

MINUTES for 18 November 2013

N.E.C.A. Board of Directors Meeting

Held at Governor's Walk Retirement Residence

Attendance

NECA Board in attendance: Sarah Anson-Cartwright, Patricia Begin, Roslyn Butler, Simon Ford, Catherine Lindquist, Tim Plumptre, Paula Thompson, Jim Watson. Ex Officio: Cindy Parkanyi,

Absent: Leslie McKay, Gail McEachern

Jim Watson moved to approve the Agenda for this meeting and the Minutes of the Oct 2013 Board meeting (Consent Agenda). Sarah Anson-Cartwright seconded the motion. All voted in favour.

Forum for the Future of New Edinburgh

Ideas were suggested on how to go about holding the "Forum on the Future of New Edinburgh" which has evolved from the Strategic Planning session that was held in June 2013.

- Do a survey to ask why people live here. What people like and what they don't like about the community.
- Patricia Begin said that she has a report (3 volumes) from 1983 from the City of Ottawa Archives titled, "Neighbourhood Study" (of New Edinburgh) scanned into electronic form. Cindy will print it so it can be studied to learn what has happened in our community in the past.
- People will want to go broad rather than narrow.
- The forum will need a very strong facilitator.
- There will need to be a note taker. There will need to be follow-up on items raised.
- Have "Break-out Groups" on topics of interest to attendees.
- Try to make it fun and engaging.
- Approach partners such as NECTAR, 3C's, churches, schools and local businesses so it includes everyone in the community.
- Late February or mid April seem the best time to hold this forum. A Saturday afternoon seems best.

ACTION ITEM #1 (a) The board set up a task force. Membership: Paula and Sarah, Simon, Tim, Catherine and maybe Patricia. There will need to be an Agenda with time frames to keep things under control. Roslyn offered to be the note taker. Food and drink to be organized. Paula agreed to chair the task force.

(b) The task force will meet in December – Paula to organize.

The results of the task force discussions would be an important topic on the agenda of the January board meeting.

Business arising from the minutes:

Insurance for NECA Board: Cindy reported that the New Edinburgh News insurance only covers the paper and those who submit articles. There is no coverage for NECA Board members at the moment.

Banking: **ACTION ITEM #2: Jim is to arrange times for those with cheque signing to go and sign at the local bank (Bank of Montreal). Tim is to take the bank signature sheet to get Leslie McKay's signature. Jim is to get David and Joan to sign off from their previous signing authority.**

Governance Changes: Cindy Parkanyi's position as a Director of NECA has been clarified. Her name will appear as a Director followed by (Ex Officio) in brackets.

We will do a more general clean-up of our by-laws when the new Ontario laws come into effect.

ACTION ITEM #3 Tim will suggest what changes we should make in the short run to respond to the views expressed by Directors in previous discussions of governance, including the major discussion last June.

When Ontario gets around to proclaiming the ONCA legislation, we can decide what further changes might be needed at that point.

Communications and Outreach: Catherine reported that NECA does not have a Communications Committee. At the moment NECA's means of communicating with the community is by "posters and the newspaper plus the website". She said the NECA website needs regular updating and refreshing as she noticed much of the information content was out of date. Catherine recommended that NECA combine Communications with the Membership Committee.

Catherine advised that a communications working group comprising Simon, Paula and Cindy and she had met November 14th to discuss the status of NECA's communications. To guide discussion, she had prepared a detailed background scan of existing communications tools and channels used by NECA and others (eg, website, NEN, list servs) and related points (which could be provided to interested board members).

Some Key findings (some of which relate to NECA governance) included:

- NECA website has a number of sections considerably out of date , eg the minutes of 2013 board meetings haven't been posted
- the website would also benefit from more compelling wording to engage members and residents in NECA / New

Edinburgh activities

- The social media links (fbk, twitter) on the website don't link to functioning pages/streams
- NEN advisory group is not linked to the NECA Board and an Editor succession plan is required
- NECA does not have a communications committee or plan addressing such matters as spokespersons, target audiences, key messages
- The Ward Councillor doesn't attend NECA meetings
- NECA doesn't have proactive e-communicués like Glebe, but the group had mixed views on undertaking this
- there is confusion around the different New Edinburgh organizations, their names and functions
- The NECA Board is not familiar with members of other organizations like NECTAR. There may be an opportunity to join with NECTAR to co-host a Holiday Social at New Edinburgh House which could assist in this regard
- there is unclear communications/reporting between NECA and its committees and other groups
- NECA member applications identify areas of interest that aren't acted upon
- Simon suggested engaging international support for preserving New Edinburgh's heritage qualities

Suggested action items:

- Catherine to address stale-dated website news info to be updated with Cindy
- Simon to craft compelling wording re New Edinburgh quality of life and defense of it for the website home page
- The Board to consider forming a NECA Communications Committee, possibly combined with the Membership Committee, which can then address further matters
- Simon to update Membership Excel list and address members identifying area of interest
- Paula to confirm whether NECA and other New Edinburgh organizations can join NECTAR holiday event

Cindy advised what's needed to address much of the website updating is on-the-ground practical help.

Roslyn confirmed posting the 2013 minutes was her responsibility.

Tim suggested that responding to member interests should include helping to engage them in volunteer work with NECA committees and activities.

Resolution:

That a combined NECA Communications and Membership Committee be established by the Board, to be co-chaired by Catherine and Simon, with Cindy and Paula as members.

Moved by Simon, seconded by Catherine, passed.

Action item #4 The board requested that given the specific issues and action items identified by Catherine, the Committee co-chairs identify the top priorities for discussion at the next board meeting. Tim requested that a terms of reference for the combined committee be identified as well, for discussion by the board and offered to assist Catherine and Simon in this regard.

ACTION ITEM #5 Roslyn is to send the 2013 NECA Minutes to Cindy so they are in the public record.

Research into practices of other community associations: Patricia Begin to report on these questions

- Membership? Paid or not? Recruitment of members?
- How do they communicate with members?
- Community newspaper? Is it affiliated with the association?
- Attendance of Councillor?

- Relationship to other community groups in the area?
- Do they have a regular annual cycle of board activities?
- Budget size, methods of raising funds?

ACTION ITEM #6 Patricia is to report back to NECA Board on these matters at the Jan 2014 meeting.

New Edinburgh News: Cindy reported that the listing of this year's NECA Board of Directors has been updated and corrected.

She submitted the proposed NEN annual budget for NECA to approve. Simon Ford moved that NECA approve the NEN budget, and Paula seconded the motion. All approved the proposed budget.

Roslyn Butler agreed to join the New Edinburgh Advisory Board as a NECA Board representative.

The next NECA Board meeting will be in January (on the third Monday) 2014. Catherine will ask Governor's Walk for permission to hold our meeting there and let Cindy know the answer shortly. NECA agreed to join NECTAR in a joint Christmas party to be held on Saturday, 07 Dec 2013 at New Edinburgh House. It will be a community event. Paula moved to adjourn the meeting, Catherine seconded and all agreed. The Board meeting ended at 21:35.