



# **MINUTES**

## Riverside Park Community Association RPCA November Meeting of the Board of Directors

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Wednesday, October 6, 2021 – 10:00 pm EDT  
Meeting Location: Zoom

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### **1. Call to Order**

1.1 The meeting was called to order by Travis at 10:08 p.m. The following directors were in attendance (9):

- Kate Cathrae, Director
- Dave Coyle, Director
- Travis Croken, Vice-President
- Katerina Drescher, Director
- Gabriel Gonzalez, Director
- Michael Simms, Director
- Róisín West, Director
- Kevin Wolfe, Director
- Terry Wood, Director

1.2 The following directors were absent with regrets (1):

- Andrew Wintonic, Director

### **2. Welcome to the New Directors**

2.1 Travis welcomed the new directors and thanked them for volunteering to serve their community.

### **3. Adoption of the Agenda**

3.1 It was moved by Ro and seconded by Kate to adopt the agenda.

**Motion Carried**

### **4. Minutes of the September 8, 2021 Board Meeting**

- 4.1 It was moved by Kate and seconded by Ro to accept the minutes of the September 8, 2021 Board Meeting.

**Motion Carried**

## **5. Assignment of Officer and Committee Roles**

- 5.1 Kate listed current vacancies for officer positions on the board which include President, Secretary, and Treasurer.
- 5.2 Kate noted that she had volunteered to serve in the role of President and noted important qualities for the individuals who serve as Treasurer, including diligence, availability to sign cheques when needed, and working with Mike Simms (RPCA Bookkeeper) on budgets and financial planning.

With respect to the role of Secretary, Kate noted that Mark Staz is available to support the board as needed until a new Secretary is named and listed ongoing participation and ability to compile minutes as relevant qualities.

- 5.3 Kate suggested that officer roles do not need to be filled immediately, but can wait until new members have an opportunity to learn more about the association and consider how they would like to serve.

5.3.1 Kevin Wolfe volunteered to serve in the role of Treasurer.

5.3.2 Gabriel Gonzalez expressed interest in serving in the role of Secretary, but accepted Kate's offer of waiting a week to consider and confirm his willingness.

- 5.4 With respect to Committee chair positions, James Edgar has already volunteered to chair the Parks and Environment Committee.
- 5.5 It was moved by Travis and seconded by Kevin to appoint Kate Cathrae to the role of President, Travis Croken to remain in the role of Vice-President, Kevin Wolfe to the role of Treasurer, and the role of Secretary to be filled within a week.

**Motion Carried**

- 5.6 The Board decided to hold an informal meeting on October 13, 2021 to confirm plans for filling officer and committee roles. Terry suggested including a discussion on the status of the City's New Official Plan on the agenda for that meeting.

**6. Other Business**

6.1 There was no other business.

**7. Announcements**

7.1 There were no announcements

**8. Next Meeting**

8.1 The next RPCA meeting will be held on November 3, 2021 at 7:00 pm EDT.

**9. Adjournment**

9.1 It was moved by Travis and seconded by Terry to adjourn the meeting.

9.2 The meeting was adjourned at 11:04pm.

Meeting minutes were prepared by:

Mark Staz

Minutes confirmed by:

*K.Cathrae*

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Kate Cathrae, President



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Mark Staz

