**CHNA Executive Meeting**

**Monday June 15, 2015**

**In attendance:** President – Karen Wright, Vice President – Peter Eady, Communications – Alyson Queen, Traffic - Luanne Calcutt, Safety – Shane Quinn, Fundraising and Membership – Shelley Mullins, CAC - Gisele Microys, Secretary – Katherine Steinhoff, Planning and Development – Kathy Kennedy

**Absent:** History and Heritage – Andy Billingsley, Treasurer – Julie Westall

**Minutes of Meeting on April 21, 2015**

Karen moved a motion to accept the minutes

Seconded by Katherine

CARRIED

**President's Report (Karen)**

* Karen reminded everyone of the Heart Institute info session on June 17th.
* Ruskin parking lot: She said the new lot on the site of the old Clinical building (accessed as part of P1) is almost operational. P2, the lot at 45 Ruskin will be resurfaced and given a better entry and exit (should be finished by early September). Website has been updated.
* On June 16, the City of Ottawa's Accessibility Advisory Committee is considering a request by the residents and our Councillor, Jeff Leiper, to make the east side of Melrose no-parking to improve safety. Jeff Leiper, Karen and a resident will be making a presentation.
* Andy requested that Karen raise the possibility of a heritage designation for the Civic Hospital. There was a discussion of different options. The consensus was that the executive needs to know more about the process and its impacts and asks H&H to pursue getting more information.
* Karen asked for different ideas in relation to reducing workload. Suggestions: Round robin for FCA meetings; structuring email with clearer subject lines (e.g. for your information only, action required, etc.); encouraging more micro-volunteering; not saying 'yes' to everything.

**Safety Report (Shane)**

* Shane reported that someone had recently suggested that there be a renewed initiative to establish a Neighborhood Watch Program (NWP) in the CHNA area. Shane replied that a significant cooperative effort with the OPS had been made on this front last year with minimal results.  He noted there is not a lot of crime in the our area and that it seems people only become interested in NWP if and when their home is broken into.
* He also reported on the OPS Break and Entry Unit Safety Seminar held on June 4 at Hintonburg CPC noting there were approximately 50 attendees including safety file representatives from community associations stretching from Centretown to Westboro.  Topics discussed included break and entry control strategies, increasing incidence of graffiti and commercial crime.

**CAC (Giselle)**

* Giselle reported that there is a meeting on Thursday, the last one until the fall. She was unable to attend the last meeting, which included a discussion on end-of-life care. She will write a report.
* Giselle also attended a meeting at the Royal Ottawa Hospital. She will draft a report on this meeting as well. She asked about parking and transit and they confirmed it is a concern.
* Alyson updated everyone on her discussions with the Kitchissippi-Times (K-T). The editor told her they do not have the space for a regular CAC report but that the paper does need material at times. Alyson suggested we submit a 200 to 300 word column every few months that K-T can use when they have room (e.g. end of life care).

**Planning and Development Report (Kathy)**

* Kathy reported that 'Liveable Bayswater' is having a street party on Saturday June 20th and that Jeff Leiper is coming.
* She said she received a good response from the Ministry to CHNA's submission on the 5 bridges/underpasses.
* The planning committee meeting is postponed and she will find a better date.
* Based on a request by Councillors Leiper and McKenney, bolstered by the submission of CHNA, the Ministry of Transportation has agreed to incorporate a western Multi-use Path (MUP) when the O train Bridge is rebuilt.
* The committee may look at ways to save Queen Julianna Park as a park.
* Karen said she had heard that the site plan for Dow Honda had received an extension. Kathy will look into it.

**Traffic Report (Luanne)**

* Luanne noted that the CHNA public meeting had passed 3 resolutions.
* She attended MPP Yasir Naqvi's meeting on speed limits.
* She reported that the first initiative for the 'street rep-traffic model' was the distribution of 'Slow Down for Us' signs. There are 9 street reps now. As a spin-off of this initiative, the City is providing incentives for street parties.
* The committee is also looking at ways of engaging with the Civic Hospital; for examples,

 TOH staff surface parking is a big issue in the neighbourhood; mitigation of this impact could be a topic for discussion.

* Luanne reported that she and Peter had met with the City on options for spending the $29,465 that was provided for a traffic study or traffic ameliorations by Mastercraft Starwood as part of the 101 Champagne development. There is enough for 3 or 4 speed bumps on Breezehill, Loretta or Beech. Luanne expects to get options from the City next week. It will be the CHNA's job to solicit input on the various options from residents. The money must be spent this year.
* Kathy reported that the City has $65,000 for traffic amelioration on Bayswater because residents do not want the bulb-out that had been approved and was originally recommended in a 1997 traffic study. The City is going to come up with options. However, the spending of the $30,000 takes priority due to its deadline.

**Fundraising and Membership Report ( Shelley)**

* Shelley said that she is looking for software that doesn't cost a fortune that will support our growing membership and make it much easier for the next Membership director and Treasurer.
* She said that as she doesn't have a committee, the workload is significant, and that she would like help. Karen will talk to someone who may be willing to assist her.
* She is working on membership cards.
* Shelley is not sure how her work will dovetail with street reps in the fall.
* She let the executive know she will be busy with work over the next two months.
* Kathy K. talked about the importance of membership and noted that, at the most recent CHNA public meeting, Councillor Leiper had indicated that membership gives a community association credibility and influence. She suggested we do a blitz. Kathie S. added that sending out a general flyer would improve awareness, generate memberships and raise the association's profile for the work in the fall. She indicated that she would be busy with work in the fall but that she could do a flyer drop in the summer. Karen asked if she would have time to talk to potential business sponsors instead. Karen noted that our membership activities shouldbe part of the plan that Shelley is developing rather than adhoc to maximize the impact of any effort/activity. Peter pointed out that the association needs a general flyer for communications as much as membership. It would be useful to have something to give to people, to put up on the website, etc. He said we need a consistent message and that we should get that message approved. Alyson agreed this was important from a communications point of view.

**Communications Report (Alyson)**

* Karen said she received good feedback on the last email blast. She may develop bi-weekly communications. She will also talk to Corey about reducing the number of tabs on the website and doing a refresher course on Weebly.
* Kathie pointed out that the minutes need to move because they are in the archives.
* Peter raised the CMB issue. CHNA met with the mayor's staff. They now realize that it's a big issue. They are waiting to see what the wording of the resolution is and when it will come to council. Leiper is waiting for City to respond to Catherine McKenney's inquiry regarding the size of the footprint of CMBs in her ward. The mayor's office has promised to stay in touch. Alyson indicated that we need to know when the resolution is in so that we can line up media.
* Alyson asked if we need to do more on the issue of Planning Ambassadors @ City Hall. The City responded to our note on this issue and the concensus was no further action at this time

**Vice President's Report (Peter)**

* Our lawyer was supposed to have the signature documents for incorporation ready for tonight, but she was unable to do this. Peter will talk to our lawyer about translating the incorporation language into our constitution when he goes to pick up the documents. He is hoping for comments on the constitution by June 30th, Alyson suggested having language about providing authority for quick decision making.

**Motion to adjourn**

CARRIED