

Blackburn Community Association
Meeting Minutes
March 22, 2018 @ 7 pm - 9 pm
Blackburn Hamlet Library

1. Call to order
2. Minutes from previous meeting
 - a. Annual General Meeting January 18, 2018
 - Motion to approve January 18, 2018 AGM minutes by Belinda Leung, seconded by Chelsey Wynne. Motion carried.
 - b. Board Meeting January 30, 2018
 - Motion to approve January 30, 2018 meeting minutes by Ian Chamberland, seconded by Al Ross. Motion carried.
 - c. Public Meeting February 15, 2018
 - Motion to approve February 15, 2018 meeting minutes by Ian Chamberland, seconded by Satinder Sahota. Motion carried.
3. New Business
 - a. Board vs Open meetings and 2018 meeting schedule
 - Next meeting is scheduled at the Community Hall on April 19, 2018
 - Meetings at the Blackburn Hamlet Library are scheduled for March 22 (current meeting), May 17th, June 21st, 2018.
 - Meetings in September, October, November, December 2018, and January 2019 yet to have location booked.
 - Proposal raised to change format of meetings, which includes cycling between closed and public meetings each month. The rationale for using the alternating format starting in 2017 was to allow the Board to have more working time to accomplish more during “closed” meetings. Discussion led to the decision that “closed” and “open” meetings are not required. Beginning in September, meeting space for larger capacity meetings to will be used. Suggestion to limit the number of external presenters per meeting to assist in addressing time management challenges experienced in past presented.
 - b. Internet Access at the Community Hall
 - Discussion postponed.
 - c. Live Stream public BCA meetings
 - It was proposed that some form of live streaming or “tweeting” through an online platform could help increase community engagement. The Board is interested in exploring this option to some degree. Will start with posing three questions to the public ahead of the next meeting for feedback.
 - d. Hamlet Issues Next Steps
 - See President’s report.

4. President's report

- a. Priorities Update - Thread on Facebook regarding community improvements discussed. This post was not the first of its kind, however, it is the first time such a post has received so many responses. Board discussed next steps and committed to spending more time reviewing all comments with the goal of determining which items the BCA will have the capacity to address. Volunteers are absolutely required for any work to begin. A public follow up on next steps will be planned in the coming months.
- b. Organizing team for the Orleans Canada Day has reached out to Laura to ask if the BCA would be interested in collaborating for Canada Day and joining the Orleans festivities. Board discussion highlighted that the community has expressed the appreciation of having an event within walking distance of the community. The Board expressed that they are not interested in changing the approach to Canada Day activities at this time, as the BCA Canada Day events have been largely successful.
- c. The Air Cadet Squadron has sent a request to the BCA requesting \$600.00 to support an upcoming squadron trip. This funding would be allocated to supporting eight attendees from Blackburn. Laura will forward the email to the Board (see attached). Note was made that this particular request is not an unusual one for the BCA to receive.

5. Treasurer's report

- a. See report. Note that some cheques are still pending. Lisa will be fully taking over the treasurer role in coming months. Currently in the process of transitioning to Quickbooks, as well as investigating e-transfer options for membership payments. Satinder, Lisa and Al to follow up on decision for moving forward.

6. Director's reports

- a. VP (Ali) - No report provided
- b. Park and Rinks (Vacant)
 - Parks and Rinks director is urgently needed. Belinda will take over parks for the summer. The Board will focus on finding someone by next winter for rinks; target is to have the role filled by October at the latest. The Parks and Rinks portfolio requires a dedicated director who can fill a managerial role. Duties include ensuring keys available where they need to be, are available for pickup at arena, organizing and facilitating two meetings each season (for rink opening and closing). City will not operate the rinks if the BCA cannot operate them; the duty would be handed off to another group for management and staffing.
- c. Membership (Satinder)
 - Other methods of accepting payment for membership is under investigation. New BCA membership cards are in distribution.
- d. Website (Kaitlyn)
 - BCA web hosting is up for renewal April 24th. Kaitlyn has decided to leave the decision to the next webadmin as to whether the BCA should switch hosts as she will not be able to take on migration. As a compromise, hosting will only be renewed for a one year term. (To be reviewed with the new web administrator next winter.)
 - Assisting the Funfair with resetting the website with this year's content and adding a couple new features.
 - Lino Demasi is creating the garage sale map for this year's Community Garage sale. Details will be added to the event info in the calendar.

- A new feature has been added to the BCA website - when blog posts are published on the website, it's automatically tweeted and shared under the official BCA Facebook Page (not the discussion group). If directors would like an account to post blog posts, contact Kaitlyn.
 - Please send Kaitlyn any items to be added to the calendar, as per usual process.
- e. Safety (Ian)
- Neighborhood Watch organization underway, with a meeting pending. April or May event is under discussion.
- f. Social (Ian)
- Volunteers are required for fireworks support on Canada Day. Duties include setting up barricades at 10:00 AM.
 - Community Golf Tournament under discussion. Event would potentially include up to 72 people. Target date is in late summer or fall. No funds would be required as the cost would be covered through participation fees.
- g. Youth and Education (Belinda)
- Intention is to organize free family field games at the Funfair on behalf of BCA again this year. It was a large success at the 2017 Funfair.
- h. Community Relations/Communications (Chelsey)
- Continuing to investigate volunteer management tools. Request for directors to send volunteer information to Chelsey to assist with building the BCA volunteer database. Please include names, contact information, what the individual's typical volunteer duties include, and whether they may be interested in assisting with other volunteer tasks outside of their current role.
- i. Environment/Transportation Committee (Kendra)
- Budget
 - May need to request additional funds for the bike rodeo (will have a better idea about cost by the end of the month)
 - May need more funds for Spring Clean Up BBQ for propane (as it was previously supplied for free by a volunteer)
 - We reached out to a contact that was recommended by Brent, and they are unable to help, as all the propane goes towards FunFair.
 - Spring Clean Up
 - Looking for volunteers for the BBQ (shopping, set-up, cooking, clean up)
 - April 21 (rain date April 28)
 - Registered with Capital Clean Up
 - Results from Survey:
 - 260 respondents. Article will appear in BANAR and a longer summary will appear on the website. Results have been shared with Ecology Ottawa.
 - The top environmental concerns for our community were:
 1. Deteriorating health and reduction in number of our trees (101)
 2. Litter left lying in public spaces (100)
 3. Growing volume of vehicle traffic and associated effects on the environment (94)
 4. Effects of various environmental nuisances on our ability to use greenspaces such as wild parsnip and ticks (Lyme disease) 89)

- Upcoming events
 - Spring Clean up April 21 (28th rain date) - volunteers needed
 - Bike Rodeo April 28 (May 5 rain date)
 - Garage sale (May 5 or 6th)
 - Table at FunFair (June 2nd) - waste, recycling and different initiatives
 - Out-is-In Park day (June 9th) - volunteers needed
 - Tree planting in the fall
 - Environment education day Sept 22- **volunteers needed**
7. Standing Committee Reports
 - a. Seniors Action Committee (Linda)
 - No report.
 - b. Community Beautification Committee (Janice or Linda)
 - No report.
 - c. Splashpad Committee (Ian)
 - Application has been submitted - decision will take between three to six months. Ian received feedback from City staff that \$450 000 would likely be required to cover the cost of infrastructure proposed in the application. The Board discussed the previous BCA commitment of supplying up to a maximum of \$100 000.
 - d. Cancer Chase (Lee)
 - October 14th - permit application has been submitted. Blair is no longer at Lafarge, which has resulted in the need to investigate another solution for the funding towards t-shirts (\$1000 was contributed in past). Will investigate other swag options. Registration platform has been set up through Running Room.
 8. Operational group reports
 - a. BANAR (Evelyn)
 - No report.
 - b. Fun Fair (Brent)
 - No report.
 - c. Community hall (Auramarina)
 - No report.
 9. Adjournment
 - a. Motion to adjourn by Al Ross, seconded by Belinda. Motion carried.

(Next meeting April 19, 2018, 7:30 p.m in the Community Hall)

Attendees:

Lee Stach
 Kendra Brett
 Al Ross
 Laura Dudas
 Satinder Sahota
 Chelsey Wynne (Minutes)
 Ian Chamberland
 Belinda Leung

Dear Laura,

Blackburn Hamlet is home to 8 Air Cadets that are part of 51 Air Cadets Squadron, located at the Canada Aviation and Space Museum.

As you may be aware, the Royal Canadian Air Cadets organization offers today's youth experiences ranging from specialized aviation training, leadership development, physical fitness and citizenship activities to name a few. They are our leaders of tomorrow. Currently 28% of the Royal Canadian Air Force are former Air Cadets and 60% of Canadian Commercial Pilots are also former Air Cadets.

As a thank you to the Cadets for their full participation in the Squadron's activities, the Squadron Sponsoring Committee is planning a year-end trip for the Cadets, during the first week-end of June, where they will get to visit two Air Force Museums (Trenton and Hamilton), Niagara Falls, Medieval Times and Queens Park in Toronto as well as Canada Wonderland. While this activity is supported by the Royal Canadian AirCadets; however, it is not financed as part of the official Cadet activities.

In order to reduce the cost to individual Cadets and encourage maximum participation in the year-end trip, the Squadron Sponsoring Committee have undertaken to raise funds to cover the meals for the 112 Cadets. The overall cost of the meals is estimated to be \$6,700, with each meal ranging between \$10 to \$15.

As such, we ask if the BCA would be willing to make a \$600 contribution to our fundraising efforts, which would cover the meals for the 8 AirCadets residing in the Hamlet. I know the BCA understands the importance of Cadets organization and I hope to count on the BCA's support in this endeavour.

Should the BCA wish to support our efforts, a cheque will need to be made to: **51 Canada Aviation and Space Museum Air Cadet Squadron (51 CASM Air Cadet Sqn)** The Squadron will issue tax/Donation receipts as it is a non-for-profit organization.

I thank you very much for considering this request. Please do not hesitate to contact me if you wish to discuss it further.

Kind regards,

-- *François*

François Trépanier

51 CASM Air Cadet Sqn – Sponsoring Committee

Blackburn Community Association 2018 Profit & Loss

1 January through 15 March 2018

1 Jan - 15 Mar 18

Ordinary Income/Expense	
Income	
Banar Income	1,995.00
Community Hall Income	8,996.00
Grants	
Other Grants	300.00
Outdoor Ice	10,190.00
Parks & Rec Grants	5,612.00
Total Grants	<u>16,102.00</u>
Total Income	<u>27,093.00</u>
Gross Profit	27,093.00
Expense	
Harvest Moon	
Admin	6.25
Facilities	282.50
Total Harvest Moon	<u>288.75</u>
Operating Costs	
Banar Expenses	4,945.79
Community Hall Expenses	
Labour	900.00
Total Community Hall Expenses	<u>900.00</u>
Parks and Recreation	
Outdoor Rinks Expense	
Equipment	182.84
Labour	9,469.05
Outdoor Rinks Expense - Other	710.50
Total Outdoor Rinks Expense	<u>10,362.39</u>
Total Parks and Recreation	10,362.39
Special Expenses	300.00
Total Operating Costs	<u>16,508.18</u>
Programming	
Civics Affairs Committee	
Beautification	6,591.00
Total Civics Affairs Committee	<u>6,591.00</u>
Family Programs	
Blackburn Tennis Club	6,000.00
Fun Fair	75.00
Total Family Programs	<u>6,075.00</u>
Total Programming	12,666.00
Volunteer Appreciation	517.00
Total Expense	<u>29,979.93</u>
Net Ordinary Income	<u>-2,886.93</u>
Net Income	<u><u>-2,886.93</u></u>