

Forest Heights Community Association Board of Directors Meeting Meeting Minutes

Tuesday April 18, 2023 - 7:00 p.m. at Forest Heights Community Centre, Room 1

Attendees:

Executive Directors: Ray McCormick, Ted Loker, Lori Yu, Jerry Corriveau

Directors: Maureen Doran, Shilpi Dixit, Betty Papazotos, Socrates Seretis

Regrets: Joanne Lenos, Greg Barnes

(Action items in red)

Start of meeting at 19:01 hrs. (7:01 p.m.)

1. Motion to approve agenda: Maureen , Shilpi carried

2. Motion to adopt March 21, 2023 meeting minutes: Maureen, Jerry carried
 - Action Items Review
 - a) Gym wall padding - no further action or information by the city as yet
 - b) Ray/Lori will send out an email to ask each director for donation, community building ideas and formulate a list to put forward at a future board meeting for voting - Directors to send their ideas to Ray in writing
 - c) Invite to Bethany Pearce regarding feedback on programming for people aged 55+ as per her advertised request for feedback- she did not respond to Ted's email invitation
 - d) Increase marketing efforts and our spending on promotional items to give out at special events and also to reach out to volunteers for ideas - Directors to send their ideas to Ray in writingMotion carried.

3. Business Arising

- Conditions of Affiliation (email from Mark Hildebrand)

- a) City approved this but we need further information from our councilors to see if the actual document was approved by the council.
- b) April 2022 we agreed to Mediation, but they would not discuss certain issues as documented in emails from Mark Hildebrand. We prepared for it and we did not stop it. It was delayed on the advice of CJI staff. We were encouraged by the inclusion of a conflict resolution process as we requested this a few years ago and this may have avoided some of the problems we have both endured.
- c) One-sided conditions for the Association making all of the conflict seem ours.
- d) It was meant to make us respond with negativity from the accusations.
- e) A positive in the Affiliation document is the Resolving Conflict Productively
- f) Reasons for not signing this Affiliation document.
 - i) We are not in receipt of complaints of most of the behaviour expectation issues and do not know whether they are allegations or insinuations. Most are already covered in policies we are asked to comply with and need not be repeated unless the city has documented proof of such incidents that they informed the FHCA in writing.
 - ii) Where is the City's accountability? The City seems not to be accountable for any behaviour expectations based on our previous complaints of their actions. Legal advice regarding this document is required and the time limit will not allow us the time needed. We have several times submitted a complaint regarding the manner in which a serious issue was handled. This complaint has not been addressed despite numerous requests to meet with the Mayor and our councilor, yet the document asks us to have the same person handle future issues.
 - iii) Ray will phone Mark for further clarity on some issues.
 - iv) The Board has approved the action of hiring a lawyer to guide us through this document and action by the city.
 - v) Go to CJI from Mediation for advice.
 - vi) The City will not give any details or schedule of room availability or their planned programming information to the Association so how do we work with them collaboratively to be able to develop a comprehensive and diverse program schedule?
 - vii) Jerry's "Whereas" motion - to be tabled as second steps

MOTION: Ray to send a letter to Mark by email and follow up by a phone call to discuss how the Affiliation Conditions as outlined are not clear. When the letter is completed, to be presented to the Board for input before sending. Shilpi, Betty carried.

- City HR response to our complaints of harassment
 - a) Complaints were given to the City HR department
 - b) Three FHCA members met with two employees from the HR department of the City to present the complaints of harassment and discrimination. Their reply stated that all complaints were covered in a previous investigation of an individual without any notice to the FHCA
 - c) Ray sent a letter to Williams HR Law - On hold to see if we get an answer back
 - d) Three days after this letter from COK HR staff was sent, we received the new Affiliation document for only FHCA to sign, no other NA's were given this requirement.

4. Program Committee's Report: Maureen

- Action Items Review
 - a) The Fall Program schedule will most likely be due in June. Intend to reconvene a Program Committee meeting (or meetings) prior to that date. - Meeting forwarded to mid May for the Fall session
 - b) Spring session started Apr 3 and is ending June 23
 - c) Registration as of Apr 16, 859 registered and 113 on the waitlist
 - d) No programs were canceled due to low enrollment
 - e) We need more scheduling information from City staff to maximize use of the centre space and diversify and not duplicate programming to increase diversity. Congratulations to all members of our Programming Committee for their planning and support work to make this a success.

5. Family Fun Day Report - Shilpi

- Action Item Review
 - a) Shilpi will ask Jerry about insurance coverage through the City for Family Fun Day - We are covered by the City of Kitchener who is the 3rd party insurer - closed

- b) Contracts are on the way from Grand River that Ray will sign when received - Contract is signed and the advance of \$907 paid - closed
- c) Shilpi will send the poster to Ray when completed to forward to the City for printing

6. Date of next meeting - Tuesday, May 16, 2023

7. Motion to adjourn: Lori , Maureen carried

Meeting adjourned at 21:26 hrs. (9:26 p.m.)