Emerald Woods Residents' Association Executive Meeting MINUTES

Date: Wednesday, February 16, 2022 7:00 p.m. (Zoom)

Attending: Goretti Pernitzky, Mark Vuotari, Christie Guptill, Keely Storr, Kim Tytler, Kamen Garbouchev, Christine Lowe (arrived later)

Transition of Executive

1. Email Account

a. Login credentials have been provided. Kamen: emails were last checked end of January.

2. Website

- a. Login credentials and Hosting Service Registration Information: EWRA pays; host is GoDaddy. Kamen can create an admin account; then that admin can create anything they want. Goretti asked for Kim to be the admin. Website was built using WordPress and is Linux-based. [I will assume here that whoever has an admin account can discontinue past executive members' access?]
- **b.** Domain name owner: Kamen is. Domain name and hosting are through GoDaddy. Kamen will send to Kim. Paid until he thinks June next year (2023). Roughly \$300 for 3 years. Has been Linux since 2020, works faster. Some content from the old site was not restored.

3. Financials

- a. Banking information, Signatory transfer, Records (Bank statements, balance sheets, etc.): Still at (sorry missed the bank name). Kamen: yes. Almost nothing was spent in the last 2 years, since March 2020. Charged \$2.50/month in fees. Recently some printing was charged [assume this would have been for flyers for the membership drive]. Financial statement would have the total of membership income; list of members is in a separate document. Keely asked for Kamen to deposit any cash at the bank and get a statement at that time. Goretti asked who had access to the bank account. Kamen indicated it was Pam, Garry and himself. Keely stated that we needed a written resolution indicating that the executive had changed and then signing authority can change. Kamen: Two of three need to sign for any cheques. Kamen suggested a letter needed to be written indicating minutes of the last AGM indicating who has been elected and who will have signing authority. Goretti asked Mark to be the 3rd person who can sign; Mark agreed. Goretti asked Kamen to coordinate with Keely in terms of online access to bank account. Goretti will draft the resolution to deal with signing authority.
- b. Cheque book: Kamen has.
- c. Petty cash: There is cash from memberships that have not yet been deposited.

4. Membership

- a. Unprocessed membership applications and/or funds
- **b.** Completed membership application forms: Goretti asked if these were kept; Kamen said yes. Goretti asked for these to be dropped off to her, and any other documentation in

regards to membership. Kamen said he would give the forms to Keely because these will be needed to cross-check financials. Goretti agreed that Keely would get these first. Kamen also indicated that printed newsletters were a big expense in the past. Suggested going through the membership forms to check who has requested email only and not printing these. Goretti asked that he send his most recent list and we will update from there.

c. Membership lists and Directories: On the membership form, people can choose not to be listed in the Directory. If people chose not to be in the Directory, their house number is still listed, but no name or contact information. There is also a list of names of members and whether membership was paid for the Treasurer. There are no dates associated with this list; just the membership period.

5. Contact Information

- **a.** Councilor Office: Kamen will put Goretti in touch with the contact in Councillor Dean's office (most recently Melanie Gallant).
- **b.** Community Policing: Kamen indicated that there is someone assigned to our area; will email the contact information to Goretti.
- c. NCC: Mark clarified that this was a question regarding who we should contact if there is an issue regarding the forest. He said that in the past, if they have tried calling the city, the city has said call the NCC; and if they call the NCC, they have said to call the city. Kamen indicated that there is no specific contact person regarding this property. Goretti asked Mark to look into who would be the contact person for these kinds of issues, and Mark agreed.
- **d.** Other Volunteer Organizations EWRA works with: Goretti asked if EWRA had become involved with other organizations in the last few years; Kamen indicated they have not been. He said that these requests sometimes come through Diane Deans' office, in regards to a common concern, and they respond per issue.
- e. Etc
- 6. Confirmation of any applications with the City of Ottawa for programing, grants, etc.
- 7. Status of EWRA events/programs, if any: Goretti asked if there are any outstanding applications. Kamen indicated that there was one that has gone in for soccer field applications. Kamen did apply, and will forward this application. They did get the application and replied that they would let him know when they have decided about spring soccer. Goretti asked for confirmation that there were no other requests/grants, and no other activities planned, etc; Kamen confirmed that no, there were no other events being planned.
- 8. Black binder and all files: Goretti asked if Kamen had these, and he confirmed that he does.
- **9.** Sign boards, Christmas party supplies, Santa outfit and bag, aprons, name tags, etc.: Goretti asked if that could all be dropped off. Kamen said that could be dropped off. Keely asked if there was an inventory; Kamen confirmed that no, there is no inventory.
- **10.** Goretti asked if Kamen would be staying on the executive as Past President? He indicated he would not stay on the executive, but would be here for anything that we might require.

Goretti thanked Kamen for his help in this transition and for all his work over the course of his term. Kamen left the meeting.

11. Follow up Items

- **a.** Password Resets: Will determine new passwords once access to website is given.
- **b.** Insurance Inquiries: Mark will continue investigating insurance.
- **c.** Community Networking: Discussed soliciting sponsorships, gift cards from local businesses (during this period, Christine Lowe joined the meeting)
- **d.** Set next meeting date: Second Weds. of each month
- **e.** Goretti discussed with Mark a few issues that needed to be tidied up in the constitution e.g. spelling of Bridle Path, and consistency of the AGM happening annually throughout the document.

Meeting adjourned: 8:55 pm.