

# Blackburn Community Association

## Meeting Minutes

### January 19, 2023 7:30 pm

1. Call to order at 7:35pm
2. Approval of Agenda
3. Minutes from previous meetings
  - Motion to approve the minutes from November 17, 2022 by Kiel Dixon-Lawlor. Seconded by Brent Lawrie. Carried.
4. BCA Finances (Lisa Margeson)
  - The 2022 financial reports have been completed.
  - 2022 Income included \$35k in City of Ottawa grants, \$23.5k from Hall rentals. \$15k from BANAR ads, \$2k of Memberships plus grants from Friends of the Mer Bleue and Lafarge. Total revenue was \$83.5k
  - 2022 Expenses included \$37k from Programs and Events and \$13,650 in Operating expenses which includes \$23k to publish and distribute the BANAR. Total expenses were \$73k resulting in a surplus of \$10k (primarily due to cancelled events such as Hocket Day and Canada Day).
  - Auditors have now been engaged to complete a review in time for our March Annual Meeting.
  - Our annual Recreation funding application to the City of Ottawa has been started and will be submitted by the January 31 deadline. Thank you to Maureen Forsythe for assembling the annual report portion of this submission.
  - Satinder Sahota motioned to approve the 2023 budget as presented with anticipated Revenue of \$89,165 and Expenses of \$99,950. Seconded by Kiel Dixon-Lawlor. Carried.
5. Canada Day (Lino Demasi)
  - Our regular Fireworks supplier is not available on Canada Day and we have not been able to locate an alternate company. Robert Bellizzi will assist with the search for a supplier. If they cannot find a company with availability, the event will be scaled back.
6. Annual Meeting & Virtual vs In-Person (Lynn Lefevre)
  - Satinder Sahota motioned to have this year's BCA Annual Meeting in person. Seconded by Brent Lawrie. Not Carried.
  - The BCA Annual meeting will be held via Zoom on March 23, 2023 starting at 7:30pm.
  - Lynn Lefevre to submit a notice for publication in the upcoming BANAR.
  - Satinder Sahota will make arrangements for the online voting software.

7. Cancer Chase Now & Future (Don Kelly)

- Due to challenges holding the 2022 event at Hornets nest and additional challenges expected for this year, we are exploring the idea of moving the event to the Carine Wilson High School in Convent Glen, which has an authorized 5K run trail on the City property.
- Satinder Sahota motioned to pursue changes to the Cancer Chase event, as proposed, and return to the next board meeting with more details. Seconded by Barbara Whittaker. Carried.

8. New Events (Don Kelly)

- Don has arranged with Ottawa Police Services (OPS) for Constable Larue to hold an event at the Community Hall on June 8 from 7pm to 10pm that highlights the features of the OPS home security program. The Hall has been booked and the event will be advertised in the BANAR.
- The BCA Safety group, along with Councillor Dudas' office are looking into host a Community Tree in Blackburn Hamlet from Dec 9 to Jan 13. They are working with the City to determine the tree can be setup next to the Sculpture at the four corners. If not, one of many alternatives that were discussed will be chosen. Don Kelly will return to a future board meeting with more details as they are finalized.

9. Santa's Breakfast (Don Kelly)

- An article will be published in the February BANAR highlighting the success of the event and the support received from 25 volunteers, Metro, Tim Hortons, Lafarge & Blackburn Pharmacy. There were 250 attendees, 600 pancakes and 500 sausages served.

10. Bike Events (Robert Bellizzi)

- The Kids Bike Rodeo is returning and has been scheduled for May 13 at École élémentaire catholique Sainte-Marie.
- An Adult focused Riding safely in the City course has been scheduled for June 10.

11. Christmas Bazaar (Sarah Morgan-White)

- The final report will be sent to the board later this month. There were 18 - 19 Vendors and a great turnout.
- With the participant donations and the donations from the Vendors to host a table, \$1731 was raised for Ottawa Hospital Mental Health.
- Great feedback was received from vendors and attendees and the Kids' craft table worked well. Advance planning should make it an even better event next year.

#### 12. Youth (Maureen Forsythe)

- The Short story contest is wrapping up tonight. 10 submissions have been received and the winners will be announced in the February BANAR.
- The next event is a Valentines outdoor party on February 11 and some registrations have already been received.
- The 2023 Young Hands for Seniors garden program will be announced in the April BANAR.

#### 13. Membership Update (Heather McCuaig Edge)

- Our membership total is now 149 and 36 came from the pancake breakfast. All entries are now in the online system. Membership Cards are ready and will be distributed soon. Heather McCuaig Edge will explore the costs to have Internet access and use tablets instead of collecting paper forms for future events and will present the findings at a future board meeting.

#### 14. Volunteer Management (Website & Membership Forms) Lynn Lefevre

- Lynn Lefevre will run quarterly extracts from the Membership and Volunteer databases and save the results on the BCA Google Drive.
- Barbara Whittaker will assemble and maintain a list of current volunteer requirements that will be published in the BANAR and on the BCA website. Board members and Committee Chairs are asked to send their active volunteer requirements to Barbara Whittaker so that she can assemble this list.

#### 15. Rinks & Hockey Day (Mark Lister)

- There has not been enough sustained snow/cold to keep the ice solid so far this year. The team is close to opening the Orient Park rink. The Bearbrook rink is open with attendants but has not been officially announced. The Norman Johnston rink is not ready.
- Due to current ice conditions, the Hockey Day event is in jeopardy as it is difficult to plan event without knowing if the rinks will be open. A final decision will be made at end of the month. If it proceeds, it will be announced on the BCA website, our facebook group, on a sign at the four corners and via our email list.
- Additional volunteers are needed to assist with the overnight flooding of the rinks.
- Changes to City insurance this year caused issues for all Community Associations as it did not cover the people who were making the ice. The City has resolved this issue but volunteers need to register with the City to be covered. This will also affect our Hockey Day event insurance which will need separate coverage from the City.

#### 16. Volunteer Appreciation (Mark Lister)

- We are still planning to hold an event late winter/early spring. Mark Lister will be sending out a message to the Board members and Event chairs asking for lists of volunteers to be recognized from the past couple of years.

17. President Updates (Mark Lister)

- The BCA signed a letter to the City along with many other Community Associations asking for Wifi to be installed in City facilities. This has been an outstanding issue for our Community Hall for a long time and we have been unable to make any progress to date.
- The Hydro Ottawa Community Update presentation highlighting storm outages and repair activities has been scheduled for February 1<sup>st</sup>. Councillor Dudas' office will be hosting this virtual event and details will be posted on our facebook group and website.
- Laura Smith has advised us that she is stepping down from the Board.
- We have not received any recent updates on the Hall repairs as they are having difficulties engaging the required contractors.

18. Adjournment at 9:45pm (Next Board meeting is February 16, 2023)

**Attendees**

Mark Lister

Brent Lawrie

Lisa Margeson

Lynn Lefevre

Barbara Whittaker

Don Kelly

Heather McCuaig Edge

Kiel Dixon-Lawlor

Maureen Forsythe

Sarah Morgan-White

Satinder Sahota

Kendra Brett

Lino Demasi

Pamela Barton

Robert Bellizzi

Elena Leggiadro

Sharon Kes

## BCA Board 2022-2023

### Executive

President	Mark Lister	<a href="mailto:president@blackburnhamlet.ca">president@blackburnhamlet.ca</a>
Vice President	Brent Lawrie	<a href="mailto:vp@blackburnhamlet.ca">vp@blackburnhamlet.ca</a>
Secretary	Lynn Lefevre	<a href="mailto:secretary@blackburnhamlet.ca">secretary@blackburnhamlet.ca</a>
Treasurer	Lisa Margeson	<a href="mailto:treasurer@blackburnhamlet.ca">treasurer@blackburnhamlet.ca</a>

### Director Portfolios

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

### Committee Chairs

BANAR	Kendra Brett	<a href="mailto:banar@blackburnhamlet.ca">banar@blackburnhamlet.ca</a>
Climate Team	Anna-Sarah Eyrich	<a href="mailto:climate@blackburnhamlet.ca">climate@blackburnhamlet.ca</a>
Community Hall	Pamela Barton	<a href="mailto:hall@blackburnhamlet.ca">hall@blackburnhamlet.ca</a>
Transportation	Robert Bellizzi	<a href="mailto:transportation@blackburnhamlet.ca">transportation@blackburnhamlet.ca</a>
Tree Team	Sarah Morgan-White	<a href="mailto:treeteam@blackburnhamlet.ca">treeteam@blackburnhamlet.ca</a>
Website	Steve Vesely	<a href="mailto:webmaster@blackburnhamlet.ca">webmaster@blackburnhamlet.ca</a>

### Events

Bike Rodeo	Robert Bellizzi	<a href="mailto:transportation@blackburnhamlet.ca">transportation@blackburnhamlet.ca</a>
Canada Day	Lino Demasi	<a href="mailto:canadaday@blackburnhamlet.ca">canadaday@blackburnhamlet.ca</a>
Cancer Chase	<b>Vacant</b>	<a href="mailto:cancerchase@blackburnhamlet.ca">cancerchase@blackburnhamlet.ca</a>
Fun Fair	Trish Cloutier, Mike Murphy & Brent Lawrie – Interim Co-chairs	<a href="mailto:funfairchair@gmail.com">funfairchair@gmail.com</a>
Garage Sale	Sarah Morgan-White	<a href="mailto:enviro@blackburnhamlet.ca">enviro@blackburnhamlet.ca</a>
Garden Tour	Cynthia Hoisak	<a href="mailto:gardentour@blackburnhamlet.ca">gardentour@blackburnhamlet.ca</a>
Hockey Day	Mark Lister	<a href="mailto:parksandrinks@blackburnhamlet.ca">parksandrinks@blackburnhamlet.ca</a>
Photo Contest	Jen Read	<a href="mailto:photocontest@blackburnhamlet.ca">photocontest@blackburnhamlet.ca</a>
Pot Luck Dinners	Auramarina Sawyer	
Santa's Pancake Breakfast	Don Kelly & Angie Jodoin	<a href="mailto:santasbreakfast@blackburnhamlet.ca">santasbreakfast@blackburnhamlet.ca</a>
Seniors Information Event	<b>Vacant</b>	<a href="mailto:seniors@blackburnhamlet.ca">seniors@blackburnhamlet.ca</a>
Spring Cleanup	Lisa Margeson	<a href="mailto:cleanup@blackburnhamlet.ca">cleanup@blackburnhamlet.ca</a>
Volunteer Appreciation	Mark Lister	<a href="mailto:president@blackburnhamlet.ca">president@blackburnhamlet.ca</a>