

**Date:** April 5, 7:30 p.m.

**Location:** Virtual Meeting

**Board members present:**

- Heather Scott (President)
- Dave Williams (Vice-President)
- Nathalie Seguin (Secretary)
- Miguel Botero (Director)
- Pamela El-Feghaly (Director)
- Jonathan Lesarge (Director)
- Trish Williams (Director)
- Alan Wong (Director)

**Absent:**

- Elisabeth Russ (Treasurer)
- Adele Landriault (Director)

Minutes	Action
<b>1. Call to order</b> 7:37 pm	
<b>2. Addition/Deletion to agenda</b> No additions or deletions. Motion to approve: Nathalie Second: Dave	
<b>3. Approval of Meeting Minutes and review of AGM Minutes</b> <b>a) Draft meeting minutes: May 2022, June 2022 and March 2023</b> May: No changes, accepted as presented June: No changes, accepted as presented March: No changes, accepted as presented Motion to approve: Alan Second: Trish <b>b) AGM 2022 Minutes</b>	1) Review all minutes records to reflect Lesarge and not Lesage (name misspelling)

<p>Minor change to be made to attendees list</p> <p>No other changes to content</p> <p>The AGM will be included as part of the 2023 AGM and posted to the website as draft, will be approved by membership</p> <p>Motion to approve: Alan</p> <p>Second: Trish</p> <p><b>c) Review of Action Items</b></p> <ul style="list-style-type: none"> <li>- Heather and Nathalie to meet with councillor about Maxime &amp; Cyrville (IN PROGRESS: meeting moved to April 20<sup>th</sup>)</li> <li>- Trish to find out if we're covered for animal rescue event: contact Brad at Pat Clarke Center (DONE: group has their own insurance to cover the animals), event will be on April 30th</li> <li>- Trish to follow up on playgroups for the Hub (IN PROGRESS)</li> <li>- Miguel and Heather to coordinate buying a new snow blower (IN PROGRESS), confirmation that the existing machine is no longer operable</li> <li>- Pamela: Will reach out informally to property owner on behalf of PCA to arrange a discussion (IN PROGRESS)</li> <li>- Heather and Trish: Will connect to meet a possible volunteer for kids craft event - looking to get volunteer hours (IN PROGRESS)</li> </ul>	
<p><b>4. AGM Preparations</b></p> <p><b>Draft AGM 2023 Agenda:</b></p> <p>Heather will follow up with invited guests to confirm their attendance</p> <p>Questions submitted by residents:</p> <p>Last year created a Google form for completion, but issue was connecting that data with our overall communications list if those who filled out the paperwork did not attend the AGM itself</p> <p>Heather is fine with handling questions live, Dave will lead</p> <p>Timing of agenda elements adjusted to provide more time for #8 discussion and question period</p> <p>Inclusion of video during meeting – technical aspects to be ironed out</p> <p>Pam will work out acquisition of coffee for event</p>	<p>2) Heather will follow up with invited guests to confirm their attendance</p> <p>3) Proposed edits added live into the draft documents as discussed by the board (DONE)</p>

**Draft AGM 2023-2024 Work Plan & Events:**

Background outlines how PCA work aligns with the strategic plan (now in its last year)

Ongoing work: hub rentals, outdoor rink management, community events

Events proposed are: Cleaning the Capital x 2; Garage Sale; Canada Day; Craft Fair; New Year’s Eve; Outdoor Rink Event

New projects proposed: e-newsletter; rebuilding community partners (including new businesses in the area); community programming, community garden, commence a governance and strategy review (what is next phase of association, what do we need to accomplish, how to do we make this happen/what do we need to achieve)

Review on ongoing, new and activities on hold or under review per goal identified in the current strategic review and in relation to governance tasks

The plan is ambitious so we need to think about prioritization, how do we decide what is the most important and impactful thing that we do and results if there are things that fall off

**Draft AGM 2023-2024 Budget & Financial Review:**

Walkthrough of current financial reporting and breakdown as will be presented at the AGM.

Our financial situation is the best year to date for the PCA.

For event-related expenses, we are not factoring in any cost recovery mechanisms (donations, fees, grants, in-lieu, etc.) as part of the planned cost totals.

Capital assets identified in order of importance for acquisition

**Motion:** Proposed 2023-2024 Executive Positions & Board

Adjustments in procedure align with best practices

Motion moved by Heather

Motion seconded by Pamela

Motion carried.

**Motion:** Approval of 2023-2024 Work Plan & Budget

Approval requested to present the work plan and budget at the AGM

Motion moved by Pamela

Motion seconded by Dave

Motion carried.

**5. New Business**

**Community Insurance Program Survey**

<p>This program still with city council, had been on hold due to election and now brought forward</p> <p>Is now in community consultation with a survey – reply due at the end of the week</p> <p>Question will be provided to everyone in chat : If city rolls out the program, should PCA have to contribute to the insurance premium and how much should we pay?</p>	<p>4) All: Respond to chat question about insurance program before end of day April 6th</p>
<p><b>6. Adjournment: Next Meeting 2023 AGM April 21 @ 7pm</b></p> <p>Motion to adjourn: Nathalie</p> <p>Second: Alan</p> <p>Meeting adjourned 9:18pm</p>	