

Carleton Heights and Area Residents Associatio - Typical Schedule (as of February 2022) (Oct 2022). There is a contract between the City of Ottawa and Mike Mack; I don't know how or when that happens during the year.

Yvele Paquette

September 2022

- Directors select positions
- WEB hosting invoices arrive

October

- Stike a Rink committee of volunteers
- Pay Host Popa
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November

- Rink Season begins (remove all leaves) Check Equipment
- Update and pay fee to Corporations Canada (if new board members)

December

- TD bank recieves City Grant for Rink
- Riley's Xmas event
- Pay Federation of Community Assoiations
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January 2023

- TD Bank receives City Grant for Rink
- One time expenditure - 4 Banners
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February

- Rink season ends February 28
- Pay Mike for rink expenses
- Start planning BBQ - Create a committee
- Approve BBQ budget
- Pay Rent for Community Centre (Mike, 959425) Who receives notice to pay rent?

March

- TD Bank receives City Grant for Rink.
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April

- Start planning for AGM,
- Approach speakers (we have paid \$50 in the past, but I don't think it is necessary) /we were advertising for them

BBQ planning document (*double click*)

May

- Update mailing list
- Make and distribute posters.
- Advertise AGM BBQ in Riley's newsletter
- Thank you Stipends for Rink maintenance: \$

June

- Annual General Meeting AGM, elect directors
- BBQ
- Riley's strawberry social? Or is it July?

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- **Ad-hoc** Pres. and VP Annual breakfast with Riley and other associations in River Ward at Broadways

Future: Tree Planning, Winter Carnival, Community garden, Contests, draws