



## Minutes From July 14<sup>th</sup> FCA Executive Meeting – Secretary's Residence

- Present:
  - Glen Gower (Director of Communications)
  - Jenny Guth (Secretary)
  - Alex Chen (Treasurer)
  - Scott Brown (Director of Community Concerns)

### **1 Overview**

- We want to keep FCA
- Our executive can have up to 9 members
- Constitution says we can appoint but we should have as diverse as possible
- Appoint an interim President – for admin purposes, cheques, chair meetings, etc.
- Get newsletter out first re what we intend to do so people know who we are
- Late September perhaps – all of community to vote on all vacant positions, interim President will step down, existing members could continue
- Between now and then, continue to meet monthly and move forward with Neighborhood Watch, traffic issues, etc.
- Constitution – needs to change because of shortcomings – need process for elections, voting, etc.
- Will have it ready before people come in to vote
- Will be on agenda for next meeting in August
- Will reach out to the Federation of Community Associations for advice and support

### **2 Interim President**

- Re interim President – Scott nominates Glen – agreed - will resign before September meeting to elect new

### **3 Communication Issues**

- Website – Ricky Stretch was in charge – sent Glen detailed instructions re all needs to be done – Aug 1 will turn off hosting – Glen has access to server – can do so at no cost before it goes down Aug 1 – all passwords have been changed for vacant positions – domain name is owned by Ricky but we paid him – we own it – registered it for 3 years – can put under “President of FCA” as future contact
- Mailchimp for mass emails – relatively new – 30 names on list
- Twitter password have been changed
- Former Facebook group was changed to “Fairwinds Community” – we no longer have access to it
- Need new Facebook page or group – should do a page to have more control – more appropriate for commercial groups – only items posted are from us – people can comment on it
- Will ask former members to change the name back to what it was before it was FCA group – Fairwinds Neighbours or similar to avoid confusion
- Need to get our existing members back

- Will ask them to post something on their FB page inviting members to our new page – Ayah agreed to do this at Jenny’s request
- Constitution has to say that anything created in name of FCA is property of FCA no matter who resigns
- Will encourage residents to sign up on our mailing list – we can track addresses to ensure people actually live in Fairwinds
- Will need to determine who gets passwords in future - Constitution
- Ayah set up Google drive – did it through personal email – she is owner of documents – Glen sent her instructions re how to change ownership, but is onerous – she agreed to do it
- There is no “private” information in them, though

#### 4 Community BBQ

- Ayah notified sponsors that not being run by FCA anymore – Mattamy is concern
- Ayah cancelled fire permit because can only be for community association – also cancelled clown and band because no longer connected to FCA – she wanted to cut ties – not appropriate to use FCA money
- Have been no costs for BBQ paid out of FCA account according to Alex
- Jenny will ask Mattamy how they want to proceed re money already donated and in future – want to maintain this relationship – do they want us to return money? If so, then account is back to \$500 according to Alex
- Glen reviewed contract for Junkyard Symphony band – cut-off date re cancellation charge of 50% was June 27<sup>th</sup> – Ayah was told about this but didn’t know it – she is to call and advise us what is happening – band fee was \$300 – clown fee was \$150
- BBQ would have been great opportunity to get members and spread word about FCA – not at this time
- Scott needs cheque for banner \$67.80 – banner is for outdoor activities – lasts 5 years – stays with FCA – should Scott pay it and then be reimbursed? Already got \$50 to get deposit back for tables rental with Rental Village
- police are not going to BBQ for Neighbourhood Watch – fire truck is still going as of right now – closure of road was done by Ayah – was already in place to have truck there
- Legal concerns – if application made under FCA, what if something happens on that closed road? Who is liable? (despite them having own insurance)
- Road closure was done under FCA – is 17 page application – no cost – if no road closure, no fire truck – is 30 day waiting period – anyone can ask for it to be closed down – was requested from 5-7pm – need to find out if they even want the fire truck anymore
- Nobody wants this to be messed up
- Former Facebook page still has “Event” that states fire and police will be there – Glen will call Ayah

#### 5 Neighbourhood Watch

- Glen and Alex be coordinators for NW in their areas - Scott is connection for Brigatine area - has two for people in Rosehill area – need to each get 2 captains for your areas – 2 meetings a year 1.5 hours each – come to the voting meeting every 2 years to vote in new members of community watch in all of Ottawa – home insurance goes down – need email with exact address with postal code and phone number – have map with sections – coordinators and captains – then they will meet with us at Sobeys – they will provide canvassers to explain what it is – get in place before crime increases

## 6 Banking

- Alex - new account manager – account is frozen right now – all need to do is advise that Pres and VP resigned and their signature is no longer valid – Glen is interim Pres and would be the other signatory along with Alex as Treasurer – will make sure board is ok with any expenses before payments made
- need receipt from Gilmore for banner for Scott
- Alex has cheques and has only bank card – need an address where the statements go and agreed it should be Treasurer – as long as they have a letter on FCA letterhead re they have resigned and no longer signatories , would accept it – should say Glen will be interim president as new signatory –Jenny will draft letter to this effect for BMO – will try to get in to bank this week
- Glen – at each monthly meeting, one item should be quick treasurer’s report (not detailed)

## 7 Miscellaneous Items

- Community board in Ayah’s house to be picked up
- Bandmaster Rink – Ricky said he will continue to do it – we can continue to use it – it has never been associated with FCA anyhow – status quo
- Facebook page – important to inform residents re meeting in Fall to elect new members and sign up to mailing list
- We should still meet in August - Ayah said that Sobey’s room is booked every second Wednesday of month – Jenny will call to confirm
- Election should be a special meeting called in perhaps last couple weeks of September – Alex away until Sept 25
- Need to approve minutes from last meetings
- Constitution – moving towards public meeting, will review Constitution and have one for membership to vote on along with new officers – committee to work on Constitution
- Mailchimp – complies with US privacy requirements – will provide updates at monthly meetings re numbers of email list subscribers and Facebook page likes
- Will ask residents to advise us if they move away
- We need to define membership who can vote v. residents – membership fees and cards - will discuss this at next meeting in August which will be open to public again
- Hintonburg Community Association constitution could be another example for us