

**Meeting of the Carleton Heights and Area Residents Association (CHARA)**  
**March 27, 2019, 6:30 p.m.** *Meeting was held at McDonalds due to locked doors at the community Centre*

**Attendees:** Mike Mack, President, Elizabeth Anderson, Vice President, Yvele Paquette, Secretary, Adam Martin, Treasurer, Darren Dicks, Director, Noel Sabbagh, Director,  
**Regrets:** Jody Sunstrum, Director

Mike Mack called the meeting to order.

Agenda was approved, moved by Elizabeth and second by Adam.

Minutes from previous meeting were approved. Action items were completed.

**Business arising from the minutes:** Darren reminded the committee of the opportunity to bring forth any issues arising from the construction of the Hogs Back bridges. There is an information session forthcoming and our councilor will send out a newsletter to the ward.

**Financial Report:** Adam now has signing authority and will present a fulsome financial statement for the next meeting. There is roughly \$10,000 in the bank.

**Councilor report:** there was none this month but Mr. Brockington sent an email earlier to Jody, encouraging people to still bring any issues to his attention.

**Continuing Business:**

All rink equipment is currently stored in the bunker. Luigi has offered to store the shovels at his house. Noel offered his garage to store the snow blower. He will need help to organize his garage. Mike, Darren and Adam will help out. This is just for the summer months.

**Rink Operator report from Luigi:**

Here's a summary of my observations, experiences and recommendations over the course of this past skating season:

1. Major shoveling events occurred on average 2 times per week (note: a major shoveling event is considered a day where > 5 cm of new snow has fallen and 2 or more persons are needed to help clear the rinks).
2. Rinks were flooded 2-3 times per week during the maintenance period.
3. In regards to scraping the ice surface of the boarded rink, I believe that supervisors should ensure that patrons are requested to remove the snow which has been pushed to the sides of the boards. In the event that the snow cannot be removed from the boarded rink, supervisors should notify the rink supervisor and maintenance coordinator to ensure it will be removed in a timely manner.

4. Is there an outdoor bulletin board we can mount close to the board rink entrance? I believe a fairly large and noticeable bulletin board should be erected before the start of the skating season. We can use this board to inform patrons of things such as supervision hours, dates where the rinks have been reserved for private events, volunteering advertisement, policies re rink usage and maintenance, rink status (i.e.: current ice conditions, upcoming closure due to weather), etc.
5. I believe we do have a committed group of volunteers and, for this reason, would consider taking on the role of maintenance coordinator once again. However, I believe we should make more of an effort in communicating the rink status with one another. Points 3 and 4 could potentially help fulfill this need.

Thanks,

Luigi

#### **New Business:**

April 15, 2019 - May 15, 2019: Spring Cleaning the Capital campaign

April 26, 2019 – April 28, 2019: Capital Clean-up Weekend

**Action:** The committee agreed we should participate and manage this project starting by coming up with suggestions of which area we should clean up. (E-mail each other).

Adam will register our project. Moved by Adam and second by Darren. **Action:** Adam will also post a notice on Facebook.

**Summer BBQ:** the committee agreed we should proceed and organize it under the guidance of Jody. Mike suggested that we provide a take away for the children that is environmentally conscious such a seeds, seedlings or some other item. Committee members should also look for sponsors to offset some expenses (2600 to 3000 dollars)

#### **Protocol for agenda**

Mike circulated an electronic template, which we will use for future meetings.

Yvele will be responsible for putting together and circulating proposed agendas.

**AGM**  
**???**

**New Business item:** The committee will purchase 12 more lawn signs that advertise the monthly meetings. The cost is approximately \$150. Moved by Adam, second by Darren.

#### **Adjournment**

Moved by Adam and second by Darren.