**CHNA Executive Meeting Minutes - January 24, 2014 at 7pm- DRAFT COPY**

**In Attendance:**

Karen Wright (President and Host)

Peter Eady (VP and Traffic)

Shane Quinn (Safety)

Julie Westall (Treasurer)

Amanda Farris (Past President)

**Absent:**
Alayne McGregor (Secretary)

Kathy Kennedy (Planning and Development)

Corey Goss (Webmaster)

**Today’s Meeting Minutes:** Julie Westall agreed to record minutes in the absence of our secretary. Discussion on the importance of minutes for transparency and formats were discussed.

**Agreement:** Executive members will take turns recording minutes when secretary is not in attendance

**Agreement:** Executive meeting minutes should be made available on the CHNA Ottawa website once they are approved. Minutes can be limited to 2-3 pages that summarize key points and all actions agreed upon.

**Spring General Meeting:**

* **Dates:** Proposed dates were May 6, 7 or 8.
* **Location:** Proposed the Hintonburg Community Centre.

**Action:** JULIE to email Andrew Hickey/Katherine Hobbs office to see if they will cover the cost of the meeting hall.

* **Community Newsletter:** Published Spring and October. Our sponsor, Susan Chell, pays for the printing and mailing costs. Susan Chell’s office needs 2 weeks to print and mail the newsletter and it needs to be in .pdf format (we have a template) To ensure members get the newsletter 2 weeks in advance of the AGM we need the newsletter complete and sent to Susan Chell’s office by April 7th ( post Easter), 4 weeks before AGM. Marshall has put together/formatted the newsletter in the past.

**Action**: Ask **MARSHALL** if he would be wiling to format the newsletter as we do not have a communications officer.

**Action:** Executives to prepare articles by end of March

* **Topics:**
	+ **Accommodation Review Update**
	+ **CDP**
	+ **Ruskin Park Update**
	+ **Parks & Recreation Update**
	+ **Guest Speakers** – maximum 15 minutes presentation and 15 minutes for Q&A.

**Action:** **KAREN** to request Councillor Hobbs attendance at Spring general meeting to provide a community update.

**Action:** **KATHY** to follow up regarding potential Citizen Guest Columnist speaker on development.

* + **Fraud Prevention** - Shane discussed the opportunity to have a Rotary speaker to talk about fraud prevention along with a presentation by our community police officer Milton. As these presentations would be too long for the AGM, suggested a meeting beheld just for this purpose and that we should invite the Hintonburg Community Association (HCA) to cohost. Suggested we hold it at the Hintonburg Community Centre. This meeting could take place the first week of June. Would like to target at turnout of at least 50 neighbours.
	+ **Actions:** **KAREN** to check with HCA regarding interest and **SHANE** to check with the speaker.

**Federal Citizen’s Association (FCA):** Karen has attended 4 meetings so far. The FCA has a huge catchment covering the amalgamated City of Ottawa and member community associations are from both urban and rural areas.

* **Incorporation:** Karen again raised the issue of CHNA’s potential incorporation. FCA members have discussed member incorporation and provided information on the options for directors/group insurance (via Halpenny, Volunteer Canada and Local Private Insurance). The cost for $500,000 of insurance coverage is $306/yr which is 30% off normal rates.

**Actions: KAREN** to see if Directors insurance also covers public event liability insurance (ie. Pumpkins in the Park and church room rentals etc.)

* **Fall Election**: The FCA has a task force to help members/wards setup up effective all candidates meetings for the upcoming fall election. CHNA executives discussed working with neighbouring community associations to hear the platforms of all the candidates for Kitchissippi ward councillor. Discussed renting a room at Fisher Park school or the Civic Auditorium.

**Actions: KAREN** to follow-up with other Community association on interest and ability to split any costs with other associations?

* **Planner Fund:** The FCA is in the exploratory phase to establish a Planner Fund retainer. Cost could be $150/yr and the services available at a first come first serve basis. It is anticipated that the need will outweigh the available services of such a fund.
* **OMB Appeal:** There is a proposal to extend OMB appeal periods. Bill 144 is before the Ontario Legislature and the FCA suggests we contact our MPP to urge approval.

**Actions: KAREN** to follow-up with Kathy.

**Street Beautification- 417 Overpass Murals**: Discussed the program announced that can fund painted murals on the 417 Queensway overpass. The Mayor specifically made mention to the Parkdale overpass. Kate Harrigan is working on this with Keith Hobbs**.** Keith sent a note to Councillor Hobb’s office suggesting a way to use some of the $27k that is available.

**Actions: PETER** will check with Keith for an update and report back.

**Treasurer’s Report**. Julie informed the executive that there is roughly $7250 in the bank with half allocated to Ruskin park. Karen, Peter and Julie are current signers. Cheques require two signatures (any two). Julie ordered more cheques. Karen requested funds to cover legal costs.

**Motion Passed:** To issue a cheque payable to Pearly Robertson in the amount of $832.96 for the Ruskin lot issue against TOH.

**Website:** Amanda mentioned that the sponsor list was out of date.

**Actions:** Ask **COREY** to remove all other sponsors except Susan Chell and Amanda from the website because these are the only 2013 CHNA Sponsors.

**Membership Drive:** It was noted that many people on the distribution list do not pay annual membership dues but have not been removed from the distribution list as we want to cascade as much pertinent information as possible to the community.

**Action:** **JULIE** to export distribution list from Mail Chimp and cross reference against the paid 2014 list. From there, we will send a gentle reminder to please pay the $5/household suggested dues.

**Fundraising:** Karen bought up the need for general fundraising but discussion to be postponed to another meeting.

**Safety:** Shane provided an update on Safety and Security. Shane did not get a huge turnout from the Neighbourhood watch email blast. Four people that volunteered are on Shane’s street. We need additional “street captains” to be involved. Shane spoke with Officer Milton who also has a mailing list for neighbourhood watch that includes our neighbourhood and others. We expect the same names will appear on both lists. The Police offer a service to come to your home to perform a security check .

**Action:** **SHANE** to have information on the security check service posted on the CHNA website and to include in the spring newsletter.

**Traffic:** Peter provided an update.

* **Street Parking:** The Council on Aging of Ottawa (COA) - Senior Transportation Committee Retirees Association emailed Councillor Hobbs asking about opening up day parking in the streets near the hospital to provide free parking to seniors. Councillor Hobbs referred them to the CHNA.

**Action:** The traffic committee will formally discuss the request at the next traffic subcommittee

* **The 40km Campaign**: The campaign has been a success having speed limits reduced on the major streets in the area. The campaign will formally be wrapped up shortly so that traffic can move on to other issues. There will be no further discussions after the February traffic committee meeting but petitions can still proceed.
* **Traffic Chair**: Peter reiterated that we are in need of a new chair of traffic as he is currently CHNA VP and Chair of Traffic.

**Action**: This will be discussed at the February traffic meeting as well as to re-evaluate priorities.

**Planning and Development.** Peter provided an update in Kathy’s absence. Peter stated that he and Kathy sit on each other’s committees as their scope for CHNA issues often crosses paths.

* **Bayswater:** The Bayswater campaign is ongoing and the Bayswater team did a fabulous job. It would be great to bring this talent (marketing, campaigning) into the overall P&D committee.
* **CDP:** Final comments on the Public Realm and Mobility Study are on the CHNA website. The CDP goes to Planning Committee in February and to council for approval in March/April. It should be finalized by June 1st.
* **Norman Street Development Application:** Peter stated that Norman St. (off of Preston) was within the Dalhousie Association. The concerns are in regards to inappropriate height/density of the proposed building. While the development is not within the CHNA area, we have written a letter in support of our neighbouring community to oppose the plans as currently submitted.
* **Strategic Plan:** Kathy is formulating a strategic plan to come to CHNA for approvals, priorities and what is achievable. Expected to have a meeting on this within two months.

**Ruskin Park:** Karen provided an update on Ruskin Park. The January 28th meeting has been pushed for the 4th time to March 25th (tentative date) at the request of TOH. We will need to consider additional fundraising if council approves the development and we wish to appeal to the OMB. Questions were asked regarding the timing for the Heart Institute development, as some thought they were to break ground this year

**Action: KAREN** to provide an update on the HI expansion timeframe.

**Meeting adjourned at 9pm.**