



# Community Association

## Meeting Minutes – March 5, 2014

### Sobey's (Stittsville) Meeting Room

#### **1 Introduction**

- Attendance: Appendix "A"
- Approval of Minutes from last meeting – numbers on membership to be amended – otherwise approved
- Welcoming new board members
- Resignation of Chantal (Director) earlier today – will thank her for volunteering
- 2 openings on board for Directors now

#### **2 Membership Update**

- 1016 households
- 81 email list
- FB at 128
- Twitter at 67
- All membership forms from AGM – about 30

#### **3 Procedures going forward**

- Need someone to keep track of membership, payment of dues, enter form info into master database in Excel, mailing list as well (Mail Chimp) – Candace will compile list
- Banking switch over – waiting til after this meeting – Glen, Alex, Debbie, Holly, might all have to go in at same time – BMO Centrum – in summer, all we did was send in a letter with the new designated signatories - Glen will ask Alex to call bank to determine their preferred procedure
- Vacant positions – leave vacant for now and see who comes forward for a position – decide to invite them to board then
- 3 new Directors-At-Large (DAL) – David, Kim, Chantal – length of terms – Kim and David to take 2 yr positions – next yr will vote in for 2 yrs – anyone additional can be 1 yr
- Defining DALs roles - Membership, Neighbourhood Watch – revolve around projects we are trying to do
  - Membership – welcome people to the community, advise who we are, many different roles to it – paper and also soliciting new members
  - Neighbourhood Watch

- Sponsorship – need a director? Whenever event comes up
- Communications, Community Concerns, Special Events, Planning and Development, Transportation, Environment, Fundraising – all from constitution
- No titles – will do it as it comes up
- We need to establish better relationship with Mattamy – another possible 800 homes? Fairwinds West?
- Sponsors – will send general letter as an intro – Food Basics, Mattamy, Shoppers, dentist, Kiddie Kobbler, etc. – Debbie will compile list of contacts and Jenny will do letter
- Email – Google email – 8 email addresses – just have one each for Pres, VP, Secretary, Treasurer – record-keeping – can create as we go to forward if needed – will use formal emails for external communication and personal for communication within – Glen will change forwarding
- FB page – so far access is only by Jenny and Glen – will add Candace as manager – can post to the page and reply to anyone sending in a message
- Web page – Martin was interested at last meeting – might be interested in taking over some of web page stuff – signed up as member at AGM
- Meetings are open to community – Jenny posts agenda about a week before meeting, minutes sent around for approval about a week later, approve at next meeting

#### **4 FCA Constitution**

- Pass it now and deal with any changes as they come up – can amend at special meeting
- Motion to pass – Kim

#### **5 Getting Involved In**

- Clean Up the Capital – March 15 registration begins - April 15 - May 15 – advise Shad of date - Sat May 3<sup>rd</sup> – rain day Sunday – Scott will call City and find out what's involved
- Spring Garage Sale – Saturday June 7<sup>th</sup>
- Advertising – Food Basics? Jenny will contact manager re a sign we can post events on
- No Easter egg hunt
- Summer BBQ? – get Shad on board re his event – Jenny will contact him to ask when his BBQ might be
- Canada Day? – have table at Stittsville Village Association party?
- Contact Mattamy re Bridge and Park inauguration event – update and photo op - Jenny
- Fundraising – brain-storming , ask other community associations like Beaverbrook - Debby
- Consider restaurant to do meet-and-greet for neighbours – brewery on Iber Road, local businesses to host tasting events, Fresco, CIBC has meeting room – Glen will contact Chantal to ask her re her contacts
- Consider street party?
- Neighbourhood Watch – Scott – need block captains – need 80% of residents to get signs erected – find out when co-op students can go around canvassing – next meeting Scott will hand out sheets re

what NW is all about to provide to neighbours – will send email out to mailing list once compiled to ask who wants to participate

## **6 Other issues**

- Added issue to agenda - Bankmaster Rink – operator is resigning – Glen will advise that FCA will not take on responsibility as a Board, but we will spread word about it for volunteers - storage of boards and supplies → Shad
- Issue of trying to coordinate with other group re neighbourhood events?
- Next meeting – will be earlier - April 2

**Meeting Adjourned**

## Appendix "A" – Attendance

- Glen
- Jenny
- Debby
- Kim
- Scott
- David
- Candace
- Holly