



Carlington Community Association

Minutes (Approved): CCA Board Meeting – November 3, 2021 (by conference call)

Present: Brian Beard, Tara Beechey, David Hoey, Peter Zakrzewski, Alexandria (Allie) Hodgson, Dave Janveau, Heather Darling, Ahmed Elchamaa.

Regrets: Kristen Bennett.

Guests: Vivian B.

Call to Order by Zoom Pro: 7:04 p.m.

- 1. Motion to Approve the Agenda: Moved by Brian Beard, seconded by Peter Zakrzewski. There was no opposition, the motion was carried.**
- 2. Motion to Approve the October 6, 2021, Minutes: Adjusted “AGM” to “GM”. With this small adjustment, it was moved for approval by Brian Beard, seconded by David Hoey. The motion was carried.**
- 3. Advisements of Conflict of Interest:** Tara B sits on the board for W.E. Gowling Parent Committee and has a topic of interest in Communications. Heather D’s son goes to W.E. Gowling.
- 4. President’s Report:**

Communication: Please use Brian’s “president@carlingtoncommunity.org” email address.

City Plan has been approved.

Traffic Calming: Brian completed Mapping the streets for community information, talked to various people to try and confirm what the speed limit is within the neighborhoods.

Membership: What kind of membership drives have we done in the past? Have we had events, what’s been successful, what hasn’t?

- David H: nothing really specific aside from blasts at the AGM previously. It seems like when issues come up, it drives up membership. The biggest revenue strings are membership and the Rinks.
- Peter: The membership is the highest it’s been, it’s more than doubled from the previous year: 122 people.
- **Question:** Could we send out social media/flyers/etc.? We have a mailing list and a membership letter. When it comes to registration for AGM/GM/voting, we contact the members. Right now, there is a once-a-year reminder. Membership Committee is



Carlington Community Association

looking to build a strategic plan to fill some gaps in the map, low hanging fruit, and invite people who are not members to join free of charge for the remainder of the year.

- We need to define the benefits of why you'd want to be a member. Brainstormed some ideas around what kind of benefits.
- Brian has asked for a quote from Canada Post about the cost of mailers.

Insurance: The cost of insurance has increased quite a lot this year. Need to consider what that looks like going forward.

Institutional Knowledge: Discussion about how to ensure the historical/institutional knowledge gets passed down.

Question about how do we see ourselves fitting into organizations like the Carlington Community Development Framework Steering Committee?

- Survey of YES/NO questions and when you could Attend Meetings, maybe we could invite the CDF to come to the next General Meeting.
- Brian to extend an invite to them to come to the GM this month to speak about this.

Carlington Community Health Centre: The Centre has reached out about hosting a Christmas Market.

- Last year was the first year it was up, it was a virtual site.
- It's local makers who ran it, it was a COVID market.
- Brian will respond back to ensure that the CCA is aware and we can promote it.

Rinks and Vaccination Needs: The City sent an email saying that volunteers and anyone else working on the rink will need to be fully vaccinated. Users do NOT need to be vaccinated to use the rink or indoor visits for changing skates/bathroom.

- CCA to confirm volunteers'/contractors' ability to meet the City Requirements around Vaccination Policy.

5. Finance: David Hoey

Insurance Company: This year it's \$3000 for commercial general liability insurance and the directors' insurance, expires in July, we'll try to be a little more proactive earlier in the spring.

Deposits: Plant and yard sale went in, Allie needs reimbursement.

All Candidates Events: Cheque for reimbursement

MailChimp expired: Used to be Charity's credit card, will now use David Hoey's. Handcuffed how to do payments, can use cheques, can't use ATM. Charity to send the login to David to login and renew.



Carlington Community Association

Peter: Question: Found 3 applications, for membership records, wanted to add in the details of the donations.

Have a P.O. Box at Westgate, received a couple of membership funds.

Community Grants: Discussed applications last call, 2 successful applications approved. The CCA supports them both. This is going to be announced at the GM, notifications for those that didn't get accepted to go out in advance.

6. Development and Transportation: Ahmed Elchamaa

Civic Hospital/Parking Garage meeting: Ahmed attended the meeting and found it insightful. There was indication that there are plans to hide the parking garage by building hills around it, plan on planting trees, and wooded hills surrounding the structure. The artist's rendition looks good. If they stay true to the vision/plan, it could be very interesting. Having a common space on top of the garage (tennis courts, etc.).

1110 Fisher: No update yet, Ahmed speaking with Nelson on November 4.

Development Committee Involvement: Nelson will be pulling back from Development Committee.

7. Communications: Tara Beechey

Parent Council: She would like everyone to be aware that she is on the W.E. Gowling Parent Council and works primarily on the fundraising cmte. The Parent Council executive is aware that she is on the CCA Board and they have asked her to keep the CCA informed of activities of interest to the Carlington community. With that being said, the Gowling Parent Council has also asked her if the CCA would promote their fundraising activities on its social channels to inform the broader Carlington community.

Parent Council Fundraising currently supports:

- \$250 for every classroom, for teachers to use at their discretion.
- Purchases for the school clothing closet - items such as mittens, rain and snow boots, splash pants, running shoes, seasonal jackets and sweaters.
- During COVID, the purchase of children's-size masks for the school.
- The Parent Council is also on the verge of announcing a large fundraising campaign for 2 new play structures for the schoolyard. Both the kinder structure and the grade 1-6 structure have come to the end of their life cycles and could be removed any time now based on annual inspections. The goal of the campaign is to raise up to \$150,000 to



Carlington Community Association

replace both structures. If successful, installation of the new structures would be in summer 2022.

- Board approved the CCA to promote the push.

Calendar: Tara has shared individually the [carlingtonca.Insta@gmail.com](mailto:carlingtonca Insta@gmail.com) calendar and added all of the up-coming Board meetings with Zoom links as well as the dates for the General Meetings and the AGM until May of 2022.

She asks all Board members to personally add all upcoming CCA events and programs so the Board can be informed and as a way for communications to promote activities of the CCA. When an event or program is added, it would be helpful to invite the Board members at the same time.

Question to the Board: Please advise your preference - would you like to be invited using your personal email or your CCA email?

Tara has added everyone's personal and CCA email to the contacts in this account and created 2 labels to make it easier to use – "All Board - CCA email" and "All Board - Personal email".

CCA TWITTER: Tara would like CCA to consider rebranding the CCA Twitter account to become a Carlington community account with a focus on the happenings of the neighbourhood instead of being the voice of CCA. The CCA would still manage who has access but the email associated with the account would not be the president@carlingtoncommunity.org.

Would also change the Twitter handle from CarlingtonCA to another to be determined. The description paragraph would define the purpose of the account around informing the neighbourhood of the goings-on and what could be relevant to neighbours not just what is the focus of the CCA. With this change, there is the possibility of having the account run by a member of the community with less pressure on the Board to run it and avoidance of the perception by the public that the account reflects the views of the CCA Board.

Board to consider this shift and Brian and Tara to take it away for a discussion.

Donated Sign: A sign-holder was donated to the CCA, dimensions are: 30" x 18" .



Carlington Community Association



Bunker: The bunker needs to be re-organized and inventory taken of everything. Tara has volunteered to do this and wonders if anyone wants to join her? The inventory list will be added to the G-Drive in the Assets folder.

- David Hoey to join Tara.

CCA Website: Vivian has been working on updating and reorganizing the CCA website. Here is an outline of her plans and what she has been working on:

- Amalgamating a few of the pages (the whole "About Carlington" section) into just one "Activities" page.
- Transferring existing content to the "Activities" page and streamlining the "Activities" page at the same time (fewer categories, less text/detail).
- Such as: moving everything from the Parks and Green Spaces page and the Community Resources into Activities (but that page is not erased yet).
- Adding Safety and Security as an item on the Activities page, with a link to the emergency number page and a link to the Neighbourhood Resource Team page. Vivian



Carlington Community Association

will contact the NRT head sergeant or whatever to see if he/she can take a look and make sure everything is up-to-date.

- Working on modifying the menu on the Activities page. More additions of content will come and the duplication of information currently there will be removed.
- Creation of a couple of maps for mini-libraries and for green spaces.
- Currently looking at ways to remove the Maps page and add the map to the About Carlington page. See a draft of the new About Carlington page at <https://www.carlingtoncommunity.org/about-carlington-2/>
- Moved a copy of the most recent version of the zoning map to the Development page, since zoning has more to do with Development.
- Creation of a user-friendly "**Contact Us**" page.
- Under the new "Parks and Green Space" area on the streamlined "Activities" page, there will be a link to the Greening page. Vivian is currently drafting the content for this page and will go live once complete.

Ottawa Street Market on Raven Avenue: Tara connected with Chris Penton, the ED from Ottawa Street Markets. In partnership with Riley Brockington, the Ottawa Street Market hosted a market in Raven Park this past summer. Based on positive feedback from the neighbourhood and Riley, the CCA is pursuing a partnership with Ottawa Street Markets. Chris's response to Tara's email to discuss is that he is drafting a 'handbook' for CAs to introduce an Ottawa Street Market. Once this is complete, Chris is keen to begin working with us. Tara will keep the CCA posted. In the meantime, take a look at the Elgin Street Market www.elginstreetmarket.ca and the soon-to-be Alta Vista Market www.altavistamarket.ca, he has gotten off the ground with their local CAs.

8. Greening: Alexandria Hodgson

Fall Cleaning the Capital: Carlington Cleaning the Capital was a success!

Oct 3: Alexander & Raven Parks - The cleaning event on Oct 2 was rained out and therefore took place on Oct 3 instead.

Oct 23: Meadowvale Park & Shillington Ave

There were great volunteers at each of the events, all of whom walked away with a "coffee gram" from Carlington Coffee House. The invoice for the coffee grams has been paid and the receipt information sent to treasurer@carlingtoncommunity.com.



Carlington Community Association

Charity, who led the Alexander Park clean-up, expressed concerns to Riley about the nature of some of the waste that was left in the park. Riley is addressing the issue.

Greening 2022 Planning Calendar: The Greening Committee continues to plan out events and content for the 2022 year, using the Google calendar Tara shared out once the dates were finalized.

Any events that could be partnered with a Greening event should be passed onto Allie.

Emails to Carlington Greening: An FYI that Allie may be falling behind on Greening emails through greening@carlingtoncommunity.com. Her computer has had issues; she is currently on a loaner which will not allow her to into roundcube.

9. Membership: Peter Zakrzewski

Most Topics Covered want to review an email received. Going to use time on advice/ guidance/ direction on email sent to membership regarding the Policy on Discrimination.

- Heather has a take-away to research some additional language.

10. New Business

Dave Janveau: Activities

Considering running the Merry and Bright Christmas Tree decoration event this year.

\$2800 is left over from Carlington Arts Fund, thinking about something like that, thinking about something virtual. Going to throw around some ideas, there is a sponsor waiting in the wings willing to contribute to some kind of sponsored event. David will attempt to get that done in the next couple of weeks.

Virtual Board Members vs. In-Person:

Split on the board right now.

GM in November:

Riley, CDF, Grant Discussion

11. Adjournment: Move to adjourn by Brian Beard, seconded by David Hoey at 8:58 p.m.