

## Convent Glen Orleans Wood Community Association

### Minutes for May 14, 2018

Attendees: Miranda Gray, Louise McLaren, Mireille Brownhill, Gary Bradshaw, Fran Childs, Karen Chow

Regrets: Nicholas Gadbois

1. The agenda was approved by consensus, with the addition of items 5b, 5c, 9c and 9d.
2. The minutes from the April board meeting were approved, with a correction to the spelling of Miranda's name. Moved by Mireille, seconded by Gary, carried.
3. Miranda updated the board members on the transition plan as she is taking a leave of absence following this meeting:
  - a. Transition of tasks to others
    - i. Fran has been receiving the email for the CGOWCA email address since the last board meeting
    - ii. Mireille has taken over the CGOWCA twitter account since the last board meeting
    - iii. Both Gary and Mireille have keys to the post office box and can check the mail.
    - iv. There are some additional files that Miranda will turnover to Fran once they are reorganized
    - v. The meeting room is booked up to June; we will need bookings after that. Fran will take care of booking the meeting room.
4. Mireille provided an update regarding financial matters
  - a. Reminder to get pre-approval for expenses
  - b. We discussed fundraising possibilities including: selling ads for the website; seeking sponsorship from businesses we frequent; having a donation box at events (as long as the event isn't already a fundraiser); seeking donations. The Comms Committee will meet prior to the next board meeting to discuss ad space and next steps. **(Action: Communications Committee)**
  - c. Mireille presented information from the insurance company and options for our policy and coverage. We can save \$300 per year by lowering our coverage from \$2 million to \$1 million.
    - i. Mireille put forward the following **motion**: The CGOWCA lower the limit of the Directors and Officers policy to \$1million and maintain the Commercial and General Liability at \$2million which will cost us \$1000 plus tax in premiums. Seconded by Gary. Carried unanimously.
5. Communications team Update.
  - a. Fran and Mireille shared that both of them have been focussed on the events in the last month, and so the committee hasn't met since the last meeting. The May Newsletter had a cycling theme and went out across all platforms.
  - b. Karen attended the meeting of the Canada Day Committee and shared that they would like us to promote that they are still seeking volunteers – we will need to follow up with them to get the exact content.
6. Gary led the review of the Dog Walk-a-thon.
  - a. How do we make it even better next time?



- ii. Option 2 Somersault – will provide the racks, but we pick them up, set them up and return them, and staff it with volunteers \$250
    - iii. Option 3 – Company will deliver and set up racks but we staff it with volunteers \$650
  - b. Karen put forward the following **motion**: That the CGOWCA contribute up to \$300 towards setting up bike parking at the Canada Day event at Petrie Island as well as volunteers with the intent to recover costs via donations; and that any profits are donated back to the Canada Day Committee. Seconded by Louise. Carried unanimously.
  - d. Mireille shared the 100 in 1 day initiative which is being promoted by Synapcity. It takes place on June 2<sup>nd</sup>. We will promote on the Facebook group to encourage block parties or events by members of the community.
- 9. Issues from board members?
  - a. The board will meet once over the summer. We are aiming for July 13<sup>th</sup> and the meeting will be a social get together at a board member's house. Details will be circulated to board members.
  - b. We will have a board meeting on September 10<sup>th</sup>, which will be a board member recruitment event in addition to a meeting.
  - c. The Annual General Meeting is to be held September 24<sup>th</sup>, with the first board meeting of the newly elected board following that meeting.
  - d. All board members are reminded to consider who we might recruit to next year's board.
  - e. Karen did not have the chance to research the options for a CGOWCA banner yet, but will look into options and costs and get back to us. **(Action: Karen)**
- 10. Agenda Building for next meeting
  - a. Please send information to Gary prior to next meeting
- 11. Next Meetings
  - a. Monday, June 11<sup>th</sup>
  - b. July 13<sup>th</sup> – social meeting