**CHNA Executive Meeting**

**Tuesday, April 21, 2015**

**In attendance:** President – Karen Wright, Traffic – Luanne Calcutt, History and Heritage – Andy Billingsley, Planning and Development – Kathy Kennedy, Fundraising and Membership – Shelley Mullins, Treasurer – Julie Westall, Safety – Shane Quinn, CAC – Gisele Microys

**Absent:** Vice President – Peter Eady, Communications – Alyson Queen, Secretary – Katherine Steinhoff,

**Minutes of Meeting on March 30, 2015**

Luanne moved a motion to accept the minutes

Seconded by Kathy

CARRIED

**President’s Report (Karen)**

* We are not using all tabs on the website (ie. Blog), some areas are too detailed and can be hard to locate events and other important information. Karen, Julie, Shelley, Luanne at a minimum to meet with Corey to update and streamline
* Heritage committee is working with Corey and are almost ready to publish on the site.
* Regarding Reid Park, the City has put things are on hold as the current site is inadequate and would rather get it right than rush ahead and get it wrong. Karen has been in touch with Councillor Leiper and he is of the opinion that there is merit in waiting. A meeting on the issue has not yet been booked for May but it will be prior to our spring general meeting so that Jeff can provide an update to CHNA residents.
* Discussed the Parks Committee; they are totally separate from CHNA although we do work together. They have expressed interest in organizing Clean Up the Parks next year and possibly Pumpkins in the Park.
* On Ruskin Park, Karen and our lawyer attended the OMB. The hospital joined as a Party. They do not necessarily disagree with CHNA’s position, but wish to participate. To reduce our costs, our lawyer asked that the city address our issue first however, they did not which dragged out the meeting. Karen and our lawyer were able to minimize the hours in attendance and returned the afternoon of Day 2. Chair has put the OMB on hold while he considers a motion to see if the official plan was done correctly or whether it should be thrown out and a city motion to put into force most of the (uncontested) Official Plan. CHNA is staying with the OMB appeal and have requested approval for a mediation process. The legal cost estimate for the 2 appearances is approx. $800, although we have yet to receive an invoice.
* The Spring General Meeting will be May 27th at 7pm. Hintonburg Community Centre. Councillor Leiper will be in attendance. Cost to book HCC was $21. Julie to look into having the councillor’s office cover this cost.

**Traffic Report (Luanne)**

* The committee had a meeting on April 15th with 13 people in attendance.
* Submission done for the Safe Streets initiative. There was a response by 26 members and 6-7 priority issues were identified and ranked.
* Local/micro issues were identified as well as larger scale issues.
* Going forward, focus must include growing the membership, leading to more credible representation of traffic issues and to more localized (street) participation
* We want to increase the Traffic Committee presence at our general meetings.
* A subgroup is being planned for later in the term.
* A communications plan is vital to awareness. Alyson, Shelley and Luanne to be involved.
* Kitchissippi Parking Strategy was not discussed on the agenda as there was no time.- Kitchissippi Ward will conduct a parking consultation/strategy re: Wellington with a focus on capacity. Luanne plans to attend the Open Session on May 2nd. All are welcome. The issue of parking meters will likely be discussed.

**History and Heritage Subcommittee Report (Andy)**

* The group met on April 20th. The main topic was adding H&H to the CHNA website.
* They are developing templates for oral history and for laying out descriptions of properties.
* On May 30th, there is a 1.5 hour ‘boot camp’ meeting by the Archives people discussing how to find research. Another meeting in June to determine what to research.
* Andy would like to plan a walking tour for 2016.
* READ (Rosemount Expansion and Development) now has a 4 year strategic plan which includes a business case evaluation of modernization and relocation. Relocation was not previously mentioned. READ has received lots of media attention and support. The next meeting is to focus on modernization and Andy will see if someone from the Councillor’s office can attend.
* Andy mentioned that Doors Open Ottawa will be on June 6 & 7. He was not sure which buildings would be open to the public this year.

**Planning and Development Report (Kathy)**

* . On the Preston Carling Secondary Plan approved by Council in 2014. Kathy is trying to get status for CHNA on an OMB challenge to support the city’s zoning at the corner of Hickory and Loretta allellants are trying for a 9 storey zoning vs. 6 storey. There is a pre-hearing on May 7th. CHNA was not informed or aware of the 1st meeting which was held on Apirl 15
* Karen has requested Party status with the hospital
* Liveable Bayswater had a one day traffic study of which the results were only just received by the Councillor. A meeting is planned with Jeff Leiper.
* Liveable Bayswater will be holding a residents’ meeting on May 5th to discuss the results of a traffic study of Bayswater Avenue south conducted in late October by the city. Other traffic calming and diversion tactics will also be discussed, such as an ATM (Area Wide Traffic Management Study .
* Luanne spoke to Bill in the Glebe CA as they did an ATM in 2003/2004. Questions to ask – how did they fund it? How did it come about? Trying to follow the source of the money. We could ask the CHNA members to get interest and possible funding.

**Safety Report (Shane)**

* CHNA hosting Elder Abuse seminar on May 6th at Hintonburg Community Centre. Shane asked that we mention the meeting at Clean Up the Parks to increase awareness and interest. Julie will send out a reminder email. (DONE). Request that pictures are taken at the event for the website etc.
* Alyson and Shane have been working on and will be sending an edited article to Kitchissippi Times on the Elder Abuse clinic. It should be published April 30th.
* Reminder of scams and break-ins back on the rise as we enter the better weather months. We must be vigilant.

**Fundraising and Membership Report (Shelley)**

* Shelley has drafted a strategic plan for membership and fundraising which includes strategies, goals and tactics.
* Shelley is targeting 75% of CHNA households as active members
* 1st idea is to recruit street reps. They would increase awareness, be in charge of membership drive and also bring neighbourhood issues back to CHNA executive. Shelley asked for names and emails of possible street reps.
* Discussed membership fiscal year. Bulk of memberships are collected at Fall AGM. Agreed that we should look into making the membership on a calendar year. Fees collected at Fall AGM would be for the following year although membership would begin immediately. This would need to be raised with Peter to see if anything in our Constitution would restrict this.
* After recruitment of street reps, Shelley proposes a door to door campaign. Find out issues that matter to residents and to better represent CHNA. Communicate value of CHNA membership (with supporting documents). Possibly hand out small info card (business card size) with social media info and sponsor logos.
* Shelley would like to work with Alyson to update the membership form with additional fields including a membership package (what have we done, what are we doing, what the funds are used for, future/current vision, voting privileges)
* Consider a survey for community issues.
* The question arose from the group wondering how many residents read our biannual printed newsletter. Maybe we can also send as a .pdf
* Shelley looked into a new software to track memberships called Wild Apricot. There may be a monthly cost but would save a lot of administration and provide better tracking. Automatic annual reminders. Julie agrees that if membership grows, a tool like this is required. She and Shelley will talk with Corey.
* Shelley suggested an annual membership card with local business discounts for members. Julie suggested using Vistaprint for the cards and contacting Stan’s heating as one potential business.

**Treasurer Report (Julie)**

* Nothing to report

**CAC (Gisele)**

* New CAC update on CHNA website.
* Gisele will attend the new Royal Ottawa Hospital bi-annual meetings with nearby communities on CHNA’s behalf.

**Communications Report (Karen for Alyson)**

* Re: Fairness in municipal elections. CHNA submitted a [Letter to the Editor](http://ottawacitizen.com/opinion/letters/letter-fairness-for-all-in-municipal-elections) stating our position which the Citizen published online on April 16 and in print on April 17.  We are disappointed that Councillor Nussbaum's motion was not approved by City Council, but we do believe this is a conversation which has only begun.
* Re: CAC – Alyson in touch with K. Tims to see about having CAC a regular column in Kitchissippi times.

**8:40pm - ADJOURN**