

Blackburn Community Association

Meeting Minutes

May 16, 2024 7:00pm

1. Call to order at 7:16pm
2. Motion to approve agenda by Lisa Margeson. Seconded by Shashank Iyer. Carried.
3. Minutes from previous meetings Barb Jeff
 - Motion to approve the minutes from April 18, 2024 by Barbara Whittaker. Seconded by Jeff Miller. Carried.
4. Financial Update (Lisa Margeson)
 - No areas of concern.
5. Membership Renewals (Shashank Iyer)
 - The board agreed that memberships renewed on, or after, May 1st would expire the following year. Renewals processed between May 1 and June 30, 2024 would expire on Jun 30, 2025.
6. BANAR Ads for our Production Manager (Jaclyn O'Shaughnessy)
 - Motion by Lisa Margeson to allow our BANAR Production Manager to place non-standard sized ads in the BANAR, when space permits, as part of our overall agreement. Seconded by Jeff Miller. Carried.
7. Board Meeting Times and Locations (Lynn Lefevre)
 - The board agreed that in person meetings from April to June and September to November would be held in the Community Hall starting at 7:30pm, unless there are conflicts with other activities scheduled for the Hall.
 - The September 2024 meeting will need to be scheduled either at Just Food or at Aspira.
8. Funfair Participation (Lynn Lefevre)
 - The theme for this year's Parade is Olympics & Sports. Brenlt Lawrie to follow up with the organizers to ensure the BCA will be marching 3rd - behind the marching band and Parade Marshall.
 - The BCA Tables are to the left of the Showcase entrance and will be allocated to Membership, Cancer Chase/Neighbourhood Watch and the BCA display with handouts for Seniors and Garden Tour. Lynn Lefevre to provide a powerpack and the BCA Feather flags. Jeff Miller to work with Lisa Margeson to acquire bilingual BCA branded table cloths.

9. Volunteer Appreciation (Don Kelly)

- The event runs from 2pm to 7pm with Live music provided by the Fake McCoys starting around 3pm and prizes for attendees.
- Invitations have been sent out to all recent volunteers and up to 60 attendees are expected.
- Food is being provided by Meatings BBQ.

10. Emergency Preparedness (Don Kelly)

- After reviewing our plan with the City, it was decided we need to adjust our plan due to concerns with Volunteer Liability and overall roles and responsibilities.
- We also need assistance from Councillor Dudas to declare the Hall and Arena as an emergency support centre.

11. First Aid Training (Don Kelly)

- The next CPR & Defibrillator First Aid course will be held at Apira on June 15. Up to 6 Board members are eligible to attend at no cost. Another course will be scheduled for September.

12. NCC Tauvette Fence (Jeff Miller)

- To limit access points to Just Food, a new gravel path and fence will be installed next to Tauvette Road this fall. These will run from Hornets Nest to Innes Road and the fence will have openings at Southpark and at the end of Tauvette for access to Just Food farm.
- The intersection at Innes and Tauvette remains a concern. The City has performed a traffic study and determined that this intersection does not qualify for traffic lights or a crosswalk across Innes from Tauvette Road to Glen Park Drive.

13. Accessibility (Melanie Mathieu)

- Melanie Mathieu does accessibility training for her work and is willing to provide a session to the board - either on a separate date or an hour before an upcoming board meeting.
- Jaclyn O'Shaughnessy can provide info on web and branding accessibility.
- This will be scheduled for the October board meeting.

14. New Business

- Brent Lawrie and Steve Vesely purchased shelving for our storage containers. These will be installed on Monday, May 20, starting at 2pm.
- If you need to reach Jeff Miller for an urgent answer, it is recommended that you call him.
- BCA Branding for all events, including funfair will be discussed at the October meeting.

15. Adjournment at 8:40pm (Next Board meeting is June 20, 2024 at 7:30pm at the Community Hall).

Board Updates

Bike Rodeo

- May 25th at the Good Shepherd School with setup starting at 8:30am. Dr Cycle Services will be there to fix bikes. 20 participants signed up and many more are expected to arrive on the day of the event. The Tennis Club is providing access to their Washrooms.

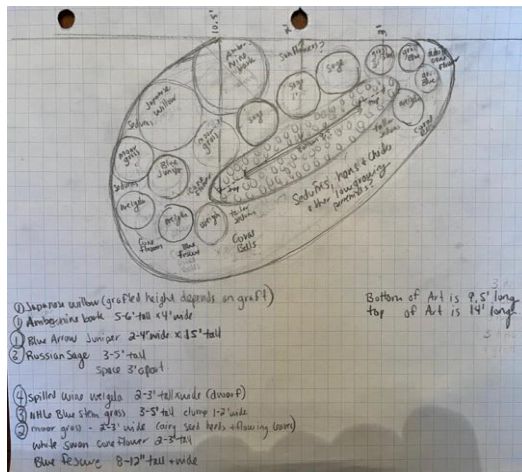
FunFair

- So far expenses are within budget of ~ \$70K. Only item that caught me off guard was an unexpected Special Event Insurance bill of \$2500 that Lisa has indicated BCA will cover.
- Bank account has about \$20K from sponsorships / showcase / Saturday concert tickets / etc. Very pleased with pre fair revenue. That money will draw down fast in late May as I pay off various vendors.
- Some new cash sponsors include Halibut House \$500 / Christine Bussieres \$1K / Bee-Clean Building Maintenance \$1K / Aspira \$500 (returning) / Joe's Auto \$500 (returning).
- Political advertising \$500 each from Dudas / Blais / Lalonde.
- Online raffle at \$370 gross currently. (\$185 to winner) I would have been happy if it hit \$1K gross by end of fair but am now hoping/aiming to overshoot this once I set up QR signage at fair to encourage ticket sales.
- Early bird ticket sales for Saturday night band - Led Zeppelin tribute - very strong. Sold 103 tickets @ \$20 = \$2060 in committed sales.
- All tables at Showcase sold out. Over \$3250 in revenue.
- Softball tourney looking solid thanks to new organizer Pierre Guerard
- Dog show looking solid too thanks to group of new organizers Sherri-Ann Cameron, Tisha Maria and Mallory Linton
- Still want/need a volunteer coordinator for fair weekend. Have been dealing with volunteers myself so far and that's fine but won't have that luxury on fair weekend.
- Need adult volunteers for inflatables. Have eight new ones so far but need lots more
- Need adult volunteers with SmartServe for beer garden, ticketing and bracelets - Have three new ones but need a few more
- Insurance certificate - waiting on this from city

BCA Gateway and Art Structure Gardens

- 17 volunteers have offered to water all four gardens from May-Oct
- Each volunteer has 5-6 weeks of shifts throughout the spring/summer
- Watering schedule for the next 5 months and watering tips were sent out last week
- Gardens have been weeded and cleaned up
- Annuals were planted at the Bearbrook North sign and the Innes West sign. The Innes East sign is all perennials and is well established

- Major garden expansion and re-design of the Art Structure garden along Bearbrook and Innes is the main focus this year. In consultation with several expert Hamlet gardeners, a plan was put in place. Julie Downes (a participant in last year's garden tour) helped design the new garden with efforts to enhance the visibility of the Art Structure that the BCA purchased many years ago. It should be finished with the laying of rocks along the base of the structure this Friday. This plan involved: removing all the existing perennials, removing all the rocks that were bordering the garden, renting a sod cutter from Home Depot to expand the garden area, purchasing a truckload of garden soil, raking the soil into the new garden bed, purchasing new shrubs and plants from Ritchie Feed and Seed (one year warranty if any plant dies over the winter), transporting all the new purchases and planting into the new garden bed, lining the base of the art structure and covering with stone.



Garden Tour 2024

- We have 11 gardens on the tour so far with 3 musicians and 2 artists that will be performing/ painting in several of the gardens.
- Mini leaflets have been printed to advertise the event and will be placed at local stores/ establishments and garden centres
- Things to do: recruit 5 more gardens, develop brochures and create online map, arrange for garden signage at each participating garden, set up lawn signs and BCA signs prior to event.

FREE BCA Blackburn Hamlet **GARDEN TOUR**



July 6th-7th

10:00 am - 4:00 pm

To volunteer your GARDEN or for more
INFORMATION contact:

gardentour@blackburnhamlet.ca

Or call Cynthia @ 613 799-9514

Tour Map will be available on the
BCA website and BCA Facebook
Featured gardens will have musical interludes with
Blackburn Hamlet **musicians** performing and local
artists painting/drawing
Food Bank \$ Donations will be collected

Seniors Breakfast Get-together

- May 1, 2024 – Broadway Bar and Grill – 12 in attendance
- June 5, 2024 breakfast will be held at Halibut House

Seniors Walk-and-Talk Outings

- New location: Diceman Park at 1:00 PM.
 - May 1, 2024 outing – 8 joined for walk
 - May 15, 2024 outing: 8 joined for walk
- Future outings: May 29 and June 12
- No walks during summer; walks will resume in the fall.

Seniors Saturday Social

- June 22, 2024 – 11:30 AM to 3:30 PM - Potluck Lunch and Around the World in 80 Minutes
- Discuss what it is like to live and work in other cities or countries; people can move table to table to hear stories.

Heart Valve Disease Screening Session

- The BCA has been working with the Aspira and the Ottawa Heart Institute to coordinate a free heart-valve disease screening session for seniors in Blackburn Hamlet.
- Session will take place on Wednesday, September 18, 2024 at the Aspira Retirement Residence.
- Session is open to those aged 65+ with no known heart issues.
- Space limited to 20 participants. Individuals who wish to sign up may do so directly with the University of Ottawa Heart Institute.
- Each 30-60 minute appointment will include a mini ultrasound of the heart, questioning, measurements and a rapid finger-poke blood test to evaluate a person's cardiovascular risk factors.
- More details and promotion will follow in the coming months.

Discovery Café

- April 25, 2024: YOW: A Primer on Its Operations – Dick Brown – 36 in attendance
- May 23: Breathing Life into Cities: The Importance of Greenness and Walkable Neighbourhoods – Dr. Paul Villeneuve
- No sessions from June to August 2024
- Fall sessions: September 26, October 24 and November 28

Community Closet

- Our pop-up event this past weekend went really well. We received a mountain of clothing donations from the community which was fantastic given we only collected them over a two week period.
- Unfortunately, we missed counting patrons but by the end we had much less clothing.
- Angie and Kay were amazing in helping to pull off the event so I will be putting a big thanks to them and all of our other volunteers in the BANAR.
- We signed up eight new members and received \$50 in unsolicited cash donations to the BCA.
- Extra clothing was donated to the Gloucester High School Care Closet and the Salvation Army Thrift Store.
- The guidance counselor who coordinates the Care Closet has also asked us to share future volunteer opportunities with her as she posts them on a board for students looking for ways to complete their hours. Her email is ghsguidance@ocdsb.ca

Attendees

Jeff Miller
Brent Lawrie
Lisa Margeson
Lynn Lefevre
Barbara Whittaker
David Purchase
Don Kelly
Melanie Mathieu
Miriam Hampson
Nina Ryan
Robert Bellizzi
Shashank Iyer
William Pfitzer
Garth Hampson
Jaclyn O'Shaughnessy
Sharon Kes

BCA Board 2024-2025

Executive

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

Director Portfolios

Beautification	Miriam Hampson	beautification@blackburnhamlet.ca
Communications	Nina Ryan	communications@blackburnhamlet.ca
Community Hall	William Pfitzer	hall@blackburnhamlet.ca
Community Relations	Jenny Lawrence	jenny@blackburnhamlet.ca
Community Safety	Don Kelly	safety@blackburnhamlet.ca
Environment	David Purchase	enviro@blackburnhamlet.ca
E-Newsletter	Lynn Lefevre	newsletter@blackburnhamlet.ca
Facilities and Operations	Brent Lawrie	vp@blackburnhamlet.ca
Membership	Shashank Iyer	membership@blackburnhamlet.ca
Parks	Brent Lawrie	parks@blackburnhamlet.ca
Seniors	Barbara Whittaker	seniors@blackburnhamlet.ca
Social Media	Satinder Sahota	satinder@blackburnhamlet.ca
Transportation	Robert Bellizzi	transportation@blackburnhamlet.ca
Youth	Mélanie Mathieu	youth@blackburnhamlet.ca

Committee Chairs

BANAR	Jaclyn O'Shaughnessy	banar@blackburnhamlet.ca
Rinks	Mark Lister	rinks@blackburnhamlet.ca
Tree Team	Stephen Fanjoy	treeteam@blackburnhamlet.ca
Website	Steve Vesely Lynn Lefevre (Content)	webmaster@blackburnhamlet.ca webadmin@blackburnhamlet.ca

Events

Bike Rodeo	Robert Bellizzi	transportation@blackburnhamlet.ca
Cancer Chase	Don Kelly	cancerchase@blackburnhamlet.ca
Christmas Market	Jenny Lawrence	jenny@blackburnhamlet.ca
Community Closet	Jenny Lawrence	jenny@blackburnhamlet.ca
Discovery Café	Barbara Whittaker	barbara@blackburnhamlet.ca
Fun Fair	Steve Vesely	funfairchair@gmail.com
Garage Sale	Lynn Lefevre	enviro@blackburnhamlet.ca
Garden Tour	Cynthia Hoisak	gardentour@blackburnhamlet.ca
Hockey Day	Mark Lister	rinks@blackburnhamlet.ca
Santa's Pancake Breakfast	Don Kelly & Angie Jodoin	santasbreakfast@blackburnhamlet.ca
Spring Cleanup	Lisa Margeson	cleanup@blackburnhamlet.ca
Volunteer Appreciation	Don Kelly	president@blackburnhamlet.ca