

**Blackburn Community Association**  
**Meeting Minutes**  
**August 20, 2020 7:30 pm**

1. Call to order 7:350pm
2. Approval of Agenda
3. Financials – Lisa Margeson continues to work with our bookkeeper to update our 2019 records and complete the tax filings. We received the financial reports back from the Bookkeeper today, including July 2020 and will post them in our Google Docs repository. A Bank account reconciliation report will be compiled and sent to Lisa each month. Mark and Lisa will review the reports and provide feedback to our Bookkeeper.
4. Parks Maintenance – No attendants were hired for cleaning Parks this year as the process was started too close to the time when the cleaning program ends.
5. Storage – Discussions with the City for additional space behind arena are on-going. We have approval for our two containers but are concerned they will not be sufficient. The City was receptive to our request and will be reviewing the site plan to find room for one more, if possible. They will also compile a list of alternate sites we could look into as an alternative.
6. Storage – We need to move all items from their current storage location to the temporary container location in early fall. There will be a call for calls for volunteers the after Labour Day weekend. Appropriate COVID-19 safety measures to be in place.
7. Stage – Brent Lawrie is in discussion for the BCA to acquire and store the stage that we share with others. We will have to assume insurance coverage, but can also rent it out to interested parties. Full financial details will be presented at our September meeting.
8. Tractor – Brent Lawrie is working on repairing our tractor so that it can be moved out of our container to make room for other equipment and so it can be used by Just Food as part of our agreement to work together. If there are any repair costs, Brent will present them to the board for approval.
9. 2487 Innes Road site plan - Patrick Phillips has offered to compile comments from the community that were posted on our Facebook page and submit them to the City by the August 24th deadline. Comments will also be shared with BCA board at September meeting.
10. Splash Pad tree coverage & Benches – Kendra Brett and Mark Lister will be meeting with City officials in September to discuss tree planting around the splash pad to add additional shade. During the meeting they will also be discussing Tree coverage within the community. Mark will be submitting an application to the the City this weekend for 2 benches to be installed in the splash pad area.

11. Community Hall Status – The Hall will remain closed as the requirements to maintain and operate are significant and the BCA does not currently have resources to meet these challenges.
12. Community Hall Cost Review – The review is complete and ready to be presented to the board, community and our regular renters for feedback in the near future. The new rates are in line with other City facility rentals. They expect to release the proposal sometime in September for feedback and further discussions.
13. Neighborhood Watch – In light of recent events in the area, Don Kelly has offered to restart the neighborhood watch program, in cooperation with our local police department. We will have a full page advertisement in the September BANAR edition and will be putting out a call on social media to encourage volunteers to step forward.
14. Community Safety – Mark Lister and Don Kelly have reached out to local police for an update on current statistics of crime and violence in the community. They will report their results at the September board meeting.
15. A virtual community meeting with elected officials has been scheduled for September 3rd at 7pm. Attendance is limited to 100 participants, on a first come first serve basis and participants must register in advance to receive the Zoom call information. All board members are encouraged to participate in this meeting. The Communications team will continue sharing this via our social media. A notice is included in the September BANAR and is posted on the BCA Website.
16. TD park Challenge is underway, Kendra Brett is overseeing this program. The contest Deadline is early September. Only one entry has been received so far but feedback from the community is that many people delayed participation due to the warm weather. We expect to see more entries now that cooler weather has arrived.
17. The deadline for the next eNewsletter is Mid September.
18. The deadline for the next edition of the BANAR is October 14.
19. The board needs to start thinking about alternatives can we organize instead of our Santa Breakfast and who would take the lead if we proceed.
20. Chelsey Wynne has resigned from her position on the BCA Board. She will continue to volunteer when possible.
21. Evelyn Budd has advised the board that she can not take care of the BANAR after the January AGM. The board will need to revisit the creation and printing of the BANAR as it is a large effort that very few people would be qualified to take over.
22. Website – We need to revisit the plans to update our website to meet accessibility regulations as well as make it more friendly to those who need to update content. After discussing it, it was decided we should look at the cost to hire a professional to take care of this instead of relying on volunteers who have little spare time right now. Lynn will reach out to our current admins for

their feedback and if they agree, will work with Satinder to assemble a statement of work and request bids for review at the September or October meeting. Will should also look at the needs for the Funfair and Cancer Chase websites at the same time.

23. Volunteer Appreciation – This year we will be holding a virtual event, similar to the recognition awards that Laura Dudas held for Innes Ward. A call for nominations will be announced next month and we will have staggered awards in the following months with features on facebook, our website and newsletter.
24. Membership Renewals – Renewals are slow as our big renewal events were not held this year. Satinder Sahota will ask for board volunteers to help run a table at Metro after the long weekend. She will also investigate the cost of using Square contactless payment as the fees should be similar to what we pay for paypal when a renewal is processed on our website.
25. Adjournment 8:45pm (Next meeting September 17, 2020, 7:30pm)

## **Attendees**

Mark Lister  
Brent Lawrie  
Lisa Margeson  
Lynn Lefevre  
Kendra Brett  
Satinder Sahota  
Chelsey Wynn  
Evelyn Budd

## **BCA Board**

### **Executive**

President: Mark Lister

Vice President & Facilities and Operations: Brent Lawrie

Secretary: Lynn Lefevre

Treasurer: Lisa Margeson

### **Director Portfolio's**

Environment: Kendra Brett

Parks & Rinks: Zack Jackson

Communications: Nina Ryan, Dan Gosson, Patrick Phillips

Community Relations: Kiel Dixon

Website: Kevin White

Transportation: and Community Safety: Don Kelly

Youth: Vacant

Membership: Satinder Sahota

### **Committee Chairs**

BANAR: Evelyn Budd

Seniors: Vacant

Beautification: Vacant

Community Hall: Auramarina Sawyer

### **Events**

Fun Fair: Ian Chamberland

Canada Day: Vacant

Cancer Chase: Don Kelly

Hockey Day: Mark Lister & Zack Jackson

Pot Luck Dinners: Auramarina Sawyer

Santa's Pancake Breakfast: Vacant

Volunteer Appreciation: Mark Lister

Spring Cleanup: Kendra Brett

Seniors Information Event: Vacant

Bike Rodeo: Dave Garand