

**Minutes of Bayview Village Association
Executive Meeting: Tuesday, 15 November 2016**

Eric and Debbie Bristow
87 Clarinda Drive -7:30 p.m.
Chair: Tim Storus

In attendance: Tim Storus, David McGhee, Jean Probyn, Sharon Johnson, Harold Rosenfeld (for Jan Siegel), Sue Wires, Debbie Bristow, Judi Codd and Jane Robertson.

Absent: Jan Siegel, Courtney Doldron, David Magil, Eric Bristow.

1. Welcome/Call to Order

At 7:40 p.m., Tim Storus welcomed the executive members, called the meeting to order and thanked Eric and Debbie Bristow for hosting the meeting.

2. Approval of Tonight's Draft Agenda

Sharon Johnston made a motion to approve tonight's Agenda. The motion was seconded by Jean Probyn and the Agenda was approved.

3. Approval of Minutes of the Prior Meetings on 20 September 2016

A motion was made by Jean Probyn to approve the Minutes of the Meeting of 18 October 2016 subject to amendments to remove Eric Bristow from the list of absentees, and omit the name of the person who seconded Tim's motion to distribute membership forms/Bayview history books to each new set of occupants. The motion was seconded by Debbie Bristow and the Minutes were approved as amended.

4. Treasurer's Report

Debbie Bristow reviewed her written Treasurer's Report as at 14 November 2016. In particular, she reviewed the bank account balances and the income and expenses. Debbie Bristow made a motion to have her report accepted. The motion was seconded by Sue Wires and the report was accepted.

Debbie Bristow reported on the Gala Income and Expenses as detailed in a separate report. She noted the event had made a profit of \$5,483.02 subject to some minor expenses. Debbie Bristow made a motion to accept the Gala Income and Expenses report as presented. The motion was seconded by Jean Probyn and approved. The Newsletter will contain a report on the Gala.

Debbie Bristow reminded David McGhee to attend the bank to sign BVA banking documents.

5. Committee Reports

(a) Membership

Jane Robertson and Jean Probyn led the discussion on membership. Jane reported there are currently about 275 to 300 members but noted there is large turnover in the membership. There is a need for follow-up with respect to the 2017 membership and the membership database and

the directory. A meeting to discuss membership was proposed. Also the need to recruit volunteers to canvass for new members. Tim Storus had provided copies of the Bayview Village history to some area real estate agents and there had been some new memberships recently. Jean Probyn also suggested targeting new homes. David McGhee proposed a one year complimentary membership for each new home owner. It was noted this may be problematic as many owners are flipping homes and staying less than a year. Sue Wires proposed an ad campaign along the lines: “Why should I join the BVA?” It was suggested that street captains might be appointed to get to know the occupants of each street. Jean proposed holding a membership blitz of the 20 new homes on Page Avenue. It was also proposed that Committee members and volunteers should canvass for new members. Jane and Jean will draw on each Committee chair to arrange for canvassers to knock on doors. Tim Storus emphasized the need for “smart solicitation” although Jane thought we were already doing this. Tim proposed “leveraging” the volunteers from the Gala for this purpose. He also proposed newsletters and membership application forms be sent in bulk to real estate agents.

The Newsletter will include a “thank you” message to all Gala sponsors emphasizing that the event was very successful and made a profit which will be used for future events. Sue Wires said if the newsletters and membership application forms are hand-delivered it would save on postage (which is about \$375 per mailing). Judy Codd asked what projects are planned for Canada’s 150th anniversary. Jane Robertson suggested advertising “coming events” that are planned for the membership for the next year. Harold Rosenfeld suggested contacting Reza at the mall with respect to such events.

(b) MAGA

There was no MAGA report as David Magil was absent.

(c) Neighbourhood Watch

Sue Wires reviewed her written report. She noted the Committee had met in October to determine the role and function of the Neighbourhood Watch Committee and it was determined that members of the committee will do the following:

1. Field calls and emails from concerned residents.
2. Liaise with Community Police Officer Downey.
3. Refer residents to our City Councillor’s office, the city (311) and non-emergency police (Division 33) to register and maintain a record of their concern(s).
4. Remind residents of safety issues and provide safety information on the BVA web site and in the newsletter.
5. Keep a digital file of all residents’ concerns and complaints.

6. Refer issues concerning in-fill housing and building violations to MAGA.

Concern was raised about vehicles parked on both sides of Bunty Lane near the school and the need for more police presence generally in Bayview Village. It was noted a break-in had occurred on Brucedale but the police had provided no information. It was proposed that “safety tips” could be put out in the Newsletter and that Gary James, who is a former police officer, could perhaps provide such tips. Jean Probyn thought it would be a good idea to arrange to have a speaker on the topic of home and car security. Sue Wires said we should look into placing a BVA volunteer on each Police Division Community Liaison Committee. Judi Codd said the Newsletter could contain special safety notices and events. Sharon Johnston said the various special topics could be combined in “WOBY”. (?)

d. Environment

Sharon Johnston reported in Monty McDonald’s absence. Her report was mainly read-only but she said she had been monitoring the erosion etc. in the ravine, illegal tree removal, and climate change. There was nothing urgent to report at this time. Sue Wires said she had seen several conservationists removing fish from the river in the ravine prior to “shocking” the river. Sharon explained that the “shocking” is done with a heavy dose of chlorine in order to kill algae. It will also kill any fish remaining in the river.

e. Events

Harold Rosenfeld reported for Jan Siegel on the November Gala. In this respect he circulated and referred to the notes she had prepared. He extended thanks to the Gala Committee, to the Silent Auction sub-committee and to the 230 guests who attended. He recommended a budget for the next Gala be drawn-up one year ahead. He indicated “thank you” notes should be sent to all sponsors and asked who would be responsible to do this. He said he would follow-up with Jan Siegel in this respect. Judi Codd said Certificates would be issued to all sponsors for posting.

Harold/Jan proposed a motion be made that the net proceeds raised at the Gala, including the silent auction, be “sweatered” or earmarked for future events. Sharon Johnson said there are other needs for the money such as MAGA and it was too soon to allocate all the money to social events such as the 150th Anniversary. Harold said the funds should be preserved for “all events” not just one party and they should not put into general revenue.

Following further discussion as to terms, Harold Rosenfeld moved that all net proceeds raised at the Gala be earmarked for future social events or activities, and not go into general revenue. Use of the funds for any particular social event is to be discussed and decided or approved in the ordinary course by the BVA executive. The motion was seconded by Sharon Johnson and approved. The Executive extended special thanks to Jan Spiegel, Jean Probyn and the volunteers for the Gala.

6. Other Business

(a) Striking BVA Strategic Planning Committee Timeline

Sharon Johnston commented that during her period on the Executive she has seen no real progress with respect to a Strategic Plan. She stressed the need for a clear plan and set of priorities covering the things to be done and how to do them. There was a need for a mission statement and goals. Tim Storus proposed reviewing his past strategic planning proposals which had not been accepted. He agreed to revisit the strategic plan and actions steps to be taken. He handed out for review a draft strategic plan re the proposed Alamosa merger, but said references to Alamosa should be disregarded. It was noted Jan Siegel was very interested in the strategic plan but may be away. Tim said he would redistribute his previous report for the Strategic Planning Committee together with a worksheet for each Committee to fill in as to how its work supported the goals, objectives and vision of the BVA. Jane Robertson wanted a position statement of BVA objectives in order to market to the members. For example, what are the relevant, manageable, doable, measurable objectives. These might include an emphasis on green or environmental issues. Tim proposed the worksheets be returned with hard questions and answers 10 days prior to the next meeting on 17 January 2017. He noted that all options were open, including mergers.

(d) Canada's 150th Celebration/Park Permit

Harold said Courtney Doldron would be applying for a park permit but he needed a fixed date for the event in order to do so, and because of the frequency of the baseball games, this may be a challenge. Judi Codd described the option of holding a "Pathport" event on the path in the ravine.

(e) Draft BVA Code of Conduct and Ethics

Discussion of the draft Code of Conduct Tim Storus had previously circulated was postponed to the Strategic Planning discussions.

7. BVA Directory/Cyber Security

Gary James was to advise on security issues regarding an online directory. The directory makes money on advertising but concerns were expressed as to providing the names, addresses and occupations of members in the directory. Harold said it was possible to issue a directory without names. He proposed there be a directory but not online. The topic is to be discussed as part of Strategic Planning. Debbie Bristow said the directory could be more of an information booklet than a directory. However, older members rely on the directory handy in order to contact neighbours and friends. Tim said perhaps we should redesign or rethink the purpose of the directory and it could be bulked up with the BVA by-laws. Sharon thought it could provide contact information and personnel with respect to various issues that might arise such as those concerning trees, police, emergency services, snow removal, etc.

8. Webmaster & Membership Lists

See 7 above.

Jean Probyn mentioned the need to attend to the above-ground planters and prepare them for winter. A budget of up to a maximum of \$300 was approved for this purpose.

9. Adjournment

Jean Probyn moved to adjourn the meeting which seconded by Judi Codd and the motion was passed. The meeting was adjourned at 9:37 p.m.

Next Meeting: 7:30 pm, Tuesday, 17 January 2017, at the residence of Susan Wires, 47 Citation Drive .

President: Tim Storus

Secretary: David McGhee