

Central Frederick Neighbourhood Association

Meeting Minutes

Date/Time	Wednesday, October 9, 7:30-9pm
Location	Downtown Community Centre
Present	Kate Leslie, Susan Fulop, Mary Dowhaniuk, Kelly-Ann Callaghan, Maureen O'Neal, Greg O'Neal, Tara (student)
Regrets	Pam Humphrey

**Note: Meetings are open to the public*

Agenda Item	Discussion/Action	Responsible
1. Approval of minutes	Motion for approval will be delayed to the next meeting as minutes from previous meeting and AGM were not yet available as of October 9.	All
2. Additions to the agenda	Additions: Gift for Maryann Cahill. Motion to elect Maureen O'Neal as Secretary. Motion carried.	
3. Update from DCC representative	New fitness programs in the evening. Aiming to engage a younger population – young professionals, as well as “younger” older adults. Introduce new and vibrant programming and expand capacity. <ul style="list-style-type: none"> • DCC currently at 35% capacity. Working with lots of partners to provide programming, reaching out to determine groups best suited to meet needs and expand programming opportunities. • Looking for ways to promote programming – restrictions on using Facebook, some opportunity to do paid advertising • Neighbourhood Association Policy is currently under review. Working with all neighbourhood associations to develop policy. Some associations will be engaged in programming, some will be engaged in community events <ul style="list-style-type: none"> • School board will be taking back 17 parking spots. Investigating getting a bike cage to promote biking, possibly provide discount to those who take transit etc. Target people living and working downtown who don't require parking. 	

	<ul style="list-style-type: none"> Office renovation in January will affect some room locations, should be done by Feb/March 	
<p>4. Update from Chair</p>	<p>a. Storage space at DCC</p> <ul style="list-style-type: none"> There is office space allocated upstairs for the neighbourhood associations, including a filing cabinet. Supplies such as folding tables, canopy, other supplies. Some space available to store items as long as they will be used. Don't keep/hang on to stuff that is not used, not in working order. May condense two areas into one - potential to use A/V room or other office space in one location. Extra space in basement as needed. Need to keep financial documents for 7 years Need to keep registration forms (e.g. CommuniKicks) for 2 years. <p>b. Insurance- \$1300 quote provided. Need to assess if this is necessary for events.</p> <ul style="list-style-type: none"> For those with charitable status, director's insurance is required. Dependent on degree of programming, paid staff vs. volunteers. City of Kitchener provides 3rd party liability insurance. Fred's benches required insurance. Find out if HAPP requires insurance. In terms of insurance for board members – need to confirm but the understanding is that board/members only liable if willfully negligent. <p>c. Inquiry from community member – concern about removal of trees at new Tim Hortons. Looking for support of CFNA. Common practice is to forward these types of concerns to representative (Sarah Marsh).</p> <p>d. DCC Program Guide Delivery Need to recruit new person to coordinate delivery.</p> <p>MaryAnn will attend November meeting so would be good opportunity to present her with a gift.</p> <p>Motion brought forward by Susan to spend \$100 on a thank you gift for MaryAnn Cahill. Kate seconded the motion. All in favour. Motion carried.</p>	<p>Let Mary know how many tables and other supplies will be stored/how much space.</p> <p>Relocate stuff by mid-November</p> <p>Kate will ask HAPP if they will require insurance.</p> <p>Continue to look into the insurance and reassess.</p> <p>Kate will respond to the community member to suggest opportunity of the planting trees initiative through #LoveMyHood</p> <p>Susan to ask MaryAnn for a job description so we can post the role.</p> <p>Susan to purchase thank you gift</p>

	<p>e. Concern brought forward from community member that Weber Park does not have sufficient lighting. Mary suggested CFNA bring forward the concern to Sarah Marsh to bring to by-law or Parks Management. Potential for #LoveMyHood grant. The community member is also a fundraiser and interested in supporting this initiative with fundraising if opportunity.</p> <p>Inquiry from HAPP about art installation – posts. Looking for a letter of endorsement.</p>	<p>Kate will encourage the community member to approach other neighbours and work with Community Liaison from LoveMyHood</p>
<p>5. Update from Treasurer</p>	<ul style="list-style-type: none"> ● \$11,000 budget. \$4000 annual funding coming in. ● Discussion about further promoting the grants – advertise and post on social platforms. Agreed that more promotion and awareness about the grants would provide an avenue for more engagement from community. ● Discussion for increasing the mini-grant from \$200 to \$400 or \$500. <ul style="list-style-type: none"> ○ Historically only 2-3 given out per year. ○ CFNA processes the applications so need to be prepared for increase in applications with increased advertising. ● Susan raised a motion to increase the grant from \$200 to \$500. All in favour. Motion carried. 	<p>Susan will forward details to Kelly Ann to post details on social platforms.</p>
<p>6. Update on Environmental Skill Share Workshops</p>	<ul style="list-style-type: none"> ● Keenan has been offered \$300 for pollinator garden. ● Investigating hosting a Zero waste for the holidays workshop at DCC. Cost would be \$300. ● Investigating hosting the climate change adaptation workshop again <p>**Update: Zero Waste For the Holidays Workshop has been booked for November 20 from 7:00-9:00 P.M. at DCC. There are 20 spots available. Climate Change Adaptation Toolkit workshop has been booked for October 29 at 7:00 P.M at DCC.</p>	<p>Susan will book space at DCC and forward details and date to Kelly Ann to post on social platforms.</p> <p>Susan and Kate to write report on the Environmental Skill Share Workshops.</p>
<p>7. Update on communications/e-newsletter</p>	<ul style="list-style-type: none"> ● KellyAnn will focus on Facebook and Instagram ● Need to clarify if continuing an e-newsletter or if we should consider doing a print newsletter to be distributed with DCC program. It was suggested the list for those 	<p>Ask Jen where the membership list for the e-newsletter is held and how many receive it electronically.</p>

	<p>receiving e-newsletter is not a big number, so there is opportunity to reach a wider audience by distributing it with the DCC program.</p> <ul style="list-style-type: none"> • First program is November – likely not enough time to have a newsletter for November print run • Following program is February – needs to be ready to go to print end of January <p>Need to decide at next meeting if we will take on preparing a print newsletter for end of January.</p>	<p>Maureen will look at past newsletters on website, look into the current platform used for design/layout and report back for next meeting</p> <p>All</p>
8. Update on Baby and Tot classes	Attendance has been good. Summer attendance was really high, has since dropped a bit with back to school.	
9. Review of by-laws	Kate handed out the by-laws and members will review and bring forward any questions/amendments to next meeting.	All
10. Review of roles/responsibilities	Review roles and duties of the Executive outlined in the By-laws and bring forward questions/discussion items for next meeting	All
11. Discussion/brainstorm on events	Carry to next meeting	All
12. Next upcoming meeting date	CFNA next meeting: Thursday, November 21 @ 6:30 P.M., DCC DNA next meeting: Wednesday, November 6 @7:15 P.M., DCC – Greg is unable to attend due to work travel. If any other members would like to attend, please confirm	All

CFNA is a non-profit organization dedicated to increasing the quality of life for the residents of Central Frederick Neighbourhood. Visit <https://centralfrederick.org/> for more information.