

## CARLETON HEIGHTS AND AREA RESIDENTS' ASSOCIATION (CHARA)

### D R A F T *Agenda of the Board of Directors Meeting*

*Time: 6:30pm-7:35pm, Tuesday, April 27th, 2021*

*Place: Zoom meeting*

1. Call to Order. (1 min)
  2. Introduce any new attendees (3 mins)
  3. Establish Quorum (1 min)
  4. Approve Agenda and confirm who is recording the minutes of the meeting (1 min)
    - Table of Contents:
      - p. 1 Agenda
      - P2. By-laws for discussion.
      - pp 3-6. minutes
      - P 7 IContribute report
      - pp. 8-11 Report on outreach to local business
  5. Approve Minutes of March 23rd meeting (see below 2-5 minutes)
  6. Business Arising from the Minutes.
    - a. Procedural issues arising from last meeting (15 minutes)
      - i.. confirm procedures for minutes
      - ii. establish purpose and scope of NOP committee\* and ratify
      - iii. confirm how membership works in CHARA\*\*
      - iv. Protocols for meetings – who has a voice and when
    - b. Do we need volunteers for website, communication. Etc?
  7. Councilor Brockington's Report (10 mins)
  8. NOP committee report (10 mins)
  9. Financial Report. Monthly update (2 mins)
    - a. Confirm issue around insurance carrier and payment
  10. New Business (5-10 mins)
    - a. Receive reports regarding IContribute and Local Business outreach
    - b. Review purpose and vision of CHARA\*\*\*
    - c. Review of job descriptions and new portfolios -Yvele
    - d. Ways to create more community engagement
      - i. Letter to businesses
      - ii. network and improve connection with Boys and Girls Club, Debra Dynes house, students, etc
8. Date for next meeting – May 25th, 2021

By-law items

**\*5.05 Committees**

The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such resolution as the Board may from time to time make. Committees report to the Board and as such, decisions must be brought to the Board for final vote and implementation, unless otherwise provided for in the bylaws. Any committee member may be removed by resolution of the Board.

**\*\*g. “member”** means an individual, eighteen years and over, whose principal residence is in the area defined as the Central Experimental Farm to the North; Rideau River to the East; Fisher Avenue to the West; junction of Fisher and Prince of Wales to the South, and who has applied to become a member at the Annual General Meeting, in a manner prescribed by the Board;

**\*\*\*The purposes of the Corporation are:**

- i) to promote the interests of the community in order to maintain and enhance residents' enjoyment of their community;
- ii) to inform residents of proposed developments or changes that could affect the community;
- iii) to advocate on behalf of the community in such areas as real property, planning, development, safety, security, transportation and essential services;
- iv) to support recreational and community events which benefit the residents and foster a sense of pride in the community; and
- v) to conduct outreach in order to involve members in issues affecting their community.