8.10. Transportation Committee

8.11. Heritage Committee

8.12. Trees and Greenspace Committee

Trees and Greenspace meeting notes from the April Meeting (April 12, 2016). Meeting notes will be issued before the next meeting (May 10, 2016 at 19:00 at the Centretown Community Health Centre).

TG-1.0 – CCOC Garden Session Collaboration

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TG-1.0 - Nepean St. Community Garden

Final details are being worked out and the Trees and Greenspace Committee is forging relationships with other community gardens in Centretown. We will be metering water from the neighbour and planning a grand opening event with the Councillors Office. Also the final details of the bylaw/agreement are being completed and the name decided (Off-Bank Community Garden).

TG-2.0 - Toilets in Dundonald Park

Tom & Committee representatives to attend the next meeting of the Dundonald Park Working Group to inquire about the details of support within the Friends of Dundonald before drafting a revision.

TG-3.0 - Ottawa Centre Eco-District.

The committee had a presentation from the Ottawa Centre Eco-District. The EcoDistrict was inquiring about interest and logistical support for the planters on O'Connor Street. The project will begin in the spring 2017 and the T&G will share experiential and expertise in the development of the planters.

TG-4.0 - Spring Event.

Planning with the Ottawa U community Garden has continued, Tom met with UOttawa to discuss the event and it was well received and supported. Just waiting for confirmation on dates.

9. Other Business/Question Period

10. Forward Agenda Items

10.1. May Board Meeting

11. Adjournment

12. Annex