

CHARA Board Meeting MINUTES

April 26,2022

6:30 pm

Zoom Meeting

Attendance:

- **Attendance:** Yvele Paquette (President) Elizabeth Anderson (Vice-President) Elizabeth Costello (Treasurer) Mike Mack (Director) Darren Dicks, (Director) Kurt West (Director), Lorraine Neville (Director) Jane Lund, Susan Baker, Peter Organ (Debra Dynes Family House) Ida Peca, Salma X, Councillor Riley Brockington, Andrew Hickey (Councillor's office) David Coyle (Director at Riverside Park Association)
- **Regrets:** Rachel Vincent (Secretary) Tim Patterson (Director)

1. **CALL TO ORDER:** Yvele Paquette (President) called to order the meeting at 6:35 and declared there was quorum.
2. **APPROVAL OF AGENDA:** Kurt moved to accept previous agenda, seconded by Liz Anderson. Motion passed.
3. **APPROVAL OF MINUTES:** Lorraine moves to approve minutes of March 22, with amendments from Lorraine and Liz Costello. Liz C seconds. **Motion carried.**
4. **UPDATE ON BBQ:** Lorraine moves that the Board revisit and amend the motion from February to delay the BBQ 1 year, due to lack of planning and complications from COVID. Elizabeth C seconds this, no objection, **Motion carried.**
5. **Councillor's Report:**
 - Ditch Alteration Policy.
 - Tailored meeting April 7 - good dialogue with sharing of concerns. Some outstanding questions remain, but the dialogue was productive
 - Two main requests pending from Riley
 - Staff conduct visual assessment in Courtland Park, document issues and populate report with any urgent matters. Being discussed, Peter McKay will provide reply shortly
 - Interim control bylaw. Restricts development for a specific reason. Temporary freeze on development (infill and otherwise) for 1 year to conduct the assessment. Common concern is that the infra is not able to handle long-term infill. Gives us some breathing room while staff does its work.
 - GM of Planning would have to look at implications and staff capacity
 - If a visual inspection is not possible, then he might look to push through committee.
 - Culvert, ditch and pothole repairs needed - report through 311 or the online reporting portal
 - Cleaning up the capital - annual campaign to encourage community groups to clean up parks or other right of way (some supplies provided). City tracks areas and participation
 - Sewer works done near CH PS area. Next phase starting in 2022 with outreach (65 yr old infrastructure and breaks occurring consistently). Riley will provide further updates as details are available

6. Financial Report:

- This year, with the pandemic, we had low expenses with no in-person events; ended the year with a small surplus.
- The rink operations grant is our one source of revenue; we took 56% of the grant for CHARA operations (benchmark is 10-20%), likely unsustainable (through the pandemic, volunteer/student recruitment was low, etc.).
- In past years, typically we would operate at a loss where expenses exceed our revenues for the year. If we would have held an event similar to previous years (e.g., past years were typically a \$1,300 expense/per event), we would have operated at an annual loss.
- This coming year, we anticipate more expenses CGL/building space or event insurance for in-person meetings and community events (recently mandated by the City of Ottawa), corporations, accounting and Revenue Canada compliance.
- We do have an operating surplus. I recommend we have a restricted surplus equivalent to one year of our operating expenses.
- Note if we continue with business as usual (e.g., 1-2 events per year) as we did before the pandemic, we should anticipate being out of funds in 5 years.

Elizabeth Costello moved, "That the Board approves CHARA's investment in Directors and Officers insurance to support CHARA's sustainability and mitigate risk," Seconded by Darren Dicks. **Motion carried.**

Elizabeth Costello moved, "That the Board approves these Financial Statements for the year ending March 31, 2022, as presented for CHARA, and that the Board forwards these statements to the CHARA AGM for their Approval", Seconded by Lorraine Neville. **Motion carried.**

7. AGM planning

- Yvele - move that our June meeting take place on June 21st (date change), Kurt seconded. No objections.
- Yvele - recommending Jim Watson as a guest speaker.

Motion. Yvele moved to invite Jim Watson to speak at the AGM, seconded by Lorraine. Mike votes against. **MOTION carried. Action:** Kurt to prepare letter of invitation to the Mayor.

8. Additional.

- Salma - vacant building permits.
- At the last meeting, someone volunteered to have space to store equipment related to the rink. Elizabeth Cooke offered space. (Liz C emailed Mike Mack and Elizabeth Cooke to connect them)
- Peter - Debrah Dynes - shout out to Wild Wings who has done some support through various efforts. Thousands going to support the food bank and Deborah Dynes.

Adjourned at 8:05 pm.

Next meeting: May 24, 6:30 pm (later deferred to June 14, 6:30 pm)

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