

# TRAILWEST COMMUNITY ASSOCIATION

## BOARD OF DIRECTORS MEETING

WEDNESDAY NOVEMBER 6, 2013

MEETING MINUTES  
7:00PM

### ATTENDEES

Amir Oudeh, Interim President  
Julie Burwell, Secretary  
Marina Andreeva, Financial Officer  
Kevin and Natalie Cox, Directors of Communications  
Patrick & Allison Daines-Allen, Director of City Issues and Fundraising  
Dennis Rice, Director of Community Discounts  
Sakshi Oberoi, Director of Community Event Fundraising

### MEETING MINUTES

#### Introduced new members

- Dennis Rice, Director of Community Discounts
- Sakshi Oberoi, Director of Community Event Fundraising

#### Reviewed previous minutes and Action Items

**Director Positions required** – Director of Community Sports, Director of Community Resources

**The Neighborhood Watch Program is still underway.** Volunteers needed.

#### Ice Rink Maintaining request from the City of Ottawa

- Volunteers Needed
- Volunteer meeting to be held November 29, 2013
- The City of Ottawa to donate funds towards care of rink for Community Association

#### Community Postcard Hand-outs

- Announcing "Annual General Meeting"
- Inviting neighbors to join the Trailwest website
- To be distributed by the Directors weekend of Nov.16/17, 2013

#### Trailwest Christmas fest

- Sunday December 15, 2013, to be held at Kriss Kristina park between 3 and 5pm
- Hot Chocolate and S'mores will be provided, Christmas Lights and music
- Donations to Food Bank from attendees

## **DRAFT FOR AGM**

**Confirmed Date** Wednesday December 4 @6:30pm for the community at the Real Canadian Superstore

### **Sign in sheet of members and new to join**

- Have 2 different sheets for sign in, new to be members and existing members.

### **Introduction of Board of Directors**

- All Directors to introduce one self and to explain their own positions
- Director positions available – Director of Community Resources (explain a bit regarding Director of Community Sporting Events....Volunteers to be on board?)

### **Accomplishments for Trailwests' first year as a Community Association**

- Marina to come up with the total of monies in our association
- Garage Sale
- Community Spring Clean Up (25 people participated) Hopefully next year we can double that number
- Summerfest Park Opening

### **New Year 2013/14 Ideas for the Community (Sakshi to talk)**

- **Trailwest Christmas fest**
- **Doggie parade**
- **Potluck event**
- **Summerfest**
- **Garage Sale**
- **Spring Clean up**
- **Trail'o'ween**
- **Music night in the park**
- **Trailwest Christmas Craft and Bake Sale**

### **POOP Campaign**

- Signage along paths
- Fundraising Parade with our animals to raise a concern

### **Neighborhood Watch Program**

- Constable Lori Fahey and volunteer will be speaking and explaining more about NHWP

### **Volunteers Needed**

- Sign-up sheets will be put out to sign up

### **50/50 Draw and Raffle Draw (action item for Dennis regarding Raffle basket)**

**Membership cards are available at the meeting, reminder donations are appreciated**

**Watch the Website for more exciting Community Discounts this coming year**

## ACTION ITEMS

### Amir

- Business cards for Dennis Rice and Sakshi Oberoi
- Price orange toques and jackets for Board (10 ppl)
- Access to the hydro box at park for Xmas lights
- Postcard delivery November 16/17
- Contact Patrick or Jason regarding their involvement within the AGM meeting
- Copies of Parking notices needed (no rush)
- Cambro needed from Starbucks on December 15

### Tara

- Contact Alan Hubley regarding \$\$ for our association
- Follow up with RBC regarding hockey at park
- Invite Alan Hubley to Inaugural meeting
- Meet up with Allison for Community Database

### Julie

- Postcard delivery November 16/17
- Bring map copies of Trailwest to meeting
- Contact neighbor for music box (Christmas party)
- Items to buy- hot chocolate, large marshmallow, chocolate, graham wafer, napkins, cups.
- Xmas lights

### Marina

- Have Community Association account balance ready for AGM.

### Natalie & Kevin

- Email blast to our members promoting their neighbor's to join the TWCA after our initial postcard hand out
- Add our newest Board members, Dennis and Sakshi to our Facebook pages and website with newest roles
- Post Summerfest survey results on FB page
- Design sign in and volunteer sheets for AGM
- Remove Pam and Josh from Director page and Website page

### Patrick

- Follow up with City, (Alan Hubley) regarding 'pick up after your pets' signage for park & ravine paths
- Meeting with the Volunteers for the Rink Maintenance within the Bridlewood Community November 21, 2013

### Allison

- Rounding up Volunteers for the maintaining of the rink, as well as future
- Meet up with Tara for Community Database

### Dennis

- Contact new ethnic hall on Michael Copeland Drive regarding future community events (ex. Potluck)
- Contact local businesses to donate free items for a basket draw at the AGM

### Sakshi

- Contact Performers for Christmas Party

***NEXT MEETINGS***

**December 4, 2013 @ 6pm for Directors, 6:30pm for community ~ Annual General Meeting**

**JANUARY 6, 2014 @ 7:30PM BOARD MEETING FOR JOB DESCRIPTIONS**

MINUTES TAKEN BY JULIE BURWELL

SECRETARY FOR TWCA