**CHNA Board Meeting Notes**

Wednesday September 30, 2017

**Location:** 80 MacFarlane Ave

**Attendees:** President – Karen Wright, Vice President – Peter Eady, Treasurer – Julie Westall, Transportation - Luanne Calcutt, History and Heritage – Andy Billingsley, Planning and Development – Kathy Kennedy, ,

**Regrets:**  Secretary – Laurel McIvor, Safety – Shane Quinn, Fundraising and Membership – Trish Barr, Communications – Shelley Mullins

1. **Welcome and Confirmation of Agenda** – Andy moves to accept, Kathy seconds. Carried.
2. **Minutes**
3. Minutes of November 2015, May 2017 GM, June 2017 Board Meeting, August 2017 Board Meeting, September 2017 Board Meeting to be circulated and approved via email
4. April 2017 Board Meeting Minutes – Karen moves to approve. Andy seconds. Carried.
5. Discussion regard structure of minutes – general agreement that we should change to a “record of decision/action list” format for next meeting with Luanne’s template which she will circulate to the Board in the meantime
6. **Karen – President; Peter – Vice President**
   1. TOH Civic Campus Relocation: Discussion regarding the establishment of a specific sub-committee to deal with this extremely important issue. Luanne reviews previous discussion. Concerns regarding timing of sub-committee vs. generating interest/expertise/make-up of committee. Karen moves to establish Civic Hospital Relocation Sub-Committee (final name t.b.d.) with exact terms of reference t.b.d. with Peter as Chair and with participation from Traffic and Planning and Development Committee Chairs/Members with Peter (VP) as Chair. Jules seconds. Carried. Karen will send out a reminder email of the Open House on September 25th.
   2. AGM/Elections – Julie to establish time/date/location of the AGM, and to assist with Leiper and Hintonburg CC. Shelley and Trish are not standing again. Julie and Shelley to create a sign up nomination sheet with links, description, via email on the CHNA web site. Karen/Shelley to pull together Fall Newsletter content to provide to Marshall and Susan Chell. Board members to provide appropriate deadline material. Presentation of all Committees would be 5 – 15 minutes depending.
   3. Ruskin Lot – Karen has drafted a letter to TOH/City; review with Josh (lawyer), Leiper and then to the Board for final approval
   4. Duke of Devonshire – Karen dealing with new management; new data on noise levels; Karen to arrange a meeting with management and Leiper
7. **Luanne - Transportation**
   1. Traffic Plan Report, until an AWTS (area wide traffic study) is conducted, re-zoning should not proceed.
   2. Sherwood Drive action plan – east/west bike lanes, centre lane flex stakes. TC is in communication with the councillor and staff for proper implementation.
   3. Safer school zones – Ruskin to be considered but has to be approved by City of Ottawa.
   4. TOH Shuttle Buses – shorter buses turning around in Champagne lot; issue needs to escalate
8. **Kathy – Planning and Development**
9. Kathy to lok at TOH Sub-Committee terms of reference, Setting the Stage/Turning the Page engagement strategy
10. Short update on Liveable Bayswater; LB to have Halloween Street Party Oct. 31st
11. Volunteer Award – Karen to send email to members calling for nominations for the 1st Annual CHNA Volunteer Award
12. Discussion regarding possible bike rodeo/rally
13. **Julie – Treasurer**
14. Pumpkins in the Park, set for Oct. 21st 13:00-15:00h; Suzie Q to provide 5 dozen donuts
15. Need for new signs; Shelley to investigate signage cost
16. Luanne moves that CHNA events should be zero-based budget. Kathy moves to table that discussion as it requires further study/debate. Karen seconds. Carried.
17. Julie or Shelley to ask Susan Chell to put CHNA logo on her PIP flyer
18. **Andy – History –** Next meeting of History/Heritage SC is October 10th
19. **Safety –** Shane was absent, but send the following report:
    1. Lots of car break-ins in our area and nearby neighborhoods. Despite being encouraged to report thefts and attempted thefts people are still not reporting when nothing is taken and if they think the car was left unlocked. The suspicion that a special device is being used to unlock doors and has been communicated to Constable Neilly.
    2. Conferred recently with Cheryl Parrot (Security Chair, Hintonburg Community Association) on current developments in community policing. Given the generally quiet situation it is difficult to evaluate changes underway. Concern exists that under the new model police officers will be moving around significantly and therefore we may not get to know them.
20. **Membership –** no report in Trish’s absence
21. **Adjournment –** Kathy moves to adjourn, Luanne seconds – carried. Next meeting Wed. Oct. 18th