

CARLETON HEIGHTS AND AREA RESIDENTS ASSOCIATION (CHARA)

D R A F T MINUTES OF THE BOARD OF DIRECTORS

Zoom Meeting December 15, 2020

Present: Board members: Darren Dicks, Elizabeth Anderson, Lorraine Neville, Tim Patterson Francina Webster, Yvele Paquette, Mike Mack. **Regrets:** Adam Martin
Members and Guests: Jody Sunstrum, Peter Organ (Debra Dynes Family House,) Jill McIntyre **Regrets:** Councillor Riley Brockington.

1. **CALL TO ORDER:** Darren Dicks called the meeting to order at 6:30 p.m.
2. **APPROVAL OF AGENDA:** Darren moved to approve the agenda, seconded by Lorraine. Motion Carried.
3. **APPROVAL OF MINUTES:** Darren moved to approve the November 24th minutes. Second by Lorraine. Motion Carried
4. **Business arising from the minutes:**
 - a. We need a secretary. Duties can be found on our website. The board was happy to accept Francina's offer to take on part of the communications portfolio: Instagram, Twitter and Facebook. Action: Yvele to make Francina an admin for the Facebook page.
 - b. The Bank and the Ministry need to have the names and addresses of board members. Addresses are not published on the CHARA website but they could be found on the website for Corporation Canada. Action: Adam is collecting the members' information and will forward to the ministry.
 - c. Vacant portfolios - Communications (Facebook/website/social media) Francina will look after Facebook and other social media. We still need a volunteer to look after the website and email.
Rink Operations - notes follow below.
Residential & Municipal Affairs - No volunteers yet. This work involves dealing with residential issues and bylaws, zoning etc. Things such as new building proposals, drainage issues, sidewalks etc. Committee of Adjustment,
5. **Councillor Brockington's report** - Cannabis store update and response - postponed to next meeting
6. **Financial Report** - monthly update moved to next meeting. Mike Mack Post-meeting update. CHARA received the first of three instalments for the rink for the 2020-2021 season, this one for \$1,597.50, by direct deposit to its bank account on December 10, 2020.

Mike met with the new local rink coordinator, Rhonda Plosenski, and handed her the signed Long Term Key Agreement and she will follow up for delivery of our third and final payment for the previous 2019-2020 season.

7. New Business - Rink update - We need a maintenance supervisor. It was suggested to build the teams first and then find a supervisor (perhaps from that group of volunteers). In an effort to reduce the overwhelming and variable hours of work for the regular volunteers and to encourage users to become volunteers, Jill McIntyre put forth suggestions (including those from Jody, Darren, Mike and others).

- Create a schedule so that there is a specific maintenance night for each volunteer. For example, there would be a Thursday night crew, a Friday night crew etc.. Over an eight week period two volunteers may only have to work approximately 3 hours per week on a regular basis.
- Have a snow removal truck to clear the rink after a huge snowfall. (Rocco?) This would make it easier and reduce the time to complete a final clean up by that night's crew.
- Reduce the size of the puddle rink and the main rink.
- Encourage skaters including hockey players to scrape the rink at the end of the night. This may include visible signage.
- **Action:** Jill will prepare a letter for Darren to send to volunteers for recruitment and to explain the new process.

Notes: The experienced people usually work the first 2 weeks to prepare the base ice. Minus 10 Celsius is needed to do this. It will probably be January when the rink opens.

Reach out to Moffat farm and Carleton Heights school.

Jody will put together a COVID binder for rink users and volunteers.
Mike will continue to look after maintenance of our snow blower.

CHARA would like to say thank you to the two high school students for their hard work removing the leaves! This is the first and mandatory step preparing for the rink's base ice.

Yvele asked for someone/everyone to review the rink work descriptions found on the web.
<https://ourchara.ca/wp-content/uploads/Work-description.pdf>

Next meeting: January 26, 2020 at 6:30 pm
(Agenda suggestions: Preserving grassy boulevards. Review of the work descriptions).