

Blackburn Community Association
Meeting Minutes
November 17, 2022 7:30 pm

1. Call to order at 7:32pm
2. Approval of Agenda
3. Minutes from previous meetings
 - Motion to approve the minutes from October 20, 2022 by Maureen Forsythe. Seconded by Kiel Dixon-Lawlor. Carried.
4. BCA Board Holiday Party (Mark Lister)
 - Motion by Mark Lister to allocate \$1,500 for a BCA Board Holiday Party on a date TBD. Seconded by Brent Lawrie. Carried.
5. Parks Update (Kiel Dixon-Lawlor)
 - Our Summer Park cleanup person was phenomenal this year, as they have been in past years.
 - They were very proactive in cleaning the parks, grooming the sand and removing debris.
 - There were some issues with overflowing garbage which were immediately reported to the City for resolution.
 - Consideration should be given to increasing the contract rates for next year.
6. BCA Finances (Lisa Margeson)
 - We are still running a budget surplus.
 - 2023 Budget submissions were all received in a timely manner. These are being reviewed and fine tuned by the Executive and will be circulated next month in advance of a vote to approve the 2023 budget at the January Board Meeting.
7. Transportation Chair (Don Kelly)
 - Don Kelly nominates Robert Bellizzi as Transportation Chair reporting to the Safety Director. Seconded by Lisa Margeson. Carried.
 - Lynn Lefevre to work with Robert Bellizzi to provide access to the board email and google drive.
8. Santa's Breakfast (Don Kelly)
 - Planning is going well. They are expecting 300 Attendees from 180 families.
 - Food prices have gone up significantly. They have made arrangements with Metro for any last-minute supplies if demand exceeds our estimates.
 - Lafarge is donating \$200, which will increase the budget to \$1200.

- Admission is free for BCA Member families. For those who are not currently members, but live in the Hamlet, the fee is \$10 and includes a BCA membership. For anyone living outside of the Hamlet the fee is \$10 and they can choose to be an Associate BCA Member or decline.

9. Christmas Bazaar (Jenny Lawrence)

- A couple of vendors have cancelled as they have run out of goods to sell.
- 17 vendors have confirmed and 12 have paid. There are still 3 spots available.
- They are planning to hold a Raffle for 3 prizes.
- All proceeds will go to the Ottawa Hospital in support of Mental Health. The Hospital is putting together a QR code and donation page for promoting additional donations.
- Signs have been posted at the Hamlet entrances, posters have been distributed and Vendor spotlights are being posted on our Facebook page.

10. Youth (Maureen Forsythe)

- In 2021 total of 34 youth participated in 3 events/contests. In 2022 total of 127 youth participated in 9 events/contests. Of interest: the number of repeat participants (encouraging) and the need to enhance outreach efforts to encourage the participation of more boys.
- Summary of Youth Engagement Statistics 2021& 2022

Year	Name of Event	Number of Participants	Number of Boys	Number of Girls	Number of Repeat Participants	Language Options for Contests
2021	Community Hall Mural	11	5	6	0	n/a
2021	BCA Youth Poetry Prize	18	3	15	0	Eng & Fre
2021	Spooky Halloween Poetry Party	5	0	5	3	n/a
2022	Very Short Story Contest	18	6	12	4	Eng only
2022	Valentine's Day Poetry Event	3	0	3	3	n/a
2022	Wild Poetry Party in the Park	15	2	13	7	n/a
2022	Spring Poetry Contest	32	7	25	7	Eng & Fre
2022	Young Helping Hands for Seniors	6	4	2	2	n/a
2022	Midsummer Poetry in the Park	1	0	1	1	n/a
2022	LK Arena Mural	20	4	16	8	n/a
2022	Essay Writing Contest	2	1	1	2	Eng only
2022	Spooktacular Halloween Party	30	13	17	5	n/a

- Will be submitting a grant application to Time Hortons in early 2023.

11. Cancer Chase Update and Chair (Barbara Whittaker)

- 2022 Blackburn Hamlet Cancer Chase on Sunday, September 25, 2022 was a great success and surpassed our expectations.
- The final report was received from The Ottawa Hospital Foundation this week:
 - We raised \$15,000 for cancer research in Ottawa.
 - The Silent Auction raised \$2875, registration fees brought in \$3100, and the remaining amount was from donations and other event activities.
 - We used a sliding fee scale to encourage more participation this year. The result of this change was that we raised \$675 less than we would have if we had kept a \$25 registration fee for all. However, as we had approximately 30 more registrants and raised about \$4000 more than in 2019, the change was a good one.
 - Registration numbers confirmed by OHF are as follows (note that there is a slight variation from the preliminary numbers reported in October):

	Online	In-person	Total
Adults	56	39	95
Seniors	7	6	13
Youth	12	8	20
Children	20	3	23
TOTAL	95	56	151

- Approximately 35 other people attended, including volunteers, guest speakers, OHF staff, etc.
- BANAR article has been submitted, along with photos and list of those who donated items for silent auction and provided in-kind support.
- A lessons learned meeting was held on October 25, 2022. Great discussion and lots of recommendations for 2023 organizing committee.
- **NEXT STEPS:**
 - Updated text for the Cancer Chase web page text has been prepared and will be submitted to Lynn shortly.
 - Social media posts re: results
 - Planning for 2023 event should begin soon. A Chair and organizing committee are required.
 - Date and activities for 2023 event to be determined. Once this is done, applications for permits, etc. can be submitted.
 - A few people have expressed interest in participating on the 2023 committee.
 - A call for volunteers was included in the BANAR. It will also be put on the website, on social media and in notes to 2022 volunteers.
- ***OUR APPRECIATION to all the donors, volunteers, participants, as well as to the staff of the OHF, the City of Ottawa, the NCC and the Hornets Nest Clubhouse for their support and participation.***

12. Memberships (Heather McCuaig Edge)

- Will be working with Satinder in the next week or two to complete the transfer of duties.

13. Hall Locker (Lynn Lefevre)

- It was agreed that the unused floor mats would be given to the daycare. Lynn Lefevre will coordinate this with Don Kelly.
- We are still trying to locate the small PA system. Brent Lawrie has the larger BCA Yamaha System stored at his place for any event that needs one.

14. BANAR Column – Board Meeting Highlights (Lynn Lefevre)

- Lynn Lefevre will work with Kendra Brett to publish board meeting highlights in the 2023 BANAR editions.

15. Hall Table Storage (Lynn Lefevre)

- We are looking for someone to take photos and create posters to show how the tables should be stored.
- There was also a recent issue where someone stored tables in the locker storage area and caused a problem gaining access to the room.
- The Bridge tables are owned by bridge clubs and will be stored in the locker we just emptied.

16. Volunteer Appreciation (Mark Lister)

- The BCA Volunteer Appreciation event will be held in February. The date and location will be confirmed early next year.
- Anyone who organized a BCA event the past year is asked to forward a list of volunteers to Mark Lister.

17. Local Events (Chelsey Wynne on behalf of Councillor Dudas)

- They are running a Christmas Card contest for East end Students. Submissions are being accepted until November 25. Submission drop off boxes are located at the Lois Kemp area in front of the ward office, the Blackburn & Orleans Libraries and the Bob MacQuarrie Recreation Centre. The winner will be featured on Councillor Dudas' Christmas card and will receive a certificate and framed copy of the card.
- A free family skate will be held on December 11 from 1pm to 3pm at the Bob MacQuarrie Recreation Centre.
- Laura Dudas is looking to re-establish the Innes ward community council starting in January. Each Community Association will be asked to identify a representative.

18. President Updates (Mark Lister)

- Vulnerable Sector Police checks – A reminder that any one leading youth oriented events, managing BCA Finances or working unsupervised with vulnerable populations must renew their certificate every three years and send the results to Mark Lister.
- The outdoor rink season is expected to start soon and planning is underway. We have received the City rink contract for 2022 to 2025. There has not been an increase in funding despite rising costs. This will be raised with the Councillor in conjunction with other Community Associations in the ward.
- Hydro Ottawa will be holding Community Update presentations with each Community Association. The content is related to storm outages and repairs. Mark Lister to pick 3 dates for a virtual BCA session.

19. Newsletter (Lynn Lefevre)

- Lynn Lefevre is working on adding a newsletter feature to the BCA website. This will replace the former Newsletter service that we cancelled earlier this year and will allow us to easily send out updates to the community using posts from the website or crafted newsletters when time permits.
- Lynn Lefevre will be working with Satinder Sahota to transfer the email contacts from the old newsletter system.

20. Adjournment 8:55pm (Next Board meeting is January 19, 2023)

Attendees

Mark Lister
Brent Lawrie
Lisa Margeson
Lynn Lefevre
Barbara Whittaker
Don Kelly
Heather McCuaig Edge
Jenny Lawrence
Kiel Dixon-Lawlor
Maureen Forsythe
Miriam Hampson
Nina Ryan
Satinder Sahota
Robert Bellizzi
Steve Vesely
Chelsey Wynne

BCA Board 2022-2023

Executive

President	Mark Lister	president@blackburnhamlet.ca
Vice President	Brent Lawrie	vp@blackburnhamlet.ca
Secretary	Lynn Lefevre	secretary@blackburnhamlet.ca
Treasurer	Lisa Margeson	treasurer@blackburnhamlet.ca

Director Portfolios

Environment	Sarah Morgan-White	enviro@blackburnhamlet.ca
Beautification	Miriam Hampson	beautification@blackburnhamlet.ca
Parks	Kiel Dixon-Lawlor	parks@blackburnhamlet.ca
Rinks	Mark Lister	parksandricks@blackburnhamlet.ca
Communications	Nina Ryan & Barbara Whittaker	communications@blackburnhamlet.ca
E-Newsletter	Satinder Sahota	newsletter@blackburnhamlet.ca
Community Relations	Jenny Lawrence	jenny@blackburnhamlet.ca
Transportation	Vacant	transportation@blackburnhamlet.ca
Community Safety	Don Kelly	safety@blackburnhamlet.ca
Youth	Maureen Forsythe	youth@blackburnhamlet.ca
Membership	Heather McCuaig Edge	membership@blackburnhamlet.ca
Seniors	Maureen Forsythe & Sarah Morgan-White	seniors@blackburnhamlet.ca
Facilities and Operations	Brent Lawrie	vp@blackburnhamlet.ca
Volunteer Management	Mark Lister	president@blackburnhamlet.ca
City Liaison	Kiel Dixon-Lawlor	kiel@blackburnhamlet.ca
Director at Large	Laura Smith	laura@blackburnhamlet.ca
Director at Large	Satinder Sahota	

Committee Chairs

BANAR	Kendra Brett	banar@blackburnhamlet.ca
Climate Team	Anna-Sarah Eyrich	climate@blackburnhamlet.ca
Community Hall	Pamela Barton	hall@blackburnhamlet.ca
Transportation	Robert Bellizzi	transportation@blackburnhamlet.ca
Tree Team	Sarah Morgan-White	treeteam@blackburnhamlet.ca
Website	Steve Vesely	webmaster@blackburnhamlet.ca

Events

Bike Rodeo	Dave Garand	Davethebikeguy@gmail.com
Canada Day	Lino Demasi	canadaday@blackburnhamlet.ca
Cancer Chase	Barbara Whittaker	cancerchase@blackburnhamlet.ca
Fun Fair	Trish Cloutier, Mike Murphy & Brent Lawrie – Interim Co-chairs	funfairchair@gmail.com
Garage Sale	Laura Smith & Miriam Hampson	garagesale@blackburnhamlet.ca laura@blackburnhamlet.ca miriam@blackburnhamlet.ca
Garden Tour	Cynthia Hoisak	gardentour@blackburnhamlet.ca
Grad Walk	Nina Ryan & Satinder Sahota	gradwalk@blackburnhamlet.ca
Hockey Day	Mark Lister	parksandricks@blackburnhamlet.ca
Photo Contest	Jen Read	photocontest@blackburnhamlet.ca
Pot Luck Dinners	Auramarina Sawyer	
Santa's Pancake Breakfast	Don Kelly & Angie Jodoin	santasbreakfast@blackburnhamlet.ca
Seniors Information Event	Vacant	seniors@blackburnhamlet.ca
Spring Cleanup	Lisa Margeson	cleanup@blackburnhamlet.ca
Volunteer Appreciation	Mark Lister	president@blackburnhamlet.ca