

Minutes

Champlain Park Community Association (CPCA) Exec Meeting

October 19, 2017

7:30 PM at the Fieldhouse

Present: Jon, Carol, Adrian, Lynne, Joan, Roland, Nick, Heather, Liz, Laurie, Michael

1. Approval of previous minutes of executive meeting September 21, 2017, and review of action items, attached ([CPCA Executive Meeting Minutes 20170921 draft](#)) – Approved.
2. Report of interim executive motions - All
(to be advised).
3. AGM Preparation - All

Note: In future, Kelly Egan needs the agenda for AGM two weeks beforehand to prepare and distribute the Speaker. One suggestion was for AGM should to be held later in the year e.g. in November as in previous years to allow more prep time; however, the October date had more exec members available to attend this year than the early November date also considered.

- a. Agenda finalized (see attached 2017 AGM agenda [0 Agenda CPCA AGM 24 Oct 2017 Final](#))
 - b. Election –Nick will run (see list [CPCA organizational chart Oct 2017 AGM](#))
Agreed that if there were people who wanted to stand for election they would be asked to speak about their qualifications. Motion regarding proposed constitutional amendment sections 7 and 7.1 only ([Champlain Park CA Constitution 1991 Board and election revisions 16 Oct 2017.docx](#)) was approved.
Lynne will present for ratification at AGM.
 - c. Chairperson – Jon will chair
 - d. Speakers: Jeff Lieper to be given 15 minutes – Lynne will confirm the time with him, Dave Allston to be given 10 minutes – Laurie will confirm the time with him
 - e. Reports will be presented in the order as on agenda; Lynne will confirm who is doing the membership report
 - f. Other arrangements (e.g. refreshments, setup, opening the fieldhouse): Carol will provide refreshments and setup, Adrian will bring the key)
 - g. Handout material to be given to Liz by Monday Oct 23 9 a.m. Will include the business plan.
4. Social Coordinator update – Carol

Halloween Fun Run: proceeds will be for the Hera Mission in Kenya. Request to fund refreshments for \$75 was approved.
Christmas Sleigh Ride: Thursday Dec 21 is date, fieldhouse is booked, a larger sleigh will be provided. Winter Carnival is set for last Saturday in January.

5. Decision-Making Protocol – Lynne (see document [Decision Making and Contract Signing Protocols Proposed 21 Sept 2017](#))

Agreed that the project process is to be used for anything that involves volunteers, costs, liabilities, or endorsements, thus all the documentation is stored in Google drive under the appropriate project name. The Pontiac Planters will be submitted as a project. Regarding contracts, they should be reviewed by the risk management committee before signing; there was discussion about what other aspects of projects should go to the risk management committee.

6. Voting procedures for those who attend via teleconference - Joan

Agreed those who attend via teleconference should state their name in order to get on the speakers' list and to vote. The Chair will ask each telephone participant to say "yes" or "no" to vote.

7. Publishing executive minutes and documents - Liz

Agreed we will publish the minutes on the website after they are approved. Summary of discussions and decisions taken should be short and without attribution. Executive should look at minutes from the point of view of readers who have not attended. Agreed to record the number of votes for and against any motion. Agreed we will not publish the related documents before or after the meeting but the secretary can provide documents on request, with context. The website will say something like "to access any documents, please contact the secretary". The above was approved unanimously.

8. Air BnB house on Keyworth

Air BnB house on 264 Keyworth was rented to gang members; police were called after a fight, neighbours have and will continue to complain to the Air BnB operator; as a community association we should encourage the owner to be responsible to the community; question was posed to the city as to whether operation of an Air BnB is permitted under bylaws in an R1 zone; waiting for response.

9. Offer of donation of a piano for the fieldhouse

The potential donor has been advised that we are not interested in having the piano.

10. Sound quality for teleconferences

Agreed to purchase Bluetooth Bose speaker or similar speaker.

11. Next meeting

Next meeting will be end of November, no meeting in December.

CPCA Executive Meetings Action Items		
Meeting Date & Subject	Action Item	Date Completed
May 5, 2016		
4. Engagement of the Community and how to ensure that we get volunteers to organize our 3 traditional social events		TBD, need a lead, agreed to mention at AGM
Jan 11, 2017		
5. Constitution - review of legislative requirements and sample constitutions from the legislation	a subcommittee of Roland, Lynne, Duncan, Jon will work on this	First meeting took place Oct 11 2017 to revise sections 7 and 7.1; additional meetings will be held for further review.
8. Project Process	Agreed to create a subgroup to review the process which will include Michael, Nick, and Adrian.	Still ongoing
April 11, 2017		
3. Decision-making process re: what issues CPCA will address as a board vs. inform community via website	Dennis, Duncan and Roland will develop a proposal to be discussed at a future meeting.	
10. Risk Management Issues	1) Adrian will ask the NCC to remove the indemnification clause; 2) if the answer is negative we find out if we can get additional insurance to cover the indemnity clause; 3) if no insurance is possible, we ask a lawyer to advise us on our situation	Adrian contacted NCC, they will advise, pending
11. Membership drive	executive is asked to reach out to neighbours to volunteer.	To advertise at AGM