

**Convent Glen – Orléans Wood
Community Association
Meeting of the Board of Directors
Wednesday, June 25, 2014
Bruyère Village, 7:00 pm**

MINUTES

1. Welcome

The Chair welcomed everyone and called the meeting to order at 7 pm.

2. Approval of Agenda

The agenda was approved.

3. Adoption of past minutes

The past minutes were approved.

4. Minute follow-ups

Ian will follow-up with Councilor Monette regarding renewing his online sponsorship (\$250).

5. BBQ Post-Mortem – roundtable

In no particular order, members provided feedback on the Association's first community BBQ:

- Extend the hours of the event, i.e. 11am-3pm
- Give kids a free balloon
- Face painting-charge \$1.00
- bring chalk for kids
- recycle bins
- remind people that toilets are available at the Metro
- 5 tables (cash, bbq, tickets, condiments, and donation at bouncy castle)
- rubber gloves
- pre-cook items earlier
- cheese only if additional help is available behind the bbq
- 2 people behind bbq and 2 to serve
- have shifts for the bbq, especially if we extend the hours
- definitely keep the bouncy castle
- we need a big CGOW banner
- we could also have signs for visibility on the side of the road (think car washes)
- have signs installed on side of the road one week in advance (Ian will investigate signs)
- mic for speakers
- keep the radio station (or ensure sound system in place)

- have one or more auto dealers from Youville park on site (sponsorship); these might be used to block off our area from other cars parking
- big container of hand sanitizer (for cooks and attendees)
- have temporary decals (tattoos) for the kids
- consider two Bouncy Castles - one for smaller and one for larger kids
- a balloon artist
- a BMX/skateboard bike demonstration
- possible sales tables opportunities (Queenswood Heights did this)
- ask people to purchase tickets for our gift draw
- donation box in front of Bouncy Castles
- presence of the Ottawa Police and/or Firemen community liaison officers (I invited the police too late)
 - look into having emergency vehicles (i.e. "touch-a-truck": fire truck, police, ambulance, tractors)
- better publicity to local and regional media outlets
- give kids a free balloon
- temporary tatoos for kids
- small table and jar for donations, especially for Bouncy Castle
- Dollar Store pylons will also work for blocking off our area
- for the bigger kids (including adults) there are obstacle courses, see <http://runamokamusements.com/en/9-obstacle-courses>
- interactive games for older kids, see <http://runamokamusements.com/en/10-interactive-games>
- other option for BBQ and gas tank: <http://runamokamusements.com/en/13-fun-food>
- we need to put more effort into signing up new members and acquiring new emails
- establish deadlines and save suppliers' contacts, i.e. when do we need to contact suppliers

In addition, it was suggested that we consider the possibility of organizing the "The great CGOW Corn Roast" for this fall or next year. Members felt that it is too soon for now but maybe for 2015. It was noted that we need more volunteers if we are to hold two community events.

ACTION: André B. will organize the feedback and post in our google docs.

6. AGM Planning – roundtable

The date was confirmed for Wednesday, September 24, 2014. We will meet on Wednesday, September 10 to discuss final planning of the AGM.

It was suggested to hold the AGM at Bruyère Village since they can cater for us. There was a question about cost.

ACTION: Ian will inquire how much it would cost to hold our AGM at Bruyère Village.

ACTION: Ian will contact local papers to put a notice that we are looking for volunteers.

ACTION: Ian will contact Councilor Monette to look into possible grants or sponsorships from the City for our community events.

If it's not possible to hold the AGM at Bruyère Village, then the following actions will apply:

ACTION: David will inquire how much it would cost to hold our AGM at United Church and see if Gabriel's could donate or sponsor the spaghetti sauce.

Members agreed the preferred option would be to go with Bruyère Village. Still, all options will be explored.

Possible speakers or special guests:

- Eric Leclerc (André B.)
- JF Carrey (David)
- City rep to discuss LRT and local OC Transpo routes: how will the LRT make public service better for Orléans commuters (Ian)
- The Cardinal Creek Neighbourhood Watch lead (Ronalee)
- Kevin Frost (Ronalee)
- City's ash tree program (Ronalee)

In addition, we will ratify our bylaws and provide portfolio updates.

ACTION: Everyone will prepare their portfolio updates for September 1.

7. Communications – André B.

Members have submitted their newsletter articles.

ACTION: Ian will finish his President's word.

ACTION: André will prepare the newsletter and get it out asap.

ACTION: André will meet with Keith (web posting), Lisa (newsletter coordination) and Christina Walton (social media).

8. Neighbourhood Watch – Ian

We will look into the possibility of having a Neighbourhood Watch rep from Cardinal Creek to present at our AGM. This will help to gauge the interest for such a program in our community.

ACTION: Ian will look into the possibility of having a Neighbourhood Watch rep from Cardinal Creek to present at our AGM

9. Portfolio Update

David: The BBQ cost us approximately \$1,100 and generated a profit of close to \$180. The books will close at the end of the month and a final update will be provided shortly. On the 3rd weekend of January, the City of Ottawa Rink Day will take place with friendly hockey competitions. We might want to organize a team.

Ronalee: Still attempting to get garbage cans installed by the fence of Mystery Park since the area often needs cleaning (even after recent clean-ups).

Claude G.: Draft logos are presented to the board for discussion. We will continue the discussion by email with revised versions based on the feedback provided and unveil the new logo at the AGM. An update was also provided on the potential zoning issue brought forward by residents of Lumberman Way.

10. New Board Member Recruitment – Ian

ACTION: All board members will strive to recruit new board members and volunteers

ACTION: André will approach a contact in Orléans Wood

11. Next meeting

The next meeting will be on Wednesday, September 10, at André Brisebois' home. This will be a closed meeting for final planning of the AGM which will be September 24.

The meeting was adjourned at 9 pm.