Blackburn Community Association
Annual General Meeting Minutes
January 17, 2019 7:30 pm
Blackburn Community Hall

1. Call to order at 7:35pm
2. Minutes from previous meetings
    - November 15, 2018
    - Motion to approve by Kiel Dixon. Seconded by Chelsey Wynne. Motion Carried.

3. Board and Committee Reports
    a) Treasurer: Lisa Margeson
        - Presented budget results from 2018 and forecast for 2019.
        - 2018 Budget highlights:
            - Revenue was higher than forecast in all categories.
            - Hockey Day was not held so there were no expenses in 2018.
            - The cost to clean the Parks was lower but the cost to maintain the rinks was higher.
            - Beautification spent $20k for the sculpture.
            - The BCA handed out more grants than forecast.
            - Final result was a reduction in our reserve fund of $ 4,330.79.
        - 2019 Forecast
            - Bridge club expenses will not be included in the 2019 budget as they do not need the funds.
            - The Youth, Environment and Transportation budgets are expected to increase due to more planned activities.
            - The board will need to review the budget for family programs, grants and beautification.
            - The Rink budget will be increased due to higher costs.
            - The current Forecast shows a $5,000 deficit, but it may increase once we review the full budget.
            - Still have $238,000 in the bank.
        - The 2019 budget will be presented for board approval at the February meeting.

    b) President & Parks: Ali Yassine
        - President – Due to a significant change in the 2018 board membership, many Directors were learning their new roles. Even with many new members the team worked well together to accomplish BCA goals. One of the key accomplishments was establishing more stringent financial processes which we will continue to improve in the coming year.

- Parks – A high school student was hired to help clean the parks and we received positive feedback from the community on the results. Reminder to the community, If you see garbage accumulating any time of the year, you need to advise the City.

c) Vice President & Community Relations: Chelsey Wynne
   - Happy with how well the board has been working together.
   - The biggest accomplishment was to update the bylaws. The latest version will be circulated for another review and will be presented for BCA approval at a Special General Meeting on March 21.

d) Environment: Kendra Brett
   - In the fall, the committee was split between Environment and transportation as both are highly active files.
   - Successes from 2018
     - Huge turnout at the Spring Clean Up.
     - Hosted the Bike Rodeo for kids.
     - Held a successful table at fun fair in collaboration with the City of Ottawa teaching kids and adults about proper sorting of household waste.
     - First ever Out-is-In day to celebrate park month.
     - Sarah worked with the city to have trees planted in Agnes Purdy park (the "2 park"), along the path between Glen Ogilvie School and Ecole Saint Marie, and near the tennis courts.
   - Our plans for 2019
     - Will be shifting away from planning big events, and instead focus on initiatives that will have an impact on the community.
     - Sarah will continue her focus on planting trees; the next area is Keystone (John Kemp Park) near Norman Johnston school. She also hopes to assist the local schools with getting more trees in their school yards.
     - We would like to work to improve the Spring Clean Up by improving the BBQ, lowering the cost to the BCA, lowering the environmental impact, engaging local business to clean up their areas and engaging schools and other groups to participate.
     - We would like to focus on waste issues in the Hamlet including more garbage cans and recycling cans and spreading information on ways to reduce our environmental impact (e.g., better sorting of household waste, promoting repairing and reusing items, buy nothing pages).
     - During the year, we plan to host a series of speakers on a variety of Environment related topics. These would be held during the evening, particularly in the Fall and Winter. Topics could include invasive species, Lyme disease, etc.

- If you would like to join the environment committee in any capacity please let us know!

e) Transportation: Dave Garand
- Bus service, speeding and traffic are high visibility issues for the Hamlet.
- Also looking at cycling infrastructure and pedestrian safety.
- Our councillor has met with OCTranspo regarding 28 service and will be providing an update soon.
- Healthy Transportation Coalition and others have organized a workshop to "Build a City-wide Transit Riders Organization" on January 26.
- Virtucar was discussed, but we still need to identify someone to take the lead as they need 100 deposits of $75 before they will consider establishing cars in the neighbourhood
- Met Citizens for safe cycling – they are lobbying the new councillors for improved infrastructure, although their membership from the east end is low.
- Speeding on Innes – keep reminding our counsellor
- The City has made a change to lights on Cleroux so they don't wait for pedestrian or cars to activate them. Hopefully this will help create gaps in traffic to allow people to cross Innes at Rondel.
- Would like to run a Child Set Checkup this year as well as have a city bike repair stand installed in the community.

f) Community Safety: Don Kelly
- Will focus on bringing Neighborhood Watch back to the Hamlet, but we need volunteers to make it work!

g) Education and Youth: Kathleen Parisien
- Has been running free fitness classes in the hall and would like to offer more programs, including some aimed at youth.
- Will need an increased budget to cover the costs of a weekly program every Monday.
- Looking into Youth Art Mentorship. Friday evenings are currently open.
- Also looking to bring back youth dances.

h) Social & Splashpad: Ian Chamberland
- Splashpad
  - Laura Dudas has assured us that the City and Councillor funds are still available for this year and will work with the City and the BCA on finalizing a suitable location.

- Canada Day
  - Was very hot, which affected attendance at all events across the City.
  - We added games, DJ and a Beer Garden.
  - Looking to continue to grow and expand this event in 2019, including the addition of a Volleyball tournament (fee to play will fund prizes).
  - Instead of a DJ, we are planning for the Fake McCoys to perform, but will need a tent to protect the stage and sound equipment.
  - There will also be a Beer tent, free food, fireworks and Indoor/outdoor children's games.
  - Looking for help to organize event, treasurer, sponsorships and volunteers during the event.
- Is there interest in having picnic tables in the area around the hall? Yes. Need to add the cost to the beautification budget for this year.

i) Community Communications: Kiel Dixon
- Spent none of the budget.
- We need to do a better job of structuring our communications for all events.
- There are currently 238 people on our email list.
- Sign costs for each event are covered in the event budgets.

j) Membership: Satinder Sahota
- Had to step away during the election and is now catching up.
- We already have 60 paid memberships for this year.
- Looking for local businesses to provide discount incentives for BCA members.
- The Tennis Club, Ladies Softball and Fancy Nails are currently offering discounts.
- Looking for street canvassers to help with the membership signup during the first 3 months of the year.
- Looking for ideas of other benefits that memberships could offer.

k) Rinks: Mark Lister
- Only took over the role this year.
- Rinks are located at Norman Johnson, Emily Carr and, Michael Budd Parks.
- The City increased funding last year to $12k.
- We were under budget due to a shorter season.
- A Dec 31 opening this season with 190 skaters participating – earliest opening in a long time.
- Over 900 skaters so far this year Thank you to volunteers for all 3 weeks.

- Working on ways to reduce some costs to cover additional costs resulting from a longer season.
- Planning on holding Hockey Day on February 9 at Norman Johnson.
- Need to make sure the rink locations are more obvious on our website.
- We hire high school / post secondary students as rink monitors. Volunteers maintain the ice late nights and early mornings.
- Please let us know if you notice issues with the rink lights lot working,

l) Website: Kaitlyn Demasi

- Kaitlyn Is stepping down this year. Looking to have a Director managing a team to support the BCA and Funfair websites.
- Part of the new webadmin's tasks will be coordinating with other directors to decide which tasks can be delegated to other roles or handled individually by directors (for example, giving access to the community events calendar to all directors so that they may promote their own events).
- The web hosting company will be up for renewal in April, so if the new admin would like to use a new platform, they will have the opportunity to switch in the first few months of the year. I would recommend waiting until next April before making a huge change, but if there's consensus that the Wordpress site is too complicated, by all means we are not married to it or to our web host.
- I will be available to interpret my previous work in case the web host gets stuck trying to understand how I set things up. I'm happy to continue consulting on the system as it is set up now, but I shouldn't get entangled in any new web-related projects. I hope to come back to the board in a few years.
- Some of our applicants expressed that they'd be able to do small amounts of supporting work even if they weren't themselves directors and I think that's great. It will be up to the community to decide if they'd like to elect someone younger who could really use the experience for professional development, or someone with more experience who will need less time to hit to the ground running.
- Satinder is pulling back from moderating the Facbook page. We need someone to take over this role.

m) Senior Action Committee: Linda Gray

- After 4 years of serving on the Senior Action Committee (SAC) 2 as a volunteer and 2 more as committee chair, I will be stepping down. It has been a wonderful time where I met some truly remarkable people here in Blackburn Hamlet. As I too join the ranks of the seniors, Beverly McGrath from Bearbrook Retirement Residence has stepped forward wishing to become the next chair for the Seniors Action Committee. If there is no

opposition to her nomination, I ask the board to accept Beverly McGrath as the 2019 chair of the SAC.

- 2018 saw the volunteer group shrink to only the committee chair (Linda Gray). Unfortunately, due to a lack of volunteers, I had to lower our expectations on what the committee could accomplish for 2018. As SAC had already done 3 prior Senior Information Night (SIN) trade shows with great success, it was chosen as our main project.
- 2018 also saw the municipal elections and therefore all Friday evenings in October quickly filled with other Hall bookings so we held the event on a Saturday afternoon. Due to this change in date and time, we were unable to use last years signage, which created another one-year cost. If we do decide to run another show, the hope is to use the 4 signs with minor modifications in order to cut down on the cost of producing new signage each year.
- The 2018 SIN trade show was probably one of our best turn outs for both vendors and seniors attending. We had the maximum number of vendors the hall could accompany at 17 and roughly 145 seniors attending.
- The show consisted not only of vendors and community services demonstrating their products and services, but also included a small bistro. All vendors provided the snacks and door prizes for the seniors. There was plenty of treats, tea and coffee for all who attended.
- Moving forward to 2019, there are lots of opportunities that the new chair can explore in order to offer a Committee that represents our seniors. However, we can't do it alone and I ask all BCA members to think about volunteering for this committee. We are looking for people who have the time to volunteer to be advocates for our seniors and to hopefully work on a few projects that can enhance the lives of our senior citizens.
- The budget for 2018 was mostly for the advertising of the SIN in the Hamlet trade show. However, should the new chair and their committee choose to hold more events, additional funds would be required.
- In conclusion, I would like to thank all that have helped this committee in the past. I couldn't have put on the trade show alone and a good number of BCA board members helped wherever and whenever needed. Many thanks to all the hard work the BCA does. This is truly a wonderful community to live and work in.

n) Cancer Chase: Lee Stach

- Planning has not yet begun but we are looking for volunteers to assist us with organization. In particular, we are looking for a Volunteer Coordinator, a Sponsorship Coordinator and a Social Media Coordinator. We are also looking for event volunteers, as always. Interested parties can email us at info@cancerchase.com.

- An article has been placed in the BANAR regarding the request for Cancer Chase volunteers.
- A report of the 2018 results was included in the November 15, 2018 meeting minutes.

o) BANAR: Evelyn Budd
- The BANAR is definitely a community endeavor. I want to thank all of our contributors especially the volunteers, BCA Board and chairpersons who were so diligent in sending articles and information in.
- Thanks also goes to the community businesses and organizations that purchased ads. Please support them in their businesses. This year we saw a substantial increase in revenue made by the Ottawa municipal candidates who chose to reach out to the hamlet via the Banar.
- Five times a year - 4,000 in February April, September and November and 4,500, the 3rd weekend of May Funfair issue is distributed throughout the Hamlet. The groups that delivered door to door include the Louis Real Girls Basketball team, the Real Team, the 62nd laPhare Est Scouts and in February Blackburn volunteers, including many from our board stepped up when the designated group cancelled due to heavy snow fall. This group made sure that the Banar got delivered in spite of heavy snow, icy roads, sidewalks and laneways (Unfortunately three streets did not get completed.) And what was especially sweet was that these volunteers donated their delivery earnings to a family who had just arrived in January from Palestine—10 days before amid a snow storm. The refugee family helped two volunteers deliver to southside of Innes and some streets on the Northside. Special thanks go to theses volunteer Blackburnites for their generosity.

p) Fun Fair: Brent Lawrie
- Last year had great weather and turnout. $13,249 raised and distributed to 25 groups within the community.
- Bought a lighting truss for the stage which increased their cost slightly in 2018.
- We have $15,000 in our bank account to cover 2019 start up costs (no funding needed from the BCA).

4. Community Reports
- Councillor Laura Dudas
  - Laura not able to attend.
  - There is another budget consultation at Orleans Public Library on January 20. There is also a survey on the city website and you can also contact Laura directly with concerns and comments.
  - The Blackburn Arena ward office will soon be open and will run 6 days a week. Days and times to be published in the BANAR.

        - They are looking to fund a local youth group to paint a mural in the office.

5. Funding Requests
    - We still need to translate the funding application, post it on our website and create a rating guide for board members to evaluate each request.

6. Bylaw Review – Chelsey Wynne.
    - Copies of the proposed version will be posted on the website.
    - A Special General Meeting will be held on March 21. Notice will be published in the Banar.

7. Community Hall: Auramarina Sawyer
    - Tables in the hall stay in the hall. Events outside the hall need to provide their own tables.
    - Concern about events having access to the hall as it has been booked solid for too long. Need to continue discussions on how far in advance the hall can be booked and who gets priority. Just Foods Farm has 3 season community space available for rent.
    - Can City install a divider in the middle of the hall? Can they add sound dampening to the walls to reduce the echo's?

8. Board Elections
    a) Appointment of Returning Officer Bernard Charlebois.

    b) Elections of all BCA Board of Directors positions
        - President – Ali Yassine Elected.
        - Vice President – Chelsey Wynne Acclaimed.
        - Treasurer – Lisa Margeson Acclaimed.
        - Secretary – Lynn Lefevre Acclaimed.
        - Parks and Rinks – Marc Lister Acclaimed.
        - Membership – Satinder Sahota Elected.
        - Website - Kevin White Elected.
        - Environment and Transportation – Kendra Brett Acclaimed.
        - Community Safety – Don Kelly Acclaimed.
        - Social – Ian Chamberland Acclaimed.
        - Youth and Education – Kathleen Parisien Acclaimed.
        - Community Relations - Vacant
        - Communications – Kiel Dixon Acclaimed.

c) Appointments or Acknowledgement of Duties by Board of Directors:
   - BANAR – Evelyn Budd
   - Fun Fair – Brent Lawrie
   - Cancer Chase – Lee Stach
   - Community Hall – Auramarina Sawyer
   - Seniors Action – Beverly McGrath
   - Transportation – Dave Garand

9. Volunteer recognition.
   - Last Saturday we held a recognition dinner and handed out awards to 4 people.
   - Tonight, we are handing an award to Sararh Morgan-White as she was unable to attend Saturday.

10. Adjournment at 10:05pm (Next meeting February 21, 2019, 7:30pm in the Community Hall)

BCA Board

President: Ali Yassine
Vice President: Chelsey Wynne
Secretary: Lynn Lefevre
Treasurer: Lisa Margeson
Parks: Ali Yassine
Rinks: Mark Lister
Membership: Satinder Sahota
Website: Kevin White
Community Safety: Don Kelly
Social: Ian Chamberland
Education and Youth: Kathleen Parisien
Community Relations: Chelsey Wynne
Community Communications: Kiel Dixon
Environment: Kendra Brett

Standing Committees

Senior Action Committee: Beverly McGrath
Community Beautification:
Splashpad: Ian Chamberland
Transportation: Dave Garand

Operational Groups

Banar: Evelyn Budd
Fun Fair: Brent Lawrie
Community Hall: Auramarina Sawyer
Cancer Chase Lee Stach