

## CARLETON HEIGHTS AND AREA RESIDENTS ASSOCIATION (CHARA)

### Minutes of the Board of Directors Meeting

**Time:** 6:30 P.M., Tuesday, (December 10, 2019)

**Place:** Carleton Heights Community Centre, 1665 Apeldoorn Avenue Ottawa, Ontario, K2C 1V6

**Attendees:** Yvele Paquette, Lorraine Neville, Gail Denton, Darren Dicks, Mike Mack

**Regrets:** Elizabeth Anderson, Noel Sabbagh, and Adam Martin

**Call to Order** Darren called the meeting to order.

**Approval of the Agenda:** Agenda was revised.

Removed: Rental Accommodation and Rat migration

Add: Financial statements and CHARA signs (both brought forward)

Add: Insurance and submission of board member names to Corporations Canada

**Approval of Minutes.** (November monthly meeting) Committee of the whole approved the minutes.

### **Rink**

The boards have not yet been moved. Anthony followed up and Darren received an email from Kim Giroux, Rink Coordinator for the city. *(The problem is that the boards for some reason were placed roughly 12 feet from the light standards rather than the typical 6 feet. Now a manhole is inside on the skating area. The manhole produces heat, poses a risk to skaters and flooding water will drain out. City workers are concerned about moving boards near electrical wires).* The city's solution is to cover the manhole entrance with poly geotextile fabric.

Mike Mack volunteered to coordinate with the city regarding the ongoing rink issues and with the volunteers to arrange for the rink keys.

Preparation/Maintenance Coordinator. **Lorraine** will contact an individual who shovels snow in the condo area, who may be interested in becoming our Preparation/Maintenance Coordinator. **Yvele** will put another ad on Facebook. We **are not in good shape** as originally thought at the last meeting.

**Which Communities does CHARA represent** – Brought forward

**Financial Statements** – Brought forward

The city owes CHARA the third rink payment from 2018 pending its acceptance of the signed long-term key agreement.

### **Insurance**

**Yvele** will follow up if it has been paid.

### **Corporations Canada**

**Yvele** will follow up to see if our names have been submitted.

**Signs** In prior years Jody placed the signs throughout the neighbourhoods. **Yvele** will find out where are all the signs. This year each member will take home a few signs and place them the day before each monthly meeting.

**Website**

The committee of the whole agreed that we could develop ideas for a sponsor page, a donation page and a membership page. Yvele would like to explore this further and present something to the committee at a future meeting. NOTE: We could also have advertisers at the skating rink.

**New Business**

Yvele suggested that board send an introduction letter to local businesses, churches and schools etc. Darren suggested that we would increase our profile in the communities.

Meeting adjourned at 7:20

**Next meeting** will contain the brought forward items above, as well as, a discussion on appointing new directors. - Mike advised us that since he was not elected to the board at the AGM he is not actually a board member.