

MINUTES for 20 January 2014

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

Held at Governor's Walk Retirement Residence, Stanley Avenue, Ottawa

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

Regrets: Patricia Begin, Roslyn Butler, Gail McEachern

Guest: Maureen Forsythe (resident)

The meeting came to order at 7:35 p.m. Tim, as chair, requested approval of the consent agenda (Minutes of the November 18th meeting and Agenda for this evening). He asked that we adjust the November minutes based on changes sent by Catherine. A motion to approve the November minutes as amended and the agenda was moved by Paula and seconded by Simon. These items were approved unanimously.

Action – the November board minutes should be modified by Roslyn to incorporate changes requested by Catherine (Catherine/Roslyn)

Tim said he had received an email note from Councillor Clark's office about a consultation on small business zoning within residential areas (e.g. corner stores). He wondered if the Heritage and Development Committee had responded to it. No one in attendance knew the answer. Catherine suggested Tim invite Gail (as chair of H&D committee) to take a look at it, and additionally, she said that any of us could respond to it.

Forum on the Future of New Edinburgh

Paula reported on a meeting held yesterday on plans for the forum. It was attended by some NECA board members along with the chairs of the Crichton Community Council (CCC) and NECTAR. Those two organizations are happy to join in the event.

The tentative date for the event is Sunday, April 27th in the afternoon, and the proposed location would be Memorial Hall, situated behind New Edinburgh House and MacKay United Church.

It was agreed that the group needs to do more research to get a sampling of what the neighbourhood would like to see in this forum. Tim will do a one pager of questions to ask neighbours in a kind of community sounding. We could use the fact it is an election year as a hook to invite people, since the results of the forum will let us tell candidates what we care about in the neighbourhood.

There will be another meeting in February. Catherine said the work of Patricia (learning what other community associations do) would help. Also, we had discussed having a community profile backgrounder on socio-demographics, planning and the mandates of the four community organizations. Tim said we should include that work and have it available at an information desk at the meeting and

Catherine thought it could be posted on the website. Depending on the forum approach she also thought she could obtain community maps and aerial images from the City for the session.

Paula said we need to include our priorities, such as the development of Beechwood Avenue and the derelict vacant buildings issue too. The question is, What do we expect to get out of the forum? Paula said she thought there are four things that NECA wants as a result of the forum: volunteers; strategic directions; political engagement; and updates to the Heritage Conservation District. Tim suggested we should look for the forum to provide us with guidance with respect to both the long term interests of the community as well as shorter term issues.

It was agreed that the Task Force on the Forum would consider what background materials would be appropriate and how to get them developed.

Action - Community sounding is to be completed by next meeting of the task force on the forum (Task Force members – Paula, Tim, Simon, Catherine).

Paula advised she would be attending a visioning session to be held shortly by Lindenlea, which could provide some valuable and related insights.

Communications & Marketing Committee

Catherine sent a draft committee mandate, mission and terms of reference document in advance of the meeting. It was amended slightly to include later input from Cindy and Paula. The committee mission was read by Simon and everyone liked it. Cindy had raised the need for NECA to prepare an emergency response plan and have guidance on messages being sent out from NECA and spoke to the latter. When might the board or the president need to be involved or consulted? This question could arise both with respect to communications being prepared by the C&M Committee or by other committees, such as Heritage and Development. H&D committee is not independent of the board and should bring forward items of a sensitive nature.

Tim said that there was no desire to create a bureaucracy in NECA, but there were instances where a committee should not just act on its own without reference to the board or the president. He said it would help if the C&M Committee could develop a statement of principle on this issue.

Cindy pointed out that the New Edinburgh News advisory board includes two NECA members and Roslyn is the liaison from this board. Tim said if Cindy has an issue, then she should refer the issue in question in the first instance to either Catherine or Simon as co-chairs of the C&M Committee. In some cases, the board might need to be involved and weigh in. Overall, on questions of this type, people should exercise good judgment.

Simon is maintaining and updating the membership list. Cindy noted how well Simon is responding to would-be members. There was some discussion of the need to be able to provide volunteers with meaningful tasks to carry out on behalf of NECA. Tim pointed out, as one example, that the forum will need volunteers.

Action – the Forum Task Force needs to develop a list of volunteer needs for the forum at its next meeting.

Action - Simon is to draft a more general list of tasks that are suited for potential volunteers, for presentation to the next NECA board meeting. (Simon)

Regarding the website, Louise Imbeault has been working on updating the business list, Cindy reported.

Cindy reminded board members to send her a note if we find something that is wrong or incorrect on the website. Catherine has a detailed list in this regard.

Action – Tim is to ask Gail to ask someone from the H&D Committee to provide an update on that section of the website and send the update to Cindy. (Tim)

Action - Tim to speak with Gail about terms of reference for the H&D Committee. (Tim)

Action - Minutes from 2012 and 2013 to be sent to Cindy for posting to the website. (Roslyn)

Catherine noted she and Tim had discussed the need to clarify who can access the member email list and how and Tim asked and Catherine agreed to look into and report on this at the next board meeting.

Simon said he could look into developing an emergency response plan.

Action - Catherine reaffirmed the C&M top work priorities are: updating the web site (Catherine, Cindy); updating and managing the membership list and their areas of interest (Simon); and developing a communications plan (Catherine and Paula).

Finances

Jim noted that NECA made a contribution to NECTAR. Finances are in the doldrums, he said, because New Edinburgh News has not been bringing in a lot of ads recently. Cindy advised sales had picked up, especially with the popularity of higher priced colour ads.

Jim noted that New Edinburgh News and NECA are registered together at CRA. There was a brief discussion of HST and the fact that NECA & NEN are both registered and reimbursed for HST.

Review of NECA Finances - Terms of reference

Leslie said her review would examine the state of NECA's finances relative to its work and then provide a roadmap forward. She said there is a question about whether NECA has sufficient resources relative to its mission. She will look at the possibility of introducing a membership fee and possibly other fund-raising while being mindful of the other organizations in the neighbourhood.

Leslie said it may be worth looking at moving the fiscal year-end and the AGM to June, rather than having it toward the end of the year. On that point, Jim noted that the fiscal year-end was moved from June because of the finances and schedule of the New Edinburgh News.

Leslie said other topics would include directors' liability; the relationship between the New Edinburgh News and NECA, since they are comingled; financial reports; and anything else deemed worth reviewing.

On a motion moved by Jim and seconded by Paula, the terms of reference for the review of finances by Leslie were unanimously approved.

Action – Review of Finances to be set in motion; a preliminary report on progress to be provided for the March board meeting. (Leslie)

Revisit Forum Plans

Tim said that at the next meeting of the forum task force, we should decide on the background materials required for the forum, including a community profile. There was also a discussion of the legal boundaries of New Edinburgh, which appear to be uncertain.

Action - Tim will investigate the official boundaries of the neighbourhood.

Other business

NECTAR update

Paula reported that NECTAR has a new mortgage for New Edinburgh House and the City is the first holder of the mortgage. This means that NECTAR won't pay property tax and it should facilitate dealings with the City.

The centre has hired new staff for the after-school programs which are critical to the financial viability of NECTAR.

Governance

Tim has recruited Ray Boomgaardt as a volunteer on governance matters. He will look at NECA's by-laws and the Ontario government template. Most of the changes the Board discussed last June don't require by-law changes, said Tim. He will bring governance policies related to these changes forward at the next meeting. He noted that the Ontario legislation has not yet been proclaimed.

Action: - governance policies to be presented to the February Board meeting (Tim)

Joan Mason's contributions

Tim asked how we could acknowledge former NECA President Joan Mason's work in securing the new street signs for the heritage district and the banners with the New Edinburgh emblem.

Paula moved a motion to thank Joan for her contribution in developing the symbols of the community, namely the street signs, the banners, the New Edinburgh tartan, plaques at entry points to the

community, and some displays. Tim will write about Joan's contributions in his next column in the New Edinburgh News.

Relationship to other community associations

Tim asked the view of the board on having three separate organizations in the neighbourhood. It was agreed this was a discussion worth having and that it should be pursued at a subsequent board meeting.

A motion for adjournment was moved by Jim and seconded by Catherine, and approved unanimously. The meeting was adjourned at 9:10 p.m.

The next meeting of the Board is on Monday, Feb. 17th at 7:30 p.m. at the same location.