**CHNA Board Meeting Notes**

Monday June 19, 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,** Planning and Development – **Kathy Kennedy**, Communications – **Shelley Mullins**

**Regrets:**  Vice President – Peter Eady; Safety – Shane Quinn; Treasurer – Julie Westall,

1. **Welcome and Confirmation of Agenda** – moved by Luanne, seconded by Shelley
2. **Approval**
	1. April board meeting minutes, approved by all but Luanne. Luanne and Laurel to follow up, make changes and redistribute for approval.
	2. Spring General Meeting Minutes, since they were just distributed yesterday, everyone is asked to review the draft circulated and provide feedback. Laurel will edit and redistribute for approval.
3. **Karen – President**
	1. New Civic Campus - Sub Committee Proposal
* Several members may be interested in participating, we should put out a call for interest, bring people together & learn about their interests
* We need a clear and transparent process for the structure of the committee itself and to choose a leader: Board should develop a terms of reference for the sub-committee (e.g. mandate, ideal # on committee, role of leader, relationship with board) this summer
* Choice of leader could either be with the call for interest, or by nomination from an elected board member, to be decided
* This is the most important project in our neighbourhood, we need to get this right.
	+ ACTION: Kathy to draft a draft ToR for us to review and provide feedback, goal is to finalize these by the end of July, put out the call for interest in August, sub-committee starting in early September
	1. Special Events – subcommittee proposal
		+ Should be an extension of Communications role, with close association with Membership
		+ We should do more fun events to draw members and create community, not just to focus and mobilize for serious issues and/or to protest something.
	+ ACTION: let’s address these needs at a visioning workshop this summer
	1. Fundraising/Sponsorship – subcommittee proposal
		+ Concern that members perceive that opportunities are closed and selective instead of transparent. More realistically this because no one is specifically responsible for pursing this.
		+ ACTION: let’s address these needs at a visioning workshop this summer
	2. Volunteer Award Email
* We have done a test form that can be sent out via Mail Chimp. The email can then go out at any time. Trish would like a week to update the membership list. We should send an email out before the end of June and send another call for nominations in early September.
* ACTIONS:
	+ Karen to send Shelley the forms to review
	+ Kathy will send Shelley the information
	+ Shelley will write a jazzy email to go out by June 27th.
	1. Summer…and the livin’ is easy…No Monthly Executive Meetings in July/August…. But: we all agreed that a summer backyard retreat and planning (half-day) session this summer would be valuable:
		+ ACTION: everyone should send Karen our holiday/availability for a half-day session in July or August
1. **Luanne - Transportation**
	1. Roles & responsibilities:
	2. Update on 417 EE Ramp:
* Travel Lodge redevelopment is one more development that is adding to the congestion of the Kirkwood/Westgate/Carling intersection
* The mitigations proposed to address Phase 2 concerns are insufficient.
	+ ACTION: Shelley will coordinate a Twitter campaign to garner support for community members to contact Naqvi and Chiarelli and request an enhanced study to more thoroughly explore options
	1. ‘Slow Down” signs in the community:
* There have been some vandalism and threats of our “Slow down for us” signs and a police report was filed.
* ACTION: Luanne and Shelley will post a security notice on our website, applauding the neighbours who filed a report and asking others to keep an eye out for any other illegal activity and also report it.
	1. Traffic Calming Signs: are working well.
		+ ACTION: Luanne, will work with Shelley to post an update on our website on this as a success story , and credit all the various folks who helped make this happen
	2. Bike Rodeo Event: idea in development, more details to come!
1. **Kathy - Planning and Development**
	1. Ottos/Soho Carpark: seems like both organizations are using stalling techniques
		* ACTION: Kathy will follow up after holidays
	2. Condo Market is picking up again – we expect more action and renewal of construction.
	3. Alternate parking on Bayswater has happened and is effectively slowing down traffic.
2. **Shane - Safety** (in absentia – communicated by Karen)
	1. Touched base with Cheryl Parrot about the new policing strategy. We are just going to keep an eye on how this works out.
	2. A couple of additional break ins and bike thefts have happened in our neighbourhood.
		* ACTION: Shelley will post a reminder on our website and on Twitter to neighbours to keep items locked up
3. **Shelley – Communications**
	1. Recent expenses include signs (reusable), membership cards and flyers for an approximate total of $500. Would have been a good sponsorship opportunity.
	2. Still waiting for feedback from President and Vice President related to draft roles and responsibilities.
* ACTION: Karen to provide hers this summer
1. **Andy – History**
	1. History night was a great success – 54 participants, not counting CHNA executive and spouses. 7 new members signed up, almost as many have been mailed in afterwards. Donations (+$50) covered cost of flyers. An additional thanks to each of the presenters who acknowledged CHNA.
* ACTIONS:
	+ Presentations will be repackaged and where possible posted on our website
	+ Trish to follow-up on tallying new memberships
	+ Wallspace would be willing to sponsor (in-kind) small print runs (up to 500 copies)
	1. New owners of building with the CIVIC pharmacy sign is a numbered company, details to follow.
	2. Photo for Morrison Sisters honourary membership was perfect. Thanks to Trish for donating.
1. **Trish – Membership**
	1. Some confusion about new memberships collected at the AGM. We need to have a clearer process.
	2. In membership renewals, a few people have thanked the Executive for all of our hard work.
	3. A reminder to everyone that if any of our neighbours have a street party or event, we should promote CHNA memberships and request membership flyers. We could consider some sort of reward/ incentive program for streets that sign up a certain percentage of members.
	4. In an earlier meeting we voted on cutting off email update to non-members. In order to do this, we need an up to date membership list.
		* ACTION: Trish will clean up membership list and send a reminder email to anyone whose memberships have lapsed.
2. **Julie – Financials –** deferred to next meeting.
3. **Popup Planning Exercise** deferred to backyard retreat and planning session.
4. **Adjourned: 9:17 pm**