

# Forest Heights Community Association Board of Directors Meeting Meeting Minutes

**DATE:** Monday, Nov 20, 2023

**TIME:** 6:30 - 9:00 p.m.

**LOCATION:** Victoria Hills Community Centre, Room #3

## **Attendees:**

**Executive Directors:** Ray McCormick, Ted Loker, Lori Yu, Joanne Lenos,

**Directors:** Betty Papazotos, Maureen Doran, Shilpi Dixit, Susan McCann

**Regrets:** Jerry Corriveau, Socrates Seretis, Greg Barnes

**Start time of meeting: 6:35 p.m.**

## Action Items in Red

1. Agenda: Motion to approve: Maureen, Susan carried
2. Presentation from Kyla Arsenault on behalf of Ray of Hope, operating out of a Community Centre regarding a donation - they lost some funding from the Region of Waterloo (\$100,000 down from \$200,000)
  - they serve approx 300-400 people every day
  - they offer warmth, food, showers, assistance if needed
  - they are open 7 days a week during the day
  - most people they serve are homeless, have disabilities
  - staff are social workers

## **Coldest Night of the Year (CNOY) Sponsor Options**

### **Supporting Sponsor - \$5000**

(Meal Sponsor sold to Massage Addict)

- Sponsors at this level have the option to be the Meal sponsor, Photo Booth sponsor, or something else if you're feeling creative!
- Recognition during opening ceremonies
- Invitation to attend and speak at launch
- Option for CNOY event booth or display
- Key volunteer roles set aside

### **Route Sponsor - \$1000**

still available (one for each km marker)

1 sold to Bustard Chrysler

1 sold to Brokerlink | Intact Public Entities

- Your name and logo are displayed along the route on km marker signage.

### **Community Sponsor - \$500**

- Your name and logo displayed on the website and on the PowerPoint announcements at opening ceremonies and the post event meal.

Shilpi will ask Kyla for a package explaining the Coldest Night of the Year which is being held on Feb 24, 2024

**Motion** to approve a donation of \$5,000 to The Ray of Hope for Coldest Night of the Year: Lori, Shilpi carried

3. Minutes: Motion to adopt the minutes from Oct 16, 2023: Maureen, Shilpi carried

4. Business Arising (if any)

a) Awards and Dinner Update

- 16 confirmed attending the awards dinner (1 more to confirm)
- the awards have been ordered and are ready for pick up

b) Nominating Committee Update - Prospective Members

- Moya Spruce - is interested at some point next year
- Drew Hasen - interested in returning as a board member
- Patti Borho - saw our request for volunteers on our Facebook page (The nominating committee will meet with her)

c) Newsletter Update

- Lori will ask Jen in December

d) Pollinator Patch Update (Ray)

- Region of Waterloo advised to spend what is remaining rather than return the money which would end up going back in the general budget

- Gieselle Carter suggested using the remaining funds to purchase spring flowers for other pollinator patches - suggested that these funds remain for projects in our neighbourhood

- The remaining amount left is \$1,483.98.

**Motion** to invite Gieselle to our February 2024 meeting to discuss the above: Ted, Betty carried

- Ray will contact Gieselle with the invite in the new year

5. President's Report: Ray

a) Legal Update - Legal representation GGFI Law

- Final letter is complete and will be sent to CAO Dan Chapman and Deputy CAO Michael May of the City of Kitchener.

- Date sent is unknown as of this meeting - update next meeting

b) Standing Names for the 2024 Board of Directors

- We have 6 confirmed current board members returning

c) Director and Volunteer Recruitment

- Would appreciate some younger people with children on the board for a different point of view

d) Location and Time for AGM on Tuesday, Jan 16, 2024

- Location TBA

- Time 7:00 - 9:00 p.m.

- Suggestion to hold AGM at Glencairn Church

- Ray will contact Glencairn and Westheights Church for room rental

e) Post Office Box Corporate Address & Phone Number

- UPS on Highland Road (\$180/yr.)

- We need a corporate office address (we do not need to furnish) & phone number

**Motion** to have the contact address & phone number to be the Presidents starting in 2024: Joanne, Ted carried

- f) Planning for the Future
  - “Hug a Tree” analogy which means stay calm and not rush our decisions
  
- 6. Vice-President’s Report: Ted
  - a) Huron Community Association AGM Report - Ted in attendance
    - The Huron CA consists of 5 board members, including the Program Manager which is a paid position
    - Revenue from programs for the first year July 2022 - June 2023 was \$200,000 with a \$107,000 profit
    - There seemed to be a close relationship between the NA and the City of Kitchener
    - Built into their Affiliation Agreement is If the NA should fold, the monies will go back to the City of Kitchener
    - The NA has first booking rights
    - Sometimes the lines are blurred between (what) the NA does and the City does, as they work together on some special events
    - Ted brought back a copy of their easy to read financial statement
  
  - b) Facebook/Website - Date to advertise AGM
    - Ted has already mentioned our upcoming AGM in January, but will put it on Facebook as soon as we have a location.
  
- 7. Treasurer’s Report: Joanne
  - We currently have \$43,000 in the (chequing) account

- Decision was made to move \$20,000 from the chequing to savings account
  - President & Treasurer will meet to discuss 2024 budget prior to AGM
8. Secretary's Report: Lori
- The Secretary does not receive emails to secretary@fhcakitchener on her phone (own choice) so it may take longer to respond than going to her personal email
9. Date of next meeting - AGM on Tuesday, Jan 16, 2024
10. Motion to adjourn: Betty, Maureen carried

End time of meeting: 8:34 p.m.