

Minutes of the Pineview Community Association Board Meeting

Date: August 11th, 2026 - 7:00 pm

Location: The Pineview Community Hub

Board members present:

Adèle Landriault, Alan Wong, Arifuzzaman Arif, Carl Salter, Dave Williams, Heather Scott, Lori Godon, Pamela El-Feghaly, Trish Williams

Regrets:

Deyo Onamusi, Dona Seleger, Miguel Botero

Minutes	Resolutions & Action Items
1. Call to Order & Approvals Pam called the meeting to order at 7:05 pm. Arifuzzaman moved adoption of the agenda, Trish seconded, carried. Heather corrected the attendance list for June 1, Alan moved approval of the June 11th 2026 Meeting Minutes, Lori seconded, carried. 2. Presidents notes ○ EORC Update The Eastern Ottawa Resource Centre will begin programming out of The Hub starting next Thursday (Aug 20). In addition to their programming, they will be stocking The Hub with some bean bag chairs and whiteboards. Storage may be an issue; we'll need to monitor. ○ BBQ Waiver Form Pam has completed the BBQ damage waiver for partners & community groups invested in Pineview to borrow our BBQ. The form originally had a Credit Card field but the board felt the Google Form would not offer security to people's financial information, so we'll investigate a more secure way of managing a deposit or CC hold.	Trish: Investigate if Square or Aquity will allow us to put a pre-authorization on credit cards for the BBQ damage deposit. Pam: Remove CC field from Google form.

○ Brand Awareness / Email Pam led a conversation about what PCA's Brand & resident impression looks like around our email communications. There was some confusion around responsibility for the Inbox and ensuring emails get timely responses as it is not clearly defined in any executive Roles & Responsibilities. Primary responsibility for emails should rest with Pam, Arif, and Deyo, supported by Heather. ○ Reminder: Roles & Responsibilities While the executive roles have clearly defined Roles & Responsibilities, we don't have clear guidelines for other roles Directors at large have taken on, Hub, Comms, Rink, ect. With the desire to ensure some consistency we had some discussion on what that would look like. While more consultation is required the board agreed that a framework should be developed. In the meantime, Event Leads will take ownership of events and request support from the executive, comms, and hub director as needed and ensure cost reports are submitted to the Treasurer. 3. Treasurer's Report Carl presented the mid-term financial report to the board as part of the post-Canada Day recap and the event representing our largest expenditure of a typical year. Canada Day expenses were 16% higher than budgeted for, mostly due to cost increases with Inflatables, Face Painters, First Aid, and Sanitation providers. Square & Pay Pal have been reconciled, asset depreciation is now being tracked, we are in a good cash position, with reminders that for future major events additional funding streams should be sought well in advance. Hub rentals have decreased with the summer months, we had a discussion on promoting Hub rentals.	Pam: Connect with Deyo as he was not present for the discussion. Dave: Sync Pineview calendars so everyone has visibility on bookings & events. Pam: Consult with Directors at Large on their skill sets, passion projects, and develop some Roles & Responsibility guidelines for various positions. <- Event Leads take note Trish: Come up with some advertising for Hub rentals - QR code on Bulletin Board, Social posts, other places to advertise.
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We had a discussion on assets we may want to acquire for the Association.

Dave moved a motion to allocate \$150 for a propane range & boil pot, currently on sale at Chef's Depot, Carl seconded, carried.

4. Seed Planting Grants

Heather reported back on the Ontario Trillium Foundation (OTF) Grants, they have 3 streams: Seed, Grow, and Build.

These grants are significant, \$50,000-\$100,000 to grow capacity and innovation.

The OTF Grow Grant is the most suitable to help expand existing programming like the Drop-Ins, Yoga, etc.

It's a significant commitment, 2-3 years to develop the application & programming with a significant level of program management oversight.

5. Recap on Canada Day

Pam led a round table conversation on Canada Day.

Positive: Adult volunteers, food station operations, 2nd BBQ, snacks (cotton candy & freezies)

Improvable: Inflatables vendor, artist alley vendors' car restrictions, weather (but positive quick decision for safety), and the sound system (should PCA invest in its own

Grants for financing, Heritage Canada (Nov), Hydro Ottawa, Ottawa Civic Grants

Also garbage overflow at Meadowbrook Park is becoming a regular issue.

6. Planned Events

- Yoga at the Park

Going well, will continue in the park while the weather holds up.

Lori: Volunteered to develop a Hub Calendar for the Bulletin Board to promote programming.

Dave: Buy propane range & boil pot.

Heather: Prepare an outline for what would be involved in the Ontario Trillium Foundation's Grow Grant.

Heather: Prepare grant requests for next Canada Day.

Dave: Check into 311 signage for the park garbage cans.

○ Movie in the Park Councillor event, no outreach for PCA, Pam will attend and welcome everyone to Pineview. ○ Debate Both candidates have been confirmed. Pam will be leading the event but will require support as both Heather & Dave are unavailable 7. Future Events Business Networking Event - Nov 12th 5-7(tentative time) Pam & Dave to work on the event. Cleaning up the Capital Fall Edition - Set 26th 10-12 Pam & Heather to work on the event. 8. Adjournment Trish moved adjournment at 8:13 pm, Alan seconded, carried.	All: Who can support Pam with the Pineview election Debate?
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Action Items & Upcoming Events Carl ● Carl: Update business account with RBC and set Pam, Arif, Dave, and himself as signing authorities. (ongoing) Dave ● Sync Pineview calendars (Done) ● To purchase Propane range & boil pot. ● Check into 311 signage for the park garbage cans. Heather ● Look for grants/trees/items for Cleaning the Capital gifts/giveaway ● Prepare an outline for what would be involved in the Ontario Trillium Foundation's Grow Grant. ● Prepare grant requests for next Canada Day. Pam ● Pam/Trish: Review and update the automatic communications around Hub bookings ● Remove credit card field from the BBQ damage waiver.
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- Connect with Deyo on comms.
- Consult with directors and develop a Roles & Responsibilities guide for various non-executive roles.

Trish

- Pam/Trish: Review and update the automatic communications around Hub bookings
- Check to see if Aquity or Square can accept pre-authorised credit card deposits for the BBQ damage waiver.
- Come up with some advertising for Hub rentals - QR code on Bulletin Board, Social posts, other places to advertise.

Lori

- Develop a Hub Calendar for the Bulletin Board.

Upcoming Events

- Movies in the Park - Aug 15th (not our event)
- Cleaning up the Capital - Sept 26th - Pam/Heather
- Pineview Election Debate - Sept 29th - Pam (**who can support Pam? Dave & Heather have conflicts**)
- Business Networking - Nov 12th - Pam/Dave

Upcoming 2026-27 - Board Mtgs: Every Second Wednesday of the Month at 7:00 p.m.

- September 9th, 2026
- October 14th, 2026
- November 11th, 2026
- December 9th, 2026 (Board social)
- January 13th, 2027
- February 10th, 2027
- March 10th, 2027
- April 14th, 2027
- 2027 AGM - May 2027 (Date TBD)