



Meeting Minutes – CFNA

Date: Thursday, November 21, 2019, 6:30–8:00 P.M.

Present: Kate Leslie, Susan Fulop, Mary Dowhaniuk, Kelly-Ann Callaghan, Maureen O’Neal

Regrets: Greg O’Neal

Agenda Item	Discussion/Action	Responsible
1. Approval of minutes	<ul style="list-style-type: none"> • Note to correct spelling of last names (O’Neal and Callaghan) in the September 2019 minutes and to record the motion to elect Maureen O’Neal as Secretary. Susan will submit the budget via email. • Motion to approve the minutes of August 20, 2019, September 29, 2019 (AGM Meeting and Budget). • All in favour. Motion carried. 	<p>All</p> <p>Maureen to post approved minutes on the CFNA website.</p>
2. Additions to the agenda	<p>Additions:</p> <p>Snow Angel Program</p>	
3. Delivery Program and Thank you presentation	<ul style="list-style-type: none"> • Coordination of DCC Program Guide – need someone to distribute on every street (28 boxes, 28 volunteers who delivery them). Include businesses that are part of the neighbourhood. • If any cancellations, Maryann picks them up and distributes them herself. Sometimes people cancel, go on vacation etc. • Sometimes additional pages need to be inserted (Neighbours Day, Porch Party etc.). • Distribution is in August, November, February • Try to recruit people who live on the street • Maryann receives an email from DCC notifying they are counted and ready to pick up. • Thank you presentation – card and gift presented to Maryann with thanks and 	<p>Maryann Cahill will update the current list of contacts who are delivering the programs and will share with Kate.</p> <p>Kate will take on coordination for February. After February consider</p>



	<p>appreciation for her many years of service to the community in this role.</p> <ul style="list-style-type: none"> • Draft a new notice to include with the boxes going to volunteers distributing the February DCC Programs – notice will inform of Maryann’s retirement from the role, thank her for years of volunteer service and provide the new contact information. 	<p>posting a volunteer position.</p> <p>Draft letter for January meeting.</p>
<p>4. Update from DCC Rep</p>	<ul style="list-style-type: none"> • City of Kitchener Thank you calendars presented. • CFNA bulletin board could use some updating– add new photos or program info • Movie – Tom Hanks, Monday evening, 140 spots to the movie, 100 spots reserved so far • Update on parking – flyer distributed notifying that parking available after 4pm. Parking was full on day of the workshop, school board was having a meeting, Wednesdays are a busy night. If parking is full you can get a voucher for the city lots. Keeping track of complaints and determining steps to find some solutions. • St. Mary’s church near DCC is a temporary shelter, which has increased activity at the DCC. Another church that hosts the shelters was undergoing renovations that were delayed. The rules of the centre are that visitors must be engaged in an activity at the centre, if loitering is more than 15 minutes they are asked to leave. • Neighbourhood Association Affiliation Agreement – a meeting took place with councilors. Input will be requested on planning from neighbourhood associations, cultural organizations etc. to determine needs for programming. Will look at some fund-sharing opportunities. • Office renovations will take place in January. Relocating/changing space allocation while renovations take place. 	<p>Kelly has some program photos and information on the Tots program that could be added to the bulletin board.</p>
<p>5. Update from Chair</p>	<p>a. Community discussion on proposed development</p> <ul style="list-style-type: none"> • A community meeting took place November 13 with Sarah Marsh, the developer/architect, and representatives from City. Discussion was good. • Developer said he would be willing to come to another community meeting to discuss landscaping etc. • Secondary zoning planning still in progress – approval process. Next meeting 	



	<p>December 2.</p> <ul style="list-style-type: none"> • Suggestion to hold another information night to discuss the secondary zoning plan and discuss with the community. Also can form a break-off group to advocate for this (not directly associated to CFNA). 	
6. Update from Treasurer	<ul style="list-style-type: none"> • Last skills share took place. Funding has been allocated. 	
7. Update on Environmental Skill Share Workshops	<ul style="list-style-type: none"> • The Zero Waste for the Holidays Workshop took place on November 20. Promotional efforts were successful as we had full registration for the event. • Most people signed up in the last week-2 weeks prior to the event. The EventBrite registration worked well. It can be set up to deliver a reminder notification to those registered a couple days before the event. • Some people expressed challenges with parking at DCC, and we received feedback from one individual who arrived, could not find parking, and left without attending the workshop due to lack of parking. Wednesdays are a particularly busy night at the DCC so it may be good to avoid this day in future. 	Final report due end of December. Russ will contribute to the report.
8. Update on communications/e-newsletter	<ul style="list-style-type: none"> • Kelly proposed updating the CFNA website and the Facebook page. • Need more video - increases reach and number of impressions, get more reactions and posts. • All members in favour of making updates to the website. • Discussion held about whether to consider doing a print newsletter. From past events, it seems most people plan and register for an event only a week or two out from the event date, so it may be more effective to promote the event closer to the date, rather than trying to plan 6 months out for a print newsletter. • Consider putting efforts into boosting our distribution list for e-news updates and bulletins – e.g. print a flyer to distribute with the next DCC Guide to encourage people to sign-up online to receive CFNA updates, events and news. Could also have a sign-up list at CFNA events inviting people to sign up for e-newsletter. 	<p>Kelly will make updates to the website.</p> <p>For January meeting – consider ideas for drafting one-page flyer to distribute for February DCC Guide.</p>
9. Review of by-laws	Should there be a separate dedicated role for Social Media/Events Coordinator in the by-laws?	Kate will update the CFNA by-laws and share next meeting



		for review
10. Discussion/brainstorm on events	<p>Event ideas:</p> <p>Jan/Feb - Winter carnival/skating party (weather permitting)</p> <p>May –HAPP and garage sales (separate initiative but we don’t want to organize any competing events during this time)</p> <p>June – Bike parade</p> <p>July – Dog event</p> <p>Early October – maker event (Halloween costumes etc.)</p> <p>November – Art Walk (separate initiative but we don’t want to organize any competing events during this time)</p>	<p>All</p> <p>Kelly will post information about Winter Carnival once available. More details at January meeting and discuss via email until then.</p>
11. Snow Angel Program	Inquiries are coming in. Responding to messages via Facebook page. May need more promotion on need for volunteers.	
12. Next upcoming meeting date	CFN A next meeting: Thursday, January 16 @ 6:30 P.M., DCC	All