

Blackburn Community Association
Board & Committee Meeting Minutes
April 19, 2018 @ 7:00 pm
Blackburn Hamlet Library

1. Call to order at 7:05pm
2. Minutes from previous meeting
 - a) April 19, 2018 Motion to Approve Lisa Margeson. Second Kendra Brett. Motion Carried.
3. New Business
 - a) Parks and Rinks Position (Ali)
 - Ali will manage Parks
 - Two potential students are now unavailable
 - Interviewing another student next week
 - 30 hours a week at Student Minimum Wage
 - Need Diceman park cleaned before June 9 event.
 - Proposal to appoint Mark Lister in the Rinks position. Motioned by Ali Yassine, seconded by Kaitlyn Demassi. Motion Carried.
 - Needs to hire ~12 students as rink monitors and advise Treasurer of the hours worked.
 - Laisse with city on setup/signage, maintenance, etc.
 - Need to decide how we will clear the rinks after large snowfalls as cannot afford to hire outside contractor again.
 - For the rink next to Normal Johnston school, need to work with City and School board to extend a tap from the nearby fire hydrant instead of moving hoses from the school.
 - Need to update contact information on website and Banar
 - b) President Resignation (Ali)
 - Board accepted resignation. Vice President takes over the position.
 - Kaitlyn to up date the Email List
 - Financial Authority - Lynn to write letter to TD Bank for Al/Lisa.
 - Email address taken care of.
 - Need to update contact information on website and Banar.
 - Need someone to take over VP position. To be added to the agenda next meeting.
 - c) Membership Chair Leave of Absence (Ali)
 - Kiel Dixon appointed as Acting Membership Director.
 - Kaitlyn to update Email List and give access to membership account.
 - Fun Fair Registration Table Saturday (most renewals happen here) – Coordinate with Ali and Chelsey to ensure it is staffed at all times.
 - Need to work with Satinder to transfer knowledge/cards/contacts and key to mail box.

- d) Approved list of 2018 Directors, Committee Chairs and Operational Group Leads (Lisa) Completed.
- e) Funding Guidelines (Lisa)
 - Comments for further review and discussion included:
 - Language to reflect Association not foundation.
 - Pre-approve an annual budget. Lisa to review past few years to set the budget.
 - No set timeline, no set number of requests.
 - Benefit range – higher is more likely to receive funding. This is the key criteria for funding.
 - Contact info – remove info for ein non-profit, etc.
 - Indicate how long it will take for us to decide yes/no
 - Should be a maximum amount set for any one group.
 - Willing to accept second application from a group, but likely to hold to the end of the year.
 - Kiel to pull Canada summer jobs templates and circulate a draft funding application by May 24. Comments due End of Day May 27.
- f) Audited Financial Statements (Lisa)
 - City has encouraged us to audit our finances due to the amount of funding we are dealing with.
 - Mark can help preparing us for an audit.

4. Director's reports

- a) Vice President (Ali)
 - Kiel taking over bylaws.
- b) Treasurer's report (Lisa)
 - Send payment requests to Lisa now.
 - Lisa to circulate our current budget. Agenda next month to discuss public posting.
- c) Website (Kaitlyn – See below for full report)
 - Will delegate website edit access to Evelyn and Chelsey.
 - Need to work out how we can distribute the responsibly of maintaining the content on the website.
- d) Safety (Ian)
 - Dropping neighbourhood watch due to insufficient interest.
 - Reached out to police community coordinator about enforcement. Willing to do a presentation – possibly September.
- e) Social (Ian).
 - Volunteers for Canada Day
 - Need 2 to man barricades 6pm to 10:30pm.
 - Need 4 as safety monitors during fireworks
 - Need 2 for cooking hotdogs.
 - Will post request.

- f) Community Relations/Communications (Chelsey)
 - Waiting for city to answer a request for wifi at the community hall.
 - Auramarina is collecting info for people who would be interested in having wifi in the hall.
 - g) Environment/Transportation Committee (Kendra – See below for report)
5. Standing Committee Reports
- a) Splashpad Committee (Ian)
 - No Update.
 - b) Cancer Chase (Lee – See below for report)
6. Operational groups
- a) BANAR (Evelyn)
 - A Thank You message to Laura Dudas was included in this month's newsletter.
 - The size of the newsletter was increased due to the advertisements from three of the Innes Ward municipal candidates.
 - The next Banar deadline is August 15 and will be delivered the first week of September.
 - b) Fun Fair (Brent)
 - Need to share membership table for funrun signup but cannot share the cash box.
 - All under control.
 - Budget request was \$5k.
7. Adjournment at 7:25pm (Next meeting June 21, 2018, 7pm in the Library)

Attendees:

Lynn Lefevre
Lisa Margeson
Chelsey Wynne
Ali Yassine
Kaitlyn Demasi
Mark Lister
Kiel Dixon
Kendra Brett
Ian Chamberland
Sarah Morgan-White
Evelyn Budd

BCA Board

President: Ali Yassine

Vice President: **Vacant**

Secretary: Lynn Lefevre

Treasurer: Lisa Margeson/Al Ross

Parks: Ali Yassine

Rinks: Mark Lister

Acting Membership: Kiel Dixon

Website: Kaitlyn Demasi y

Community Safety: Ian Chamberland

Social: Ian Chamberland

Education and Youth: Belinda Joy-Leung

Community Relations: Chelsey Wynne y

Community Communications: Chelsey Wynne

Environment/Transportation: Kendra Brett y

Standing Committees

Senior Action Committee: Linda Gray

Community Beautification:

Splashpad: Ian Chamberland

Operational Groups

Banar: Evelyn Budd

Fun Fair: Brent Lawrie

Community Hall: Auramarina Sawyer

Cancer Chase Lee Stach

Funding Guidelines for BCA

The Blackburn Community Association (BCA) provides funding to support programs and groups that benefit residents in Blackburn Hamlet, Ottawa, Canada. The BCA favors support of programs that directly and immediately improve the education of residents, run family events, encourage an active life and benefit the environment. The Foundation may support individual events if the opportunity is unique and sufficiently compelling. Funding decisions are made twice a year, approximately every 6 months. Funding tends to range from \$X to \$X; there are generally 3-6 programs funded per year. Please note that the BCA does not fund for-profit entities.

If you wish to request funding for your non-profit organization, please follow the guidelines below.

1. Submit your request to XXX. Proposals should not exceed 3 pages.
2. Include the name of the organization requesting funding, the person who is the primary point of contact, an email address, street address, web site address, and a phone number. Explicitly confirm that your organization is a non-profit and provide an Employer Identification Number (EIN).
3. Indicate the funding amount requested and the time period over which the funding will be used.
4. Briefly describe the background and context for the funding request, including previous efforts and past successes.
5. Describe in detail what the funds will support and how you plan to use the funding. Include the expected number and diversity or demographics of the people who will be affected by the program being funded.
6. Indicate what you plan to accomplish with the funding and how it will positively impact the Blackburn Community.

Website

- Please be sure to highlight actionable items for me in case I don't notice them in a back-and-forth thread between directors

- With lots of changes happening to positions, a lot of the email accounts are simply set up as standalone mail boxes that can be checked without me needing to do a "tech support call" with a director temporarily handling that mail box. Also, a record of recent emails will remain there for future role holders. I might switch to this model except in special circumstances.
- I need feedback from the board about how to handle the resignations on our Contact form. Should Ali be listed as "President" or "Acting President?"
- Should I be advertising roles as open to applicants or simply vacant until the next AGM?
- Please help me find a replacement for the web admin position for the next AGM. I will be publishing a "job posting" soon.

Environment and Transportation Committee Report for tomorrow's meeting May 17 2018.

Budget - so far we have spent \$1074.96. We requested \$1300 initially. It is unclear what was approved in the budget circulated on May 7th (it only says \$700 for bike rodeo and \$450 for spring clean up, which does not reflect what was initially requested).

Next event = Out-is-in Park Day

What: June is recreation and parks month and the Blackburn Hamlet Community Association's Environment & Transportation Committee in collaboration with Earth Path and Ecology Ottawa is holding its first ever "Out-is-In" Park Day. This is a free event for people of all ages that will include a community picnic, music, interpretative nature walks, and various activities for people of all ages.

When: Saturday June 9th, 2018 from 10am to 3pm

Where: Harold Diceman Park, 30 Diceman Crescent, Ottawa. The event will primarily take place at the north end of the park near the play structure.

Rain: This event will be cancelled in the event of moderate to heavy rain. Full details for the event are available on the BCA website.

Tree planting - a consultation with someone from the city of Ottawa will occur mid June

Spring Clean up - huge success with around 150 volunteers

Bike Rodeo was a great success with 40 kids participating.

Cancer Chase

- The Cancer Chase is still scheduled for October 14, 2018.
- A formalized proposal was submitted to the Gloucester Hornets for use of their clubhouse facilities. Verbal approval has been received but still waiting on formalized approval.
- An application has been submitted to the NCC for use of their lands for the event. Approval is still pending.
- Amount raised so far and submitted to the Ottawa Hospital Foundation on behalf of the Cancer Chase is \$1275.
- Several silent auction items have also been donated.
- A group of walkers will participate in the Fun Fair parade on behalf of the Cancer Chase.
- Cancer Chase will also have a table at the Fun Fair on Saturday to hopefully attract volunteers and participants.
- **Looking for a Volunteer Coordinator.**
- Our current team consists of myself (Chair and Co-Sponsorship Coordinator), Ruwan Amaratunga (Co-Sponsorship Coordinator), Milaine Keutchankeu (Social Media Coordinator). Belinda Leung (Metro Table Coordinator), Winston MacDonald (Treasurer), Conrad Laplante (Raffle) and Eileen Lindsay, who has generously offered to assist with fundraising and other tasks.
- Registration for the run is \$25 and can be found here:
<https://www.events.runningroom.com/site/?raceId=15220>.