

# TRAILWEST COMMUNITY ASSOCIATION

## BOARD OF DIRECTORS MEETING

WEDNESDAY OCTOBER 2, 2013

MEETING MINUTES  
7:30PM

### ATTENDEES

Amir Oudeh, Interim President / Director of City and Community Events  
Julie Burwell, Secretary  
Marina Andreeva, Financial Officer  
Tara Scharf, Director of Member Relations  
Patrick & Allison Daines-Allen, Director of City Issues and Fundraising

### MEETING MINUTES

Reviewed previous minutes and action items

Service club sign participation with the City of Ottawa will be put on hold until further date.

The CIBC offer has been added to the Community Discount page on the Trailwest website

Blood Donor Clinic; look into further come spring 2014, details as follows

- 80-100 participants needed to volunteer
- In order to book the bus they would need 3 – 6 months in advance notice

Board Members voted in new positions as required.

Positions required – Director of Community Event Fundraising

Director of Community Discounts

Director of Community Resources

Board members to meet with individuals interested.

The Neighborhood Watch Program is still underway. Volunteers needed.

### ACTION ITEMS

#### Amir

- ~ Canada Post pricing for community distribution, and printing costs for postcards to invite the community to join the association
- ~ Contact RCSS regarding Community Association Inaugural meeting to be held November 25, 2013,
- ~ RCSS availability to speak at the meeting, promotions for Trailwest available
- ~ Copies of Trailwest Courtesy parking notices needed

#### Julie

- ~ Request NHWP to represent and speak at the inaugural community meeting
- ~ Place “Become a Member” signs on new phase

Natalie

- ~ Link the Kanata Kourier to our website
- ~ Email blast to our members promoting their neighbor's to join the TWCA

Patrick

- ~ Follow up with City, (Alan Hubley) regarding 'pick up after your pets' signage for park & ravine paths
- ~ Contact and assist Julie regarding NHWP
- ~ Request NHWP to represent and speak at the inaugural community meeting.

Allison

- ~ Inquire CIBC's intention to provide food for the inaugural community meeting.

Tara

- ~ Contact Alan Hubley regarding \$\$ for our association
- ~ follow up with RBC regarding hockey at park
- ~ look into mail distribution pricing, regarding postcard announcement (approx. 1200 homes)
- ~ Invite Alan Hubley to Inaugural meeting

***NEXT MEETINGS***

**#1-TO BE DETERMINED ~ INTERVIEWING NEW DIRECTORS**

**#2- NOVEMBER 25, 2013 ~ INAUGURAL MEETING WITH THE ASSOCIATION**

**#3-JANUARY 6, 2014 @ 7:30PM BOARD MEETING FOR JOB DESCRIPTIONS AND  
NEW BOARD MEMBERS**

**MINUTES TAKEN BY JULIE BURWELL**

**SECRETARY FOR TWCA**