



Approved CCA Board Meeting Minutes – Wednesday, August 17, 2016

Present: Cameron Ketchum, Charity Bartlett, Nelson Coyle, Linda Dodd, Anna Du Vent, David Hoey, Cathy Younger-Lewis. **Absent:** Robert Crout, Robert Brinker

1. Approval of agenda: Charity asked that we add the special meeting for the Bike Park to the agenda. With this addition, the agenda was approved.

2. Minutes of the June 8 Board meeting: Linda said that the amount in the bank net of the veteran's bench funds was actually \$6,245.74. Charity said that the money left over from Family Fun Day was turned over to Linda – the amount moved by the board for this event was not needed because of sponsors. With these amendments and clarifications, it was moved by Charity, seconded by Linda, that the minutes be approved as amended. Carried.

3. Meeting Dates/Focus: A meeting for the bike park works well for early September. August 25 is the committee meeting of the city which is considering this matter. The special meeting is intended to get an update from Councillor Brockington and continue to share concerns. The goal is to hold it at Bellevue. The proposed date is September 15. The newsletter comes out September 1 so that provides 2-weeks' notice as per our by-laws.

September 21 will be a General Meeting with a focus on volunteer recruitment. The safe injection site proposal will also require a meeting. The board generally supported a monthly meeting of the board on the third Wednesday including December. Where there is a General Meeting, it will be the second Wednesday. There will be no Board Meeting in September. There is a possibility of a pot luck supper in December if volunteers are willing to set it up.

It was agreed that September 21, January 18 and May 24 will be the scheduled General Meetings with additional meetings as needed. Members agreed to consider alternatives to "special" as a title for extra meetings.

4. By-law review: Anna reviewed the process needed to come to a set of amendments which will be presented to the annual meeting. Volunteers will be sought in September. The January meeting will be informed as to the direction the Committee is taking.

5. Committee updates: Cathy gave her thoughts on Communications:

Communications Coordinator: Terms of Reference (as per Sarah Dalle, 2015): Work closely with the President to coordinate and guide all CCA Communication activities, including, but not limited to:

- Regular website maintenance and content development
- Maintaining a rich and useful online community calendar
- Social Media



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- Flyers/poster/ promotion
- Media relations/promotion
- Community outreach including newsletter

As well as a volunteer Communications Coordinator, the CCA is looking for volunteers to take the lead in the above-listed activities, and work with the Coordinator and board. Duties include the CCA E-newsletter, CCA E-blasts, Website posting and Social media. A media liaison is currently missing also.

Outreach: Charity agreed to circulate a description of activities for an Outreach Committee.

Recreation: Anna committed to circulating a description of the recreation committee. Duties will include Programming, Liaison with Alexander staff and Special events.

Greening: Charity suggested Brenda Emerson as a coordinator. Cameron agreed to contact her. Cathy agreed to work on this area if her work in Communications is limited to the newsletter. She wondered if a community gardens group link is possible?

Treasury: Within the bylaw review, David suggested that we look at the audit issue and budgeting. If we are going to seek funding, an audited financial statement is needed. Linda and David agreed to work on this issue. Cam suggested that we try to present books at the September meeting but in any event we will ask for 2 members to review the books as set out in the current bylaws. Statements will be available in the dropbox. Anna suggested that we look at the Act and at best practices. It was agreed that membership rules should also be looked at.

Website Review: No further progress to date. Cam agreed to bring this forward.

Training: Bring forward to the next board meeting.

Dropbox: Everyone can access and submit docs. Anna is not sure who is authorized to organize the material. We need to delete material that is no longer relevant. Charity agreed to summarize material related to the meetings she attends such as CDF. Members were encouraged to contact the webmaster re activating their CCA email accounts.

6. Other business:

CCHC has done a needs assessment and the results for the community will be presented Sept 28 at a meeting at the Alexander Community Centre. Charity mentioned that people are sometimes reluctant to mention concerns even if the questionnaire is confidential.

Family Fun Day: Members suggested that we make it multicultural. Can we apply for 150th birthday funding?

The meeting adjourned at 8:55 at the call of the chair.