



## Riverside Park Community and Recreation Association (RPCRA) Board of Directors' Meeting

**Wednesday June 6, 2012**  
Riverside Churches  
3191 Riverside Dr., Room 5

### Minutes

#### **Board Members Present:**

David Hutchinson – President  
Barbara Squire – Treasurer  
Sandra Kearns – Director  
Bill Smith – Past President  
Nicole Portelance – Director  
Richard Mowrey - Director

#### **Board Members Absent:**

Andrew Pinsent – Director  
Jean Emmell – Director  
Ken Leese - Secretary

#### **Members Present:**

(Not available)

#### **City representative(s):**

Kate McGrath representing  
River Ward City Councillor,  
Maria McRae

#### **1. Welcome:** Meeting opened at 7:00 p.m.

David Hutchinson welcomed everyone to the meeting and promised to try to get through the long agenda by 8:30. He mentioned that we would not have a presentation from the Lebanese Festival and that Nicole Portelance would explain the details later in the meeting. We will have a presentation from the Ottawa Folk Festival, however, which was a very recent agenda change.

#### **2. Approval of Agenda**

##### Agenda:

Nicole Portelance requested to adjust the agenda to move the Ottawa Folk Festival Presentation to # 4 on the Agenda to accommodate the time constraint of Mark Monahan. All accepted the request.

Sandra Kearns made a motion to approve the agenda as revised. Bill Smith seconded the motion.

#### **3. Approval of minutes**

Minutes for May 2, 2012 and May 10, 2012: Sandra Kearns made a motion to accept the minutes for May 2. Bill Smith seconded the motion. Bill Smith made a motion to accept the minutes for May 10. Richard Mowrey seconded the motion.

#### 4. Ottawa Folk Festival Presentation

Mark Monahan gave an overview of the Festival and requested that the RPCRA provide a letter of non-objection. A discussion took place with questions from the Board and the members present concerning issues of noise level especially traveling down the river and environmental concerns. It was requested that the Festival attempt to have the decibel level reduced between 9 p.m.-11p.m. on the Thursday and Sunday as people are working the next day and children are back to school. The Board agreed to provide the letter but asked that in the future the request be provided in a more timely manner. The Board also asked for a commitment for a post-mortem in the Fall after the Festival is over and when it is fresh in everyone's mind.

#### 5. President's Report

David presented some slides covering what happened in May and some directions that he would like the RPCRA to work on over the summer and into next year.

#### 6. Councillor's Report:

The Councillor's report can be found at [www.riversidepark.ca/htm/riverward/monthly\\_reports](http://www.riversidepark.ca/htm/riverward/monthly_reports)

#### 7. Ottawa Lebanese Festival Presentation

The organizers did not attend the meeting as they advised that they will not be seeking a letter of non-objection from the RPCRA this year because they will not be seeking a noise exemption from the City this year. Nicole Portelance and Dave Hutchinson will be contacting the River Ward Councillor to find out what noise levels have been requested and to outline that the RPCRA still has concerns (garbage, crew noise after hours, traffic concerns, decibel levels).

#### 8. Committee Reports

Finance Committee and Treasurer's Report: Financial statement was tabled by Barb Squire. Barb mentioned that she is still waiting for rink cheques from the City and any receipts or expenditures must be given to her in order to close off the books by the end of July.

##### Board Administration and City Liaison Committee

In the absence of the Secretary, Dave Hutchinson presented the report and presented Motions and Discussions arising from the Report:

- Motion to Appoint a Vice-President. The RPCRA does not currently have a VP, and one is required by our bylaws (8.1).  
*"The Board appoints Ken Leese as Vice-President."*  
Barb Squire moved the motion, Nicole Portelance seconded. All in favour, passed.
- Motion to Appoint a Financial Review Committee (bylaw 9.4). *"The Board creates a Financial Review Committee according to bylaw 9.4 and appoints*



*Barb Squire as the Chairperson, Howard Keck as a member. As President, David Hutchinson is also an ex-officio member of the committee."*

Sandra Kearns moved the motion, Bill Smith seconded. All in favour, passed.

- Motion to Appoint a Chair for the Board Administration and City Liaison Committee. Our bylaws require that each committee have a Chair (6.2).  
*"The Board appoints Dave Hutchinson as Chairperson of the Board Administration and City Liaison Committee."*  
Barb Squire moved the motion, Bill Smith seconded. All in favour, passed.
- Motion to formally confirm our Committees and Chairpersons.  
*"The Board confirms that our current committees and Chairpersons are as follows: Land Use and Development (Chair: Jean Emmell), Transportation (Chair: David Hutchinson), Special Events (Chair: Nicole Portelance), Communications (Chair: Sandra Kearns), Finance (Chair: Barb Squire), Board Administration and City Liaison Committee (Chair: David Hutchinson), Rink Committee (Chair: Barb Squire), Environment Committee (Richard Mowrey)"*.  
Sandra Kearns moved the motion, Nicole Portelance seconded. All in favour, passed.
- Motion that *"The Board directs the Secretary to determine which records are not required for corporate record retention purposes. Such records that are committee-related are to be distributed for safekeeping or disposal at the discretion of the appropriate committee Chairperson."*  
Richard Mowrey moved the motion, Barb Squire seconded. All in favour, passed.
- Motion to authorize contacts for administration of the Corporation's domain name [riversidepark.ca](http://riversidepark.ca).  
*"The board authorizes the following contacts for the Corporation's domain name: Admin Contact: the Secretary (currently Ken Leese); Technical Contact: could be any member of the Board if interested (currently David Hutchinson or Ken Leese); Financial Contact: the Treasurer (currently Barb Squires)."*  
Richard Mowrey moved to accept, Nicole Portelance seconded. All in favour, passed.
- Proposals for a Nomination Committee Chairperson: Our bylaws (11.1) require that a Nomination Committee, chaired by a member who is not a Director, compose a list of Director candidates for our October AGM. Suggestions for a Chairperson would be appreciated.  
No motion was proposed. Board members were asked to forward suggestions to David Hutchinson.
- Membership list: We need someone to be responsible for the RPCRA



membership list and (e-)mailing lists.  
Communications Committee Chairperson, Sandra Kearns agreed to be responsible.

Communications Committee – Nothing has changed.

Environment Committee – Nothing has changed.

Land Use and Development Committee – Nothing has changed.

Rink Committee – Barb reported that she is waiting for a call back from the City about timing for the issuance of cheques in payment for managing the rinks last Winter.

Special Events Committee – will be providing letters of Support for the Dragon Boat and H.O.P.E festivals. Recommendation to do a survey in the community after the festivals.

Transportation Committee – Nothing has changed.

## **9. New Business**

There was no new business to discuss.

## **10. Roundtable**

There was no roundtable.

## **11. Termination of Meeting**

Nicole Portelance motioned to adjourn the meeting, Bill Smith seconded, meeting adjourned at 8:35.

Minutes recorded by Sandra Kearns