**CHNA Board Meeting Notes**

Monday April 24, 2017

**Location:** 80 MacFarlane Ave.

**Attendees:** President – **Karen Wright,** Secretary **– Laurel McIvor**, History and Heritage – **Andy Billingsley** Fundraising and Membership – **Trish Barr,** Transportation - **Luanne Calcutt,** Safety – **Shane Quinn**, Treasurer – **Julie Westall**, Planning and Development – **Kathy Kennedy**, Communications – **Shelley Mullins**

**Regrets:**  Vice President – Peter Eady

1. **Welcome and agenda confirmed**
2. **Approval of March Minutes:** approved unanimously.
3. **Karen – President**
	1. **Spring Calendar – “Save the Date” email to be sent tomorrow (Karen)**
		1. OPS Present Internet Safety for Parents May 2 6:30-8pm @ HCC
		2. Park Clean Up – May 6 (7th as official backup and 13/14th as extra backup)
			* City packages picked up – Purchase Additional bags - Karen
			* Coffee to be ordered for Park and for Spring Meeting - Karen
			* Order DiRienzo’s sandwiches – Kathy
			* Karen will send out a request for a leader for Fairmont and Ev Tremblay Parks (we’re not doing Reid Park this year)
		3. Hazardous Waste Depot – Tunney’s Pasture May 7, 8am-4pm
		4. Reid Park Re-Development: Community Update Open House – May 10, 6-8pm
			* Will address contaminated soil issue
			* Jeff Leiper’s office will be doing additional promo for the meeting
		5. Spring General Meeting - Tuesday May 23, 7-9pm @ Hintonburg CC
		6. Garage Sale -June 3, 8am start. Members can request signs
		7. History “Neighbourhood Nostalgia” Presentation – June 1 – 7pm @ Kitchissippi United Church
		8. Liveable Bayswater Street Party – June 10, 4 to 8 pm
		9. Security update: car theft, free library vandalism, creep in the Experimental Farm
	2. **Touchpoint with The Ottawa Hospital (TOH) Executives**, Thursday April 27
		1. New Civic Location– Need to restart the Public Consultation Committee (PCC) meetings for shareholder engagement and confirm they will ensure there is public engagement/involvement in the planning of the new hospital and what that looks like.
			* ACTIONS: Karen will ask for a copy of the organizational chart listing who is responsible for what and invite TOH to speak at upcoming Spring Meeting.
		2. Parking/Traffic: 991 Carling Parking re: bollards to block Fairmont access, Duke of Devonshire illegal parking, restoring Carling 417 WB Exit Hospital H sign
		3. Restoration of the Greenspace/Berm around Ruskin Parking Lot
	3. **Agenda for Spring General Community Meeting** –We will aim for a less formal approach as per last Springs Information Meeting. Speakers will be as required based on content, Karen may cover most as last year.
		1. Advertisement for June 1 History presentation (Shelley to produce flyer)
		2. Update from TOH – Karen will ask TOH to present at Spring Meeting
		3. Additional items will be added as topics are suggested.
			* ACTION: we are all to send Agenda item suggestions and content to Karen.
4. **Laurel - Secretary**
	1. **Feb 6th TOH Relocation Forum:** official minutes have not yet been circulated. Tom at Jeff’s office has transcribed the notes, but not yet finished sorting them.
		* + ACTION: Laurel will continue to follow-up.
5. **Shane - Safety**
6. **Member email**: to include local safety/property warnings:
	* 1. Man exposed himself on Farm. Be cautious about walking alone at night.
		2. Reid Avenue - car stolen.
		3. General Ottawa Increase in B&Es into insecure sheds and garages.
		4. Free Library Vanadalism on Ruskin Ave.
		5. Race weekend reminder.
7. **Shelley – Communications**
	1. **Spring Newsletter**: final version available shortly
	2. **Signage Requirements:** new signs to be made for Garage Sale and Pumpkins in the Park
	3. **Website Renewal:** will be a work in progress, details to follow.
	4. **TOH Communications** and liaising regarding the new location
		1. Initial enthusiasm from Kate Eggins has lost some momentum.
			* ACTIONS: Shelley and Kate will continue as Communications liaisons between TOH and CHNA. Karen will maintain her executive liaison role with respect to issues and policy. Shelley will follow up on Bernie’s offer to have the book about the history of the Civic Hospital scanned and put up on the CHNA website.
	5. **Calendar Updates**: google calendar is set up
		* + ACTIONS: Shelley will send everyone in the Exec Committee the username and password. She asks that we all enter in our meeting participation into the shared calendar so visible to members
8. **Andy – History**
	1. **Honourary memberships**: in appreciation for their contributions to the History Committee, Grete Hale and Gay Cook (the Morrison sisters) will be given honourary lifetime CHNA memberships. Informal notification/presentation will be done before Spring Newsletter:
		* + ACTIONS: Andy will work with Trish on how/what to present the honourary memberships they read about it in the spring newsletter. Andy will also present this to them in person (Trish to accompany him as the official photographer) but then invite them to a more formal presentation at our Spring Meeting.
	2. **Promote “Neighbourhood Nostalgia” Presentation**
		1. Email to Members: will be this sent week as “save the date”. Dedicated emails in May.
		2. Announcement at Spring Meeting – create reminder flyers to take home.
			* ACTION: Andy will create a “teaser” PowerPoint to be running in the background during the social part of the meeting.
	3. **Civic Pharmacy Sign**: new committee member knows the company who made and installed the sign. Company is willing to take down and store for the sign for CHNA if the new building owner permits. Andy is expecting an update at their committee meeting later this week. If approved by owner, we may want to consider some sort of social media and/or engagement to collect suggestions for where it should be installed. Details to come.
9. **Kathy - Planning and Development**
	1. **Champagne Car Storage** issue is going to OMB on June 5. Committee will be inviting condo owners to attend to show concern for the issue. The City will be the lead in fighting the appeal.
	2. **Loss of Queen Juliana Park:** Shaun Hopkins would like to organize a stakeholder meeting to discuss strategy to ensure that creating/maintaining green space is a priority in the planning of the new hospital (a proposal from Shaun was circulated).
		* + ACTIONS: Kathy will communicate our support for this endeavour and will be the liaison for on-going communication with him.
	3. **Leveraging condo relationships for increased memberships:** Trish (or members of the membership committee) will support Kathy’s collaboration with condo residents by more actively promoting CHNA membership. Kathy will give Trish advanced notice about future meetings.
		* + ACTIONS: Trish will reach out to the condo boards within and on the periphery of our neighbourhood to ask them to promote CHNA membership as a means to helping serve the interests of their residents.
10. **Luanne - Transportation**
11. **417 EE On-Ramp**: continues to be a major concern for many of our members. Nearby neighbourhood associations (i.e. Kirkwood) have not communicated their concerns. Just prior to March break the Transportation committee circulated notices of concern to Parent associations at local schools. Jeff Leiper said that his office had spent enough time on this issue and that it was now in the hands of Yasir Naqvi.
	* + - ACTIONS: Karen will communicate our concerns with Yasir Naqvi at a May 12 one-on-one meeting. Our best approach is to encourage residents to write letters to Naqvi.
12. **Traffic calming measures:** assessment was completed, several flexi-sticks will be installed this spring.
	* + - ACTIONS: Luanne will verify proposed locations with the city and share any concerns about their effectiveness.
13. **Bill 65 – Safer School Zones Act:** Public Hearings this week to the Standing Committee on General Government this week. Luanne is investigating the strict criteria to see which of our streets may be eligible for additional calming measures. Due to the two tertiary care facilities in our neighbourhood, we should be given some leeway on Ruskin St and maybe surrounding school on Bayswater (although speed bumps may already count as a measure in place).
	* + - ACTIONS: Luanne will submit written comments on behalf of CHNA by 5pm Wednesday.
14. **Fairmont parking:** residents are continuing to have problems with employees parking in 3 hour parking zone, blocking driveways, intimidating and behaving aggressively to residents. While TOH has said they would look into this, a petition to reduce 3 hr parking to 1 hour would help.
	* + - ACTIONS: Luanne will ask someone who lives within the concerned block to initiate the petition.
15. **Kitchissippi Forum:** 'Luanne attended the Forum on behalf of Karen. Issues discussed included a presentation by Rob Wilkinson of Safer Roads Ottawa.

1. **Trish - Membership**
2. E-pay update: direct payments are now possible!
	* + - ACTION: Trish will add a sticker to the current pamphlets noting this
3. Reminder emails: were sent out today to remind everyone that memberships are due for this year. Future reminders will be sent to unpaid members only.
4. Long-term membership Strategy: Shelley had proposed a strategy for Trish to consider.
	* + - ACTION: Shelley will resend Trish the document and will review it with her.

Meeting adjourned 9:00 pm.

Next meeting is the Annual Spring Meeting May 23, 2017.