**CHNA Board Meeting Minutes**

Monday November 21, 2016

**Location:** 80 MacFarlane Ave.

**Confirmed Attendees:** President – Karen Wright, Secretary – Laurel McIvor, Vice President – Peter Eady, Traffic - Luanne Calcutt, Planning and Development – Kathy Kennedy, Treasurer – Julie Westall, History and Heritage – Andy Billingsley, Safety – Shane Quinn,

**Regrets:** Fundraising and Membership – Shelley Mullins,

# Agenda and Notes

1. **Welcome and Confirmation of Agenda**
2. **September Minutes were approved unanimously.**
3. **Karen - President**
* **Committee nominations**: Peter moved to support Shelley’s resignation for her position as Membership Chair to allow her to accept the nomination for the Chair of the Communications committee and nominate Trish Barr to take over the role of Membership Chair. Kathy seconded the motion, all were in favour, the motion passed.
* **Environment Committee**: Peter moved to establish a new Environment Committee as a subcommittee of the Planning and Development Committee; seconded by Kathy, all were in favour and the motion passed. Role to be fully defined, but could include leading the spring park clean-up, promoting tree protection, preserving and enhancing greenspace and biodiversity, looking at ways to reduce our carbon footprint.
* We will continue to liaise with CHAPaRC (Civic Hospital Area Parks and Recreation Committee) on areas of common interest as required.

ACTION: Karen will ask Shelley to send out a call for interest to CHNA membership.

* CHNA visioning retreat: Karen proposed a day or half-day retreat for a visioning exercise (expanding on Luanne’s idea of “guiding principles”).
* ACTION: Karen and Peter will discuss in more detail and bring back to the Board.
* Reminder of Park Consultation: Jeff Leiper would like input from the community on a 6-year plan on priorities for “cash in lieu” funding.
1. **Peter Eady- Vice President**
* Peter has asked for clarification regarding Incorporation required Submissions. At minimum, any change in Board structure should be registered along with formal minutes from our two annual general meetings.
* ACTIONS: Peter will let us know what needs to be done and will manage required submissions.
* Incorporation Insurance status: we do need general liability insurance but need specific details.
* ACTIONS: Peter will investigate and let us know what the requirements are.

1. **Kathy Kennedy- Planning and Development**
	* **OMB:** CHNA was represented at the city of Ottawa discussion for OMB reform.
	* **Safety Concerns meeting November 10 at Happy Goat:** well attended. Neighbours were provided with very specific advice (i.e. suggested that complaints are very specific about crimes in progress not disguised as noise complaints) and are very motivated to report. More details on follow-up are provided in Jeff Leiper’s newsletters.
	* **Volunteer Award Nominations:** Kathy will work with Karen and her husband Corey on a simple on-line nomination form. Nominations will open early in 2017. Get your keyboards ready!
		+ **ACTION:** Karen will work with Shelley to communicate the volunteer award and nomination process on the CHNA website and in the next newsletter.
	* **New committee member:** Kathy is pleased to welcome Erin O’Connor to the planning committee.
2. **Julie Westall- Treasurer**
	* Several members renewed their 2016 memberships and/or purchased 2017 memberships at our AGM.
		+ Actions: Julie will do a final tally of paid memberships.
3. **Luanne – Transportation**
	* **E-list follow-up for membership:** following the motion to restrict e-newsletters to paid members, the committee agreed that “reasonable notice” was three reminders (including a personal note – not just a general “call out”).
		+ ACTION: Karen will discuss with Shelley and Trish.
	* **Sherwood Drive Action Plan**: in follow-up to the motion passed at our AGM, Luanne is developing a briefing note for Jeff Leiper’s office and will follow up with the CHNA committee for next steps.
	* **Parkdale:** Luanne moves that CHNA request a formal meeting with Jeff Leiper’s and Yasir Naqvi’s offices to discuss actions to address Parkdale Ave traffic concerns and the effects of the 417 Parkdale interchange, Julie seconded, all are in favour, motion is passed.
	* Tow-trucks have once again been parking on Sherwood, just before Parkdale Avenue and creating a bit of a traffic hazard.
		+ ACTION: Karen will put together and email update to remind members of who to call for what concern.
4. **Shane – Safety**
	* Nothing new to update. Apparently, cars are still getting broken into but anecdotally we believe people are reporting the incidents.
5. **Andy – History**
	* Oral History Tapes: past committee member has moved away and, unfortunately, has all of the recordings of the oral history interviews that were conducted. The committee is looking for a new member to fill the vacancy and is also hoping to recover the audio files.
		+ ACTIONS:
			- Heritage Committee will work on recruiting new members.
			- Andy will continue to follow-up on recovering the oral history interviews.
	* Dave Alston continues to be quite generous with his contributions to the committee.
	* City’s Heritage Committee has two years to photograph every heritage property in the city and will be meeting with various neighbourhood associations at some point.
	* **Rosemount Library:** redevelopment committee has admitted that the current library cannot be expanded. They are currently looking for a new site somewhere along Wellington and will try to build a business case within the next year. Ideally they are looking for a minimum of 10,000 square feet.
	* Heritage Designation of the Civic Hospital: Board recommends that Heritage Committee look into this designation to determine what all it includes (i.e. all of the interior building and what exterior elements?)
		+ ACTION: Andy to follow-up.
6. **Meeting was adjourned at 8:36 pm**
7. **Next meeting will be Monday January 16, 7pm.**
	1. ACTION: Karen will send out a notice about the dates of the meetings for the 2017 year.