



RSCA Executive Monthly Meeting At Rideauview Community Centre

Thursday Feb 16, 2017
8:00 p.m. to 9:00 p.m.

Present: Bruce Lindsay Angele Lafond Lesia Gilbert JoAnn McDonald John Kitcher Dave Raganold Madeleine Lemaire Kaylin Hodge Lynn Vanasse Paul Brun Michelle Nowlan	Regrets: Kevin Lu Steven Drover Karen Hill Michelle Rosales-Dugas Kyle Creelman Tatum O'Reilly John Brayman Scott Hodge	Leader: Facilitator: Secretary: Time Keeper:	Bruce Lindsay JoAnn McDonald
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Minutes

Start Time:

Adoption of Agenda: Additions to: Flag Program	Moved: Lesia Gilbert Second: Angele Lafond Approved
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Administrative Items:

Minutes of the January 19, 2017 (for approval)	Moved: Lesia Gilbert Second: Angele Lafond Approved
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<ul style="list-style-type: none"> The 2017 budget was presented for approval. Angele's Networking Event costs were added. . There were a number of new items included in the revised 2017 budget i.e. Flag Program, Volunteer Signs, Youth Support Program and Youth Sport Program. A publicity and administration budget is also included: To replace sandwich boards and to install a permanent sign. The revised budget shows a loss of \$4,138 but the association had a surplus from last fiscal year. 	<p>Moved: Lesia Gilbert Second: Madeleine Lemaire Approved</p>
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Action Items:

<p>1. Bruce Lindsay introduced 2 of the 3 new youth representatives: Kaylin Hodge (Merivale H.S.) and Madeleine Lemaire (St. Francis Xavier Catholic H.S.), Tatum O'Reilly, also of St Francis Xavier sent her regrets. Councillor Michael Qaqish has indicated he is interested in meeting with the youth representatives.</p>	<p>Moved: JoAnn Second: Lesia Approved</p>
<p>2. Lesia Gilbert introduced Lynn Vanesse as the new Communications Coordinator. Lynn will be restarting the association newsletter – to be shared on Facebook, our Website, and distributed through our email account. Madeleine suggested we link it to the parent newsletter at St Francis Xavier. Lynn suggested a school corner in the newsletter. A meet the Sponsor section was also proposed. Michelle Nolan will translate. Items proposed for the March newsletter include: Flag Program, Spring Cleanup, Free Library and the Annual Garage Sale Action Item: Everyone submit content to Lynn</p>	<p>Moved: Lesia Second: Angele Approved</p>
<p>3. Lesia Gilbert introduced Paul Brun as new webmaster. The aim is for people to post their own content for Paul to approve</p>	<p>Moved: Lesia Second: Angele Approved</p>
<p>4. John Kitcher provided an update on the volunteer list. John Brayman and he are working on a master volunteer list that will include people's availability, the events they want to volunteer for, etc. 11" X 17" laminated posters will be posted at local businesses with several 8 ½" X 11" leaflets left on counters.. Madeleine suggested posting it at the student service centre at St Francis Xavier for students looking for their volunteer hours. Kaylin Hodge indicated there was also a bulletin board at Merivale High School for students looking for volunteer opportunities.</p>	

<p>5. Bruce Lindsay introduced Michelle Nowlan, who has offered to assist with Facebook, Twitter, Website and Communications and also provide a Francophone perspective and help with bilingual content.</p>	<p>Moved: Angele Second: JoAnn Approved</p>
<p>6. Karen Hill – Proposal for a Riverside South Teenage Girls Support Group - deferred until March meeting. Lesia confirmed that it would be covered by the RSCA insurance</p>	<p>Deferred</p>
<p>7. Angele Lafond presented her proposed Riverside South Business Networking Events and Business plan. The goal is to generate additional income for RSCA activities by recruiting new sponsors while reaching out to ensure the existing sponsors continue. The first event is planned for February 28 at Broadways. The cost will be covered by the RSCA. A second event will be held in May at a cost of \$10/person. The event will focus on Canada Day Sponsorship. Different levels of Sponsorship are available, with more to be created. Angele is also working on a sponsorship package specifically for direct sales/MLM businesses.</p>	<p>Moved: John Second: JoAnn Approved</p>
<p>8. Bruce Lindsay reported on the Spring Cleanup scheduled for April 29, 2017 from 9-12. Ecology Ottawa will be handing out tree seedlings. Lesia is contacting former President Scott Thiel to locate the “Golden Trashcan” for ongoing competition with Findlay Creek. The Little Free Library will hopefully be launched at the Spring Cleanup. The RSCA is looking at a booth sized box to be set up at the Community Centre. The RSCA is working with Councillor Qaqish for the approval from Bylaw and Parks and Recreation. Madeleine will speak to the tech teacher at St Francis Xavier to see if the students can build it. RSCA would purchase the materials.</p>	<p>Received</p>
<p>9. The responses to the RSCA community survey are being analyzed. Michelle Nowlan indicated the first Community Survey Summary draft would be circulated next week. The summary including the statistics and proposed actions will be posted to the website and sent to local media.</p>	<p>Received</p>
<p>10. Dave Raginold updated on the rinks – warm weather coming!</p>	<p>Received</p>

Informational Items (10 minutes)

<p>11. Scott Hodge has been reviewing and updating of By-laws, policies, Ontario Non-Profit Organization Registration,</p>	
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<p>Directors Insurance, Executive Portfolio Roles and Responsibilities, Communications Plan, Business Relations, President Handbook for consideration and approval. He also has passed along the Archive box along with past files over to Bruce.</p>	
<p>12. The Executive is still in need of a Blood Donor Coordinator</p>	
<p>13. Monthly meetings with Councillor Qaqish – Summary of February 3rd meeting was circulated by email.</p>	
<p>14. Members discussed posting to the RSCA Facebook page and then sharing to the group. Members of the Executive were given administrative access to the Facebook Page</p>	
<p>15. Lesia spoke on the new Flag program. She will contact Erin McCracken at the Ottawa South Community News to arrange a write-up on the flag program. Lesia will purchase the materials for a one flag set-up to take a photo for the article. Residents will be responsible for arranging for locates (http://www.on1call.com/homeowners/) to ensure the rebar we hammer into the ground doesn't hit any underground wiring or cables. This is a free service. . Registration will launch on March 1st – Flags will be set out for 6 Holidays (Victoria Day, Canada Day, Civic Holiday, Labor Day, Thanksgiving and Remembrance Day). Proposed cost \$40/Flag/Year</p>	<p>Moved: Lesia Second: Angele Approved</p>

Adjournment moved by: Angele

Time: 9:30 p.m.