

## **CBLCA Executive Meeting Minutes**

**Oct 25 2018, Maki House**

**Present:** Monica Patten, Krystal Taylor, Nigel Brereton, Brenda , Rick Nelson, Kevin Brewer, Gerald Fildebrandt, Ian McConnachie, Peggy McGillivray, Carrie Elliott, Brenda McCrea

**Regrets:** Susie Crowe, Emma Osgoode, Carl Wimmi

---

### **Minutes of previous meeting: Oct 4, 2018**

Approved. All candidates meeting was held Oct 11<sup>th</sup>, 2018.

### **Financial report (Rick)**

- See attached financial statement [attach once sent by Rick]
- Many gaps in financial report as presented at the meeting: accurate membership numbers not updated, GIC interest and total value not reflected, donations to Scouts and Girl Guides not included, and summer sports program still showing a profit but should break even
- Discussion: The recommended fiscal year as Jan 1- Dec 31 is in the new draft constitution, but as we transition to a new constitution, the reporting will be similar for past years. Discussion about when financial reports should be shared with the community. Some concern about the duration between ending financial statements in Dec and the next AGM in the Fall. Suggest financial information be published in a newsletter in spring and also share info at AGM. Forecasted expenses not to be discussed at AGM as new executive is coming in and they have the decision for setting the new budget. At this AGM membership presented with financial information since last AGM in 2017, but as we transition next year's statements will be some repeating of numbers
- Decision: Donation \$450 to Scouts and \$200 to Girl Guides for 2018. Difference in amount as Scouts have rental expenses but guides do not have rental fees.
- Discussion re. membership: Historically we have offered membership deals for those joining Sept-Dec to have membership for 2019 (e.g. 14 months for price of 1 yr).
  - Consensus about how to proceed: Any new memberships purchased from Sept 1- Dec 31 in a calendar year are accounted for membership in the following year (e.g. in budget and membership numbers).
- Discussion about proposed financial reporting in draft constitution: quarterly financial statements to the executive and annual financial report at AGM to membership

**ACTION:** Rick to confirm dates for all years financials.

**ACTION:** Rick to follow-up with Susie re. all summer sports expenses being paid

**ACTION:** Rick to confirm the interest earned on the GIC and how this income is reported and reinvested.

**ACTION:** Rick to finalize budget, circulate to executive members, and upload to drive to append to minutes at least 1 week before the AGM.

**ACTION:** Monica to draft memo for Rick about what we are required to report at AGM. Rick, Brenda and Doug (former treasurer) to confirm what we will report at AGM.

## **Constitution review (Carrie)**

Brief overview of the changes in the draft constitution discussed. The purpose of the review was to build community trust, be more transparent, and develop more structure with some flexibility.

Expect to see:

- Shorter constitution
- Gender pronouns removed
- Simplified for better readability
- More refined objectives for CBLCA
- Clarity about use of expenses
- Added in all committees (e.g. parks and rec, comms, transportation)
  - All committees to have terms of references
- Financial fiscal year proposed and use of funds.

Discussion:

- Next AGM Nov 29<sup>th</sup> to present to membership for vote
- Current constitution identifies membership must have 72hrs notice. But the Constitution Committee is currently reviewing this part and suggesting at least 1 week notice.
- Question: who is all part of executive committee? The details are specified in new constitution. All elected roles: President, Vice President, Secretary, Treasurer, Chairs of standing committees, and Zone Reps.
- Discussion about the ability to create new committees. Suggest can start ad hoc committee at any time, chair of these committees not part of executive unless becomes a standing committee at subsequent AGM.

**ACTION:** Carrie to draft a “Coles notes” version of what has changed in this draft of the constitution

**ACTION:** Carrie to share old constitution, new constitution and “coles notes” to executive by Nov 5th.

**ACTION:** All exec to review draft constitution and provide comments to Carrie by Nov 12<sup>th</sup>.

**ACTION:** Carrie to request Emma to send notice 1 week in advance of AGM with attachment of new constitution and “coles notes” of what has changed in current draft.

**ACTION:** Kevin to post revised constitution on the documents section of the website

## **Survey results and review (Krystal)**

324 responses. Brief overview of analyzed survey results:

- General satisfaction with what CBLCA is doing
- Some concern about why we are not spending money we have
- Many comments about street condition, speeding, and lack of street lighting
- Request for more transparency/ communications, esp around financial reporting

- Some residents are interested in the development of community businesses (eg. Grocery store, coffee shop, pharmacy) within walking distance
- Interest in more community events for all ages
- Interest in more structured activities for teens
- Increase focus on Lakeview

Of note, approx 100 people indicated they are likely or very likely to volunteer next year, most volunteering at a community event or joining a committee. Six indicated an interest in a role on the Executive. It is the role of CBLCA to ensure we connect with these individuals and provide some opportunities for people to get involved.

**ACTION:** Monica to draft note and send to Emma for distribution to these individuals that expressed interest to get involved (e.g. thank you, come to AGM, etc.)

### **AGM date, location and agenda (Monica)**

Confirmed for Wednesday November 28<sup>th</sup> 2018.

Discussion about location options:

1. Nepean Sailing Club (\$100 + \$100 for bartender and we can bring our own appetizers)
2. Maki House. Cannot have alcohol.

Consensus to host it at Sailing Club. To also request to have billboard sign on Carling promoting.

**ACTION:** Rick to confirm booking of NSC East Room, November 28<sup>th</sup> 2018, 6-10pm, and to include bartender.

Monica shared ideas for the “party part” of the meeting. We will have flipchart papers around the room for members to provide ideas for us to proceed on some suggestions in the e latest membership survey. Proposed “conversation ideas” for these flipcharts:

- Physical activities for seniors
- Activities for teens
- How to make better use of greenspace at Corkstown Park
- How should CBLCA spend its money
- What new types of clubs
- How can we come together to give to those less fortunate
- Would you come to a timeraiser?
- What do you love about your neighbourhood?

Discussion:

- Suggestions to add the following topics/boards:
  - What special talent are you willing to share?
  - do you have a service to offer? (e.g. business)
  - map for people to peg where they live
  - are you interested in Neighbourhood Watch?

- Must have membership table.

#### Invitations:

- Mark Taylor will be attending. He has accepted this invitation.
- Discussion who we should invite:
  - o Theresa Kavanaugh
  - o Anita Vandenberg MP
  - o Jeremy Roberts MPP
  - o Judy Leeson
  - o Amanda and Mandy from summer sports program
  - o Linda Capello
  - o Grant Millar
  - o Al Arsenault
  - o Sponsors from Winter Carnival
  - o **ACTION:** all members to send additional names to Monica

#### Budget for AGM:

- \$200 to Sailing Club
- \$25 for paper and activity supplies
- \$250 max. for food

Consensus to approve this budget.

#### Nominations

- Many executive members have connected with Monica.
- **ACTION:** Monica to draft one line sentence of each role and the process how to get involved to be shared in newsletter.
- It would be great to welcome at least 2 new members to the executive. All members encouraged to reflect on their duration on the executive and what they are interested to continue to contribute if reelected.

#### Other

- Neighbourhood Watch: not looking as an Association to take this on.
- Cash In lieu of Greenspace (re. Maki housing developments): The spending of these funds is currently with Parks and Rec staff at the City. Monica sent note re. our expectation to be consulted with location and design of the basketball courts. Mark Taylor will be briefing Theresa Kavanaugh.
- No additional information about development at Carling and Bedale. Site also has been cleaned up.
- Stage 2 LRT approval process delayed until 2019. At very earliest new City Council making decision in Feb/Mar 2019.
- Suggested inviting Theresa Kavanaugh to a CBLCA Executive meeting.

#### Next meeting:

- November 28<sup>th</sup> 2018 AGM