

**Meeting of the Carleton Heights and Area Residents Association (CHARA)
October 23, 2018, 6:30 p.m.**

Attendees: Mike Mack, President, Elizabeth Anderson, Vice President, Yvele Paquette, Secretary, Adam Martin, Treasurer, Jody Sunstrum, Director, Darren Dicks, Director, Noel Sabbagh, Director, Kerri Keith and Tim Patterson.

1) **Minutes of September's meeting** were approved, moved by Jody and was second by Darren. There remains one outstanding action item requiring Councilor Brockington to let us know if the new Boys and Girls Club will also be used by adults (such as in the past)

2) **Web Page** – Adam reviewed the web page and reported improvements are needed. Ideas for page content included minutes, agendas, members' names, events, as well as, storage of documents (by-laws, roles and responsibilities etc.). Tim and Adam will investigate easier software to build a new page. Currently we use Wordpress (ends in June 2019) as a platform and Justhost is our service provider.

Action: Tim and Adam

3) **Forthcoming events** – The board discussed but did not vote on the following:

Adam suggested that a family New Years Party might be worth considering. Centre Point has a very successful celebration for parents and children. **Action: Jody will talk to Councilor Brockington about a celebration. (Perhaps he can rotate wards for his celebration)**

Jody suggested the board could do something for PD days. We could pilot an event/workshop for children. There are organizations that can be hired to run an event. CHARA could pay for renting space at the community centre. Following are some suggestions: Workshops on Earth Sciences, Chemistry or sports camps, painting workshops etc. **Action: Jody will investigate organizations that we could hire.** (One item to be considered is the background police check)

Darren suggested that we host a winter carnival. Mike suggested there could be a variety of activities (skating, snow ball throwing)

Noel suggested that there be a New Years party for adults (with music and dancing)

Action: Adam will put a questionnaire on FaceBook asking for suggestions/ideas from our followers.

4) Application for 2019 Civic Events Funding Program

Yvele reported that the application was submitted on the day of the deadline. Yvele learned that the deadline had been extended and no one on the board had been informed of this fact. **Action: Yvele will find out if the paper signature page was received by mail as only a photograph was sent earlier and when possibly we would know of a decision.**

5) The RINK

For detail information on managing the rink please refer to the manual entitled Community Outdoor Rink Program 2016-2017.

Mike provided background information regarding the rink. CHARA and the city of Ottawa have an annual contract covering the period December 15 to February 28. The City can call for Base Ice to be done any time after December 15 and will call for it only once they believe that there is sufficient extended cold weather and snow accumulation for packing and water saturation to be done using the hose with fire nozzle.

We then have 10 days to prepare the rink to be in a useable form. This requires a fair amount of work, which depends solely on volunteers. The leaves and debris in the rink areas need to be removed prior to the first permanent snow. A solid base needs to be built by flooding and then packing and repeating numerous times until a good thick base is formed. Multiple flooding must be done during the 10 days. During the season the rink needs to be scraped on a regular basis. Usually skaters will take a few minutes at closing time to scrape the ice. Shovels are provided. CHARA now owns a snow blower to be used during heavy snowfalls. CHARA requires three volunteers, 1) to coordinate the rink activities 2) to coordinate the volunteers and 3) a rink supervisor. Each position receives a \$500 stipend.

Action: Jody will draft a write up describing these positions plus the volunteer work, which covers in total 20 hours per week. This document will be sent to past volunteers first, then edited and placed on Facebook if necessary.

The **next meeting** will be November 27 (Meetings are typically the fourth Tuesday of each month).

Items for next agenda: 1) infill problems, intensification and infrastructure 2) contacting other resident associations adjacent to Carleton Heights area. 3) Forthcoming events