

## **CBLCA Executive Meeting Minutes November 8, 2017**

Present: Monica Patten, Kevin Brewer, Krystal Taylor, Carrie Elliott, Carl Wimmi, Nigel Brereton, Rick Nelson, Peggy McGillivray, Susie Crowe, Gerald Fildebrandt, Emma Osgoode

Regrets: Ian McConnachie

### **1. Welcome, President's remarks, agenda review, minutes of October 5, 2017**

- Monica welcomed all to inaugural meeting of the 2017/18 executive. Noted it would be good to document the history of association on our website
- Monica and Kevin will be co-chairing all executive meetings
- Review and approval of minutes from meeting October 5, 2017

### **2. Introductions: brief intro from each; what I am looking forward to and what I am not sure about**

- Susie: joined the executive last year to support Parks and Rec Chair. Looking forward to hearing from the community what they want for activities and events.
- Kevin: joined last year as zone rep. Looking forward to build from current foundation and making community association more well known and active in community. Not sure about how we can become more efficient
- Emma: joined last year as member of transportation committee. Looking forward to learn more about our neighbourhood members (e.g. who we are reaching and who we are not reaching) and make communication more relevant. Not sure how we may be able to "rebrand" the association.
- Carrie: joined last year as zone rep. Looking forward to revising constitution and developing record of best practices.
- Carl: joined last year as zone rep. Looking forward to participating on the safety committee and ways to heighten the awareness of neighbourhood safety issues.
- Peggy: Exec member for past 9 years, joined when the city was proposing to build an interprovincial bridge off of Holly Acres Drive. She has been active in many advocacy issues since then. She feels association could not build as much in past decade as many external threats to our neighbourhood that required much work from the community association. Would like to see Maki House more lively, sports events in all parks for all ages, more events that bring lots of people together, and rebranding the association.
- Gerald: joined association for approx past 10 years. Looking forward to having "new young blood" on the exec, and enhanced communication to our members
- Rick: member of exec last 5 years. First got involved in association to "ban the bridge" and other advocacy issues (e.g. BRT, development on Carling Ave), and started weekly emails to community members. Identified a few priority issues: transportation (e.g. Carling Ave), planning for infill development,
- Nigel: involved with association for past 2 years, was interested when BRT was being extended. Looking forward to improving involvement of members at meetings and raising awareness of the value of the association
- Krystal: new executive member. Looking forward to to get involved in current advocacy issues and to continue to build community. Not sure about how nimble we can be in our work.
- Monica: Looking forward to working with us as a new executive committee and "reaching our tentacles into the community" for engagement and to do our work.

### **3. Priorities for 2017/18: discussion and agreement on priorities, including new and existing ones.**

All members contributed to brainstorming of key priorities for the association. The following ideas were identified:

- Modernize the constitution
- Enhance our engagement and communications with the community. Use communications as a tool to reach our goals.
- Identify our clients to better target our communication and events/activities as the demographics and interests of our community have changed a lot over the past decade
- Increase membership and develop a plan *how* to collect memberships payments (e.g. embed in activities, use zone reps)
- Raise awareness of what we do as an association and benefits to members. Raise awareness of historical events (e.g. wins but also losses such as trying to save the gym at St. Thomas School beside Maki House). Ian Ashe and Elizabeth Gravelle good community members to chat with for history content.
- Increase the number and type of activities we offer for all ages. Some potential ideas: a contest for teens to develop a video to promote Crystal Beach; dog dress up contest; free phone charging station at Maki; share a book/video game, wheel day buy sell trade; Halloween parade for kids; pick-up softball; bike safety day; community potluck; street parties.
- Improve the website
- Enhance partnerships and sponsorships (e.g. with local businesses). The West End Business Network is currently not functioning.
- Build a positive relationship with the City and our councillor Mark Taylor so we can be more synergistic to advance our goals (especially re. parks and recreation)
- Develop a neighbourhood services list

There was agreement to pick a few priorities and do them well. However, we need to be nimble enough to adjust our priorities and workload to address external factors with timelines beyond our control (e.g. transportation issues, infill development).

**ACTION: The priorities for 2017/2018 executive are:**

- A. Communication: Improve 2-way communication with our community members**
- B. Transportation: Ensure the development of the LRT meets the expectations of the community**
- C. Modernize the constitution**
- D. Increase membership**
- E. Increase the number of community events and activities for all ages**

4. What committees/people are needed to carry out priorities? (see October minutes). Who will lead in priority? Who else will serve and how will they be recruited?

There was agreement about forming committees for the following priorities:

A. Communications committee

**ACTION: Emma to lead this committee. Executive members: Susie, Krystal, Rick, Kevin. Possible community members: Jill Heckman, Kevin Quesnel.**

B. Transportation committee

**ACTION: Ian to lead. Executive members: Peggy, Rick, Monica, Krystal. Possible community members: Bill Fenton. Seeking more community members to get involved; an email and post on Facebook went out last week.**

C. Constitution revision committee

**ACTION: Carrie to lead. Executive members: Monica, Peggy, Rick, Ian. Need to understand what we are trying to solve - it needs to be modernized.**

Discussion about how to best address the following priorities:

D. Increase membership. Not sure if we need a committee as this may be a goal of the communications work. However we need to find out how other community associations are collecting membership and how much. Also, we have a PayPal account but cant access it currently. Ruth Tremblay set this up. There is a Federation of Community Associations of all associations across the city; this may be a way to connect but members have not felt this group valuable in the past.

**ACTION: Rick to follow-up with Ruth re. accessing PayPal account**

**ACTION: Monica will connect with other community associations to ask about their membership processes.**

E. Increase events and activities. We need to understand the cross over between Parks and Rec and social events. A formal committee is not required, however we need to get other community members (from all parts of neighbourhood) involved as volunteers (e.g. need to build a pool of volunteers for a variety of one-time and ongoing activities). an expectation of CBLCA. Both are maintained by paid personel from the city, Al Arsenault for Lakeview Rink and Grant Miller for Maki rinks (boarded rink and additional ice pad).

**ACTION: Susie to chair parks and rec activities and develop pool of community volunteers. Susie will draw on Grant Millar's history and continuing role (not part of CBLCA) with rink**

F. Emerging Issues. Adhoc committees will be established as needed (e.g. infill properties)

**ACTION: Each committee to meet before next executive meeting and bring a draft plan and budget to implement priorities to the December meeting.**

## **5. Other business**

### **Zone 1 rep recruitment**

**ACTION:** Emma offered to ask a family member who lives in zone 1 about interest. If not, we will request through newsletter and FB. . This request should be clear on commitment of zone rep and include map of zones.

### **Next community meeting/get together**

CBLCA will not host a Christmas event for the community. Discussion that we have not had a community meeting since last April and whether we need a meeting. There are several issues to raise awareness and discuss with community members regarding the BRT and LRT development (e.g. road safety, gap in the fence). All upcoming community meetings should be promoted in the weekly email.

**ACTION:** The Transportation Committee will have offline conversation to decide whether we can have a transportation update at a community meeting soon.

### **CBLCA Facebook**

We don't own the current Facebook group, but we can be posting more. Susie has admin rights.

### **CBLCA email addresses**

Discussion about having emails for zone reps, let's keep them for now.

### **Zone maps**

**ACTION:** Kevin (?) to Send out on Facebook and weekly email

### **LRT update**

City updates have been posted. We sent 7 caveats with some qualifications in a report. Ian will be looking at this soon and the transportation committee will follow up.

### **Maki House play structure**

Construction to start November 13th

Andrew Haydon water park already under construction

**ACTION:** Monica to draft text for this update to go in the weekly email

### **Maki House library**

Take a book, leave a book - need to talk about how it may work.

Certain times are reserved for community events at Maki House.

**ACTION:** Susie to send Master Maki House calendar to all.

**ACTION:** Carl to explore how this library may work and be maintained

### **Confirm 2<sup>nd</sup> Wednesday of each month for meetings**

Confirmed this date and time works for all executive members.

### **Communication with community following each executive meeting**

**ACTION:** Monica to draft summary of the meeting to go out in weekly email and post on Facebook

### **Other**

**ACTION:** Susie will attend Breakfast with Mayor Nov 17th 8-9am to represent CBLCA as Monica cannot attend

We want to plan something to thank Grant, Doug and Jill for their work with the executive over the past years. **ACTION: Monica to invite them all to our holiday celebration in December and Susie to buy gift.**

Last week there was news of a deer on Highway 416 that blocked traffic and was killed. There is currently a gap in the fence next to the BRT station along the bike path and the wildlife corridor. Peggy sent message to city again advocating to close gap from bike path.

**6. Next meeting and adjournment**

**Wednesday, December 13, at Monica's home (details will be sent)**

**7-8 business meeting**

**8 onwards - holiday celebrations with wet and dry goodies!**