

MINUTES – CBLCA Executive Meeting

September 20, 2018

7-9 pm, Maki House

In attendance: Monica Patten, Kevin Brewer, Carrie Elliott, Emma Hancox, Susie Crowe, Nigel Brereton, Ian McConnachie; Carl Wimmi, Brenda McCrea, Gerald Fildebrand

Regrets: Rick Nelson, Krystal Taylor, Peggy McGillivray

1. Welcome, Agenda Review, Minutes of 22 May [and e-minute of 01 August]

Monica thanked all for CBLCA efforts over the summer, especially with door-to-door delivery in late August. Monica also informed that the next executive meeting will focus on financial and constitution matters in the context of the upcoming Annual General Meeting.

Emma presented the findings of the CIL survey:

- 30% response rate (325 responses)
- majority voted for basketball courts at Maki house and remodel of Lakeview courts
- heavy park users favoured the 2 basketball courts (Maki and then Lakeview improvements), then challenging climbing apparatus at Maki, then Maki fitness trail then Lakeview improvements such as picnic tables, benches, landscaping, lights
- we will present recommendations to city on the understanding we consulted community, it is possible they will pick and choose recommendations

ACTION: Emma will forward survey results to community.

Susie moved adoption of option including new basketball courts at Maki and improvements of Lakeview court. Any leftover money should go to Lakeview improvements (picnic tables, benches, landscaping, lights). **Gerald** suggested slight amendment to emphasize Maki as the priority. **Monica** suggested she send an email to Mark Taylor asking him to cost out both courts and get back to us. All agreed, adopted.

ACTION: Monica to email Mark Taylor with results of survey and ask him to cost out both options of new basketball court at Maki House and the cost of the required improvements to the Lakeview court.

2. Planning all candidates debate

- Monica notes election committee met and brainstormed ideas for all candidates questions and setup.
- Format agreed to by all at this meeting:
 - Date is Thursday, 11 October at Nepean Sailing Club, upstairs, in a room that holds 100 people. We will have signage and a CBLCA welcome table downstairs;
 - We will indicate people can come at 6:30 and entrance will be on a first-come, first-served basis;
 - The formal program will start at 7 and end at 9;
 - The evening will be live streamed on FaceBook;
 - Candidates will be asked to stay after the formal session, so people can talk with them;
 - CBLCA will provide tables for candidates' promotional material;
 - Candidates to be notified they can bring 1-2 volunteers with them;
 - Moderator and candidates will use bar stools while everyone else seated;
 - There will be a podium and microphone;

- One CBLCA Executive member will be the timekeeper;
- Questions to candidates will be based on questions received in response to survey and CBLCA Exec has drafted a 'backup' list;
- Debate will be 730-830;
- From 700-800, people can submit rapid fire questions (at CBLCA table);
- Those questions will be grouped together and summarized by CBLCA Exec members 800-830 and then provided to moderator for the 830-850 rapid fire portion;
- Media will be invited;
- Three moderators were considered. Executive unanimously requested Monica Patten to take on the role based on her role as President and considerable experience as a moderator;
- Refreshments will not be provided but the bar will be open; and
- Proposal to have another prep meeting on the 4th of October at Sailing Club. Will be discussed over email.

ACTION: Emma will email summary of survey to community in newsletter and will also post on facebook to forward recommendations.

ACTION: Kevin to look into tripod for phones streaming live.

ACTION: Monica to email all candidates with format and timing of meeting (as per decisions above).

ACTION: Emma to inform media closer to date.

ACTION: Monica to respond to Executive request for her to be the moderator of debate soonest.

ACTION: Emma to consult Exec on wording of survey email and questions with responses by 23 September. Emma will then distribute questions to community as soon as possible thereafter.

3. Parks & Rec Update

- Susie confirmed that insurance is reinstated;
- calendar bookings for Maki House have been all made;
- all parks & rec records have been placed mon google drive and all Exec has access; and
- The key holder agreement with the City needs to be signed. Susie would like someone else to take a look at the agreement before she signs on behalf of CBLCA. Monica indicated she has reviewed and agrees with signing, Carrie indicated she would also review.

ACTION: Susie to provide agreement to Carrie - Carrie to review

ACTION: Susie to sign key holder agreement with City, on behalf of the CBLCA.

4. Adjournment and next meetings

- Monica will be reaching out to all Executive members individually in the coming weeks to discuss Executive membership/nomination intentions
- Thursday, October 4, 7pm – CBLCA meeting at NSC over beer and on site final planning for all candidates forum;
- Thursday, October 11 – all candidates meeting;
- Thursday, October 18 – CBLCA monthly exec at Maki; and
- Thursday, November 29 – AGM

ACTION: Susie to request booking of Maki House, Sullivan Room, Thursday, November 29th for CBLCA AGM

ACTION: Monica to approach Exec members