

Emerald Woods Residents' Association Monthly Meeting Minutes – March 16, 2017

Present: Pam Morse, Kamen Garbouchev, Jenny Bowler, Paul Bowler, Rob Houghton, Caroline Smallman, Jana Atkinson

1. Councillor's Report

Jana attended on Diane Deans' behalf. Key points discussed were:

- OC Transpo equipass applications are now available.
- Greenboro Station entrance has re-opened. Fare gates will be used starting this summer.
 - Jana find out how long fare will be valid once tapped at the gate rather than on the train or bus.
- Female firefighters in training camp (for ages 15-19) will be held on Aug 21-25. Applications available at Ottawa.ca until May 26.
- Cleaning the capital – Registration has opened. Can take place between April 15 and May 15 – main dates April 28-30. Diane Deans would like to attend our clean-up if we give her notice.
- Household Hazardous Waste drop-off April 30 at Rideau Carleton Raceway.

2. President's Report

- Laurie will register for the Clean the Capital event in Emerald Woods Park on April 30.

3. Treasurer's Report

4. The only expenses since December 31 have been the monthly bank fees of \$2.50 per month. Our bank balance is \$2468.

5. Fun Day in the Park.

- Rob is unable to continue being the lead on Fun Day. He will continue help and is willing to attend a separate meeting just to discuss the Fun Day planning. Keely could be asked to attend as well.
- He handed over a binder with key documentation to Pam. Status of various tasks is up to date on task list (based on Keely's planning from last year). Booking the tent is not yet done (Rob will handle this as well as asking about renting tables and chairs) and needs to be added to the list. Park permit is done. Band is booked, petting zoo has been emailed again, Laurie will do crafts and Rob Wilkinson, Bunky and face-painting contacted.
- To do: print and distribute flyers, contact sponsors, consider getting community policiying table, make signs for location of events, prepare thank you cards and letters, prepare an on-site sign to recognize sponsors, purchase 4 rolls of tickets for food (no charge), need float for membership and plant sale
- Certain information must be sent to the city 30 days before the event – see binder for requirements

- Kamen renew the certificate of insurance (with Debbie Hamilton) which expires May 31
- Pam will contact Diane Deans for a gift basket to raffle and Jana about additional picnic tables during event, having grass cut prior to event, garbage pick-up.
- Jenny and Paul will contact sponsors., call re community policing
- Rob will reply to email for the city to pick up 150 buttons and any other items offered and is willing to pick them up.
- After the event we have to report back and show what we actually spent. There is a form to fill out. Can copy information from submission.

6. Membership drive

- Caroline will update the membership forms which will be distributed with the spring newsletter. Reference to newsletters will be changed to “periodic newsletters”.
- Membership forms will be distributed with envelopes – the person responsible for each distribution route to fill in contact and drop-off information (at their house) for completed forms.

7. Newsletter

- Caroline will draft newsletter and distribute for comment. Will include a reference to the membership drive forms. Newsletter to be ready for distribution by April 7 and distributed by April 14. The membership forms will be distributed with the newsletters.
- Call for Fun Day volunteers, including students interested in volunteer hours, to be highlighted in the newsletter.

8. Mini-soccer.

- Dates will be May 16 to June 26.
- Leah will co-ordinate field preparation – will need volunteers to assist. Dan will coach.
- Ask during registration if parents can volunteer.

9. Garage Sale

- The Garage Sale will be May 06, 2017. We have signs to put out and will notify residents in the newsletter.

10. Other Business

- Distribution route update confirmed after discussion of whether to cut back to old boundaries. Expanded boundaries kept..

11. Next Meeting

- The next meeting will be April 20 at 8 pm at Caroline’s house.
- Subsequent meetings will be May 18 (Pam’s house), and June 8 (Kamen’s house).

12. Adjournment