

**CBLCA Executive Meeting Minutes**  
**Thursday October 3<sup>rd</sup> 2019**

Present: Monica Patten, Emma Osgoode, Carrie Elliott, Amanda Martinez, Krystal Taylor, Brenda McCrae, Kevin Brewer, Rick Nelson  
Regrets: Ian McConnachie, Alan Morantz, Peggy McGillivray, Carl Wimmi

**1. Review of Minutes from September 5<sup>th</sup> 2019**

Minor edits noted

**2. Update on Election Primer**



election primer  
update

ACTION: Summary of responses will be collated and disseminated in our newsletter and on Facebook.

**3. Discussion of membership**

Discussed proposed changes to membership fee structure:

- All residents considered a member of CBLCA and are voting members for AGM. No membership fee required.
- Discussion \$5 per person per activity fee vs. \$10 annual household fee. **Agreement to proceed with proposal of \$5 per person per activity fee.**
- Fees charged when registering for CBLCA-affiliated parks and rec activities. Not to be called a “membership fee”, but rather an “activity fee” as we may have registrants from from outside the community and they are not eligible to vote at AGM.
- This activity fee to be added to all CBLCA-affiliated activities. Even if the activity is free, there is still a \$5 activity fee per session for CBLCA, as the space and insurance is offered in-kind.
- Discussion about Maki Moms and Playgroup. These groups do not currently charge fees for CBLCA membership and they do not make a donation to CBLCA, but they charge an annual fee to participate. Discussion that an activity fee for CBLCA will be added to these groups as part of agreement to use space starting in Jan 2020.
- Other groups that this activity fee may be new: Maki Moms, Playgroup, Guides, Model T club
- Need to establish criteria for managing participation in CBLCA-affiliated activities. For example, if registration is full, local residents take priority.
- Currently not receiving membership fees from all paying groups.
- Suggestion that activity facilitator send sign-up list and accounting details to Treasurer. Detailing budget for program, instructor, and activity fees.
- Activity fees for regularly occurring activities and not for events (Winter Carnival and Wheel Day). Question about programs that have multiple sessions per year (e.g. yoga. \$5 activity fee would be added to each session registration)
- **ACTION: We must maintain a list of residents name, street addresses, and email. This ensures we are accountable to the City expectation that we serve our residents and record voting privilege for AGM. Will have maintain “paid parks and rec participant list” + “membership list”.**
- **ACTION: Kevin to write up change of membership to be shared at AGM.**

### 3. Annual General Meeting

#### a. Date and time: Monday Nov 18<sup>th</sup> 7-9pm

Monica connected with Synapcity. They are interested to facilitate a community discussion about what we would like to see our neighbourhood become in the future (or not become).

- Advance planning meeting with Stephane from Synapcity: Wed Oct 30<sup>th</sup> 7pm, location TBD.

**ACTION: Monica to confirm date and time with Synpacity and invite a few other community member.** Suggestion to scope opportunity for offering online survey with same discussion questions.

- Cost to be negotiated. Discussion about our maximum we are willing to spend for this facilitation. **Agreement to budget up to \$500.**
- Question what we may get out of this facilitation:
  - o Opportunity for community to think about our identity
  - o Will guide the work of the CBLCA in the upcoming years
  - o Notes from engagement session will help inform our positions
- Discussion of Budget for AGM. Agreement to spend up to \$300 (room rental, bar tender, food) + cost of facilitator (max \$500)

#### b. Nominations

Update on progress

We currently have nominees for following the positions:

- President – Kevin Brewer
- VP – Krystal Taylor
- Secretary – Alan Morantz
- Treasurer – Brenda McCrae
- Parks and Rec Chair - Amanda Firby
- Zone rep 1 – Amanda Martinez
- Zone rep 3 – Rick Nelson
- **Zone rep 4 – ACTION: Emma to recruit**
- Lakeview zone rep – Sam Tierney
- TTIC Chair – a few potential neighbours. ACTION: Monica and Ian to meet with potential TTIC Chair nominee(s) in the upcoming weeks.

#### c. Business meeting and program

Deferred to November executive meeting

### 4. Committee reports

#### a. TTIC



CBLCA TTIC  
Update October

Update today from Theresa: Bus connections to Bells Corners, they are looking at it

#### b. Parks and Rec

- Huge thanks to Kevin for completing the last Maki House booking contracts and meeting with City staff to understand expectations re. our role with the City for Parks and Rec bookings.
- It is up to CBLCA who we book Maki house for as a “CBLCA affiliated” activity. They then fall under our liability insurance. **ACTION: To develop criteria to accept CBLCA-affiliated activities.**

**For example those that build community, no cost to participate, open to all, specific for CBL residents. To be based on constitution.**

- Ok to pay for instructors and to pay for supplies the day of, must be non-profit, any surplus can be used for other activities.
- “grey area” when those that facilitate the group collect and manage the money vs. CBLCA.
- Recommendation that we have our own first aid kit for CBLCA-affiliated activities.
- Discussion that we can automate some registration and accounting processes.
- Krystal submitted 2020 Civics Events Funding for Wheel Day 2020. This is a City fund up to \$3000 for one annual neighbourhood community-building event.
- Kevin completed annual application for City parks use credit of \$350.

### **c. Communications**

- Social sub-committee drafted a 1-page guideline when community groups requesting support from CBLCA events. **ACTION: Emma to circulate these guidelines to Executive members for input and to finalize at next Exec meeting.**
- Suggest to have annual budget identified in advance that we could contribute to these events. Need to identify a process who decides and when. Checklists and event planning guide to be posted on website.
- Discussion about considering annual sponsorships vs. sponsorship for each event. Suggestion to approach a few major sponsors for a tiered-level sponsorship for both Winter Carnival and Wheel Day.

### **5. Few items from Monica: CIL; Friendship Club**

- Monica has met with Friendship Club members for a few sessions to discuss ways for sustainability. Approx 30 people attended. Norm Pound interested in taking over all publicity for Friendship Club. Another member signed up to open Maki House and other members have committed to lead other activities.
- CIL: Monica sent multiple emails to follow-up but no response.

### **6. Request from Grant received October 2 by all members of Exec re. establishing a directory of services**

- request to establish a business directory on the website. This particular request was for lawncare services for seniors. This has been a previous discussion. Consensus we are not going to develop and maintain a business directory.
- **ACTION: Emma to include in newsletter and post on Facebook how to use the automated business directory on the neighbourhood Facebook page.**

### **8. Next meeting Thursday November 7<sup>th</sup> 2019**