



Carlington Community Association

Minutes (Approved) - CCA Board Meeting – June 1, 2022 (Zoom Pro)

Present: Brian Beard, Alaine Spiwak, Peter Zakrzewski, Heather Darling, David Hoey

Guests: Vivian B

Regrets: Alexandria (Allie) Hodgson, Robert Brinker

Call to Order by Zoom Pro: 7:03 p.m.

1. Introductions and Land Acknowledgement

'We would like to begin by acknowledging that the land on which we gather is the traditional unceded Algonquin territory.'

2. **Motion to Approve the Agenda: Moved by David Hoey, seconded by Alaine Spiwak. There was no opposition, the motion was carried.**

3. **Motion to Approve the May 5, 2022, Minutes: Moved by David Hoey, seconded by Alaine Spiwak. There was no opposition, the motion was carried.**

4. **Advisements of Conflict of Interest:** None noted.

5. President's Report:

Insurance: To be voted on by the board to proceed.

AGM: Question about if Riley had discussed the 30km/hr designation request at the AGM, confirmed it was not.

6. New Board Discussion: Transition of Duties, Meeting Dates and Meeting Type

Executive: President, VP, Treasurer

Other Lead Board Roles: Secretary, Communications, Development, Greening, Membership and Activities

Current Board: 7 Total on the board this term

Discussed Following Roles/Committees to determine the board member who can step into them:

- **Treasurer (Executive) – Vacant:** David may stay on as interim. Reviewed the By-Laws to determine if David Hoey can remain on.
- **Secretary:** Heather will remain on.
- **Communications Committee - Vacant.** It's a Committee, but a Board member needs to chair it to ensure there is oversight.
- **Activities Committee:** Alaine Spiwak will step in as chair of this Committee, there are a few volunteers already working on assisting/running events. There are also grants available to help assist the CCA.



Carlington Community Association

- **Greening Committee:** Ally will remain on as chair.
- **Development & Transportation – Development: *Vacant*.** Note: Transportation is being separated from Development.
- **Transportation and Pedestrian Issues:** Brian will remain chair to this Committee which will go through a name change.
- **Membership:** Peter will remain on as chair to this Committee.

Note about Treasurer and By-laws: The Board will consider working with the general membership through a special meeting to vote on amending the By-Laws to allow the Treasurer to remain on as this position is important. To be discussed further at the September Board meeting.

Note about outgoing Board: New Board will have a discussion with the former Board members to determine if there is an interest in joining Committees.

In Person vs Hybrid Meetings: Discussed pros and cons of both settings.

- The CCA did host one hybrid meeting, it went ok once technology was sorted out. One comment was that it was a little alienating.
- In Person allows for a stronger community feel, it's important to meet in person to be able to meet face to face, however it's very difficult to get away from a hybrid solution at this time as it allows people to join where they might not have been able to otherwise.

Hybrid Meetings are preferred; however, the Board will host a Board meeting first in the Community Centre to determine the feasibility of a hybrid.

Board Meeting Dates Starting in the Fall: Wednesday nights won't work in the fall, will try out Mondays.

Email Details of Board Members: The Board will work with Alaine and Vivian to set up email logistics for Alaine.

Confirming GM and AGM Dates for 2022/2023:

Board Meeting Dates: Sept 12, then the first Mondays of the month, no meeting in December, January 9, 2023

General Members Meeting Dates: Sept 27, November 22, February 21

AGM Dates: May 16, 2023

7. Finance - David Hoey:

Insurance: Commercial General liability insurance put through Marsh is the broker out of Toronto, City of Ottawa runs the insurance program through this broker with preferred rates for community association. Last year was very expensive, around \$3000. The CCA gets Commercial General Liability insurance to cover it for all of the CCA events; it's cheaper to buy annual Liability Insurance than to get individual event insurance and Director's Insurance is included. Submitted it again this year for exactly the same coverage through the Marsh Broker, and it came in about \$1200 cheaper than last year. The broker switched insurance companies. Reviewed the coverage and deductibles to check for change, and one of the deductibles for the Directors Insurance did go up from \$1000 to \$2500. For Commercial General Liability, there is no deductible anymore.



Carlington Community Association

The City of Ottawa does the tender and runs the program for the Associations.

COST:

\$902 for Commercial General Liability

\$723 for Directors Insurance

Total: Around \$1600 for the Insurance, significantly less than last year

Putting forward General Motion:

The CCA Board supports the purchase of Commercial General Liability Insurance for \$902 and for Directors Insurance for \$723.

Board Voted: (Majority - needed to be 3 to pass)

All in Favour - 5

Not in Favour - 0

Motion Passed. Brian will sign the documents and send them back to Marsh.

CCA Grant Update: David Darwin's proposal to paint the hydro poles was denied by Riley Brockington. The fencepost at the halfmoon is still viable and David is connecting with the grant recipient.

2022-2023 Grant: If the CCA still wants to run it, David will go ahead with it again this year and will run it with some additional support from the Board. If the CCA is to launch it, it would be after the AGM, give a couple of months for applications to be submitted, and evaluate it after the September GM. \$2000 would have to be put aside for this.

Budget: Light budget for this fiscal year. Don't have a ton going on, potentially some ad hoc activities.

8. Development and Transportation - Brian

1435 Morisset Avenue: email received from Riley on this. Having a hearing next week regarding this site.

Hospital Plan: As part of the Hospital plan, the City is having to do transportation and traffic studies, City does a terms of reference and Brian sent it out to the Transportation Committee to review it.

9. Greening - Ally Hodgson

- Carlington Outdoors: the yard and plant sale on June 11 at Alexander Park. There were over 10 yard sale locations to be announced/promoted this coming weekend.
- A few people expressed interest in doing educational stuff at Alexander Park, but unfortunately most people either stopped responding or and were not available on that day.
- Along with plant donations, there will be "I love Carlington" T-shirts and CCA membership sign ups.

10. Membership - Peter Zakrzewski



Carlington Community Association

- 2022 Membership: 81 Members so far at renewal, some are new
- Received about \$990 in membership fee donations
- Was a bit of a mix-up with the registration email with the AGM, however resolved
- Newsletter is going out

11. Activities - Nothing at this time

12. Any Other Business (look at Recording)

- Wabano - any further details
 - Didn't have it for the AGM, however will save it for the next one
- Heather to add on the Board Agenda going forward for "Open Item"
- February GM Draft Minutes being updated/amended, discussion with member to occur (Heather to do)
- **APPROVING Minutes:** Due to transition of Board in 2022, need to work through some minutes approvals that weren't completed
 - **AGM Minutes from 2021** - Needs to be approved in 2023
 - **AGM Minutes from 2022** - Needs to be approved in 2023
 - **GM Minutes from November 2021** - Needs to be reapproved in September 2022 (was approved in error during 2022 AGM)
 - **GM Minutes from February 2022** - To be approved at September 2022 General Meeting

Adjournment: Move to adjourn by David Hoey, seconded by Heather Darling at 8:41 p.m.