



# MINUTES

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

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Wednesday, October 7, 2020

Meeting Location: Zoom

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### 1. Call to Order

**1.1.** The meeting was called to order by Joel at 9:36 p.m. The following directors were in attendance (9):

- Kate Cathrae, Director
- Travis Croken, Vice-President
- Joel Duff, President
- Barbara Haines, Treasurer
- Ethila Palit Parna, Director
- Andrew Wintonic, Director
- Katie Raso, Director
- Mark Staz, Director
- Terry Wood, Director

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

- Paul Willetts, Director

**1.3.** The following community members were in attendance (6):

- Sarah Brickell
- Nicole Christy
- Kallyan Kanti Das
- Natalie Riendeau
- James Scheer
- Gillian Wintonic

## 2. Agenda

2.1. It was moved by Joel and seconded by Kate to add the following items to the agenda:

Add 4.6 – Vote on Donation for Community Artwork

Add 6.1 - Appointment of IT Manager

**MOTION CARRIED**

2.2. It was moved by Katie seconded by Mark to accept the agenda as amended.

**MOTION CARRIED**

## 3. Minutes of the September 2, 2020 RPCA Board Meeting

3.1. It was moved by Andrew, and seconded by Kate to accept the minutes of the [September 2, 2020 Board Meeting](#).

**MOTION CARRIED**

## 4. Receipt of Electronic Motions:

4.1. It was moved by Mark and seconded by Kate to receive the following electronic motions:

### 4.1.1. Motion to Recommend the 2019-2020 Financial Statements for Adoption

*Be it resolved that [2019-2020 Financial Statements](#) of the Riverside Park Community Association be received, as per the recommendation of the 2020 RPCA Financial Review Committee.*

*Moved: Barbara Haines/Joel Duff                      Carried (September 16, 2020)*

### 4.1.2. Motion: Nominations Committee Chair Appointment

*Whereas Sandra Kearns has been forced to resign from the position of RPCA Nominations Committee Chair for personal health reasons; and*

*Whereas Councillor Riley Brockington has approved the release of Andrea Ward to oversee the RPCA election; therefore*

*Be it resolved that Andrea Ward be appointed as the RPCA Nominations Committee Chair for the AGM on October 7, 2020.*

*Moved: Joel Duff/    Carried (September 21, 2020)*

#### **4.1.3. Motion: Approval of Election Buddy Contract for a Single Election**

*Be it resolved that the RPCA engage Election Buddy to host online Director Elections during the AGM on October 7, 2020, if necessary.*

*Moved: Joel Duff/Barbara Haines Carried (September 21, 2020)*

#### **4.1.4. Motion to Appoint Interim Membership Outreach Coordinator**

*Whereas Sandra Kearns has had to temporarily step away from her role as RPCA Membership Outreach Coordinator for personal health reasons; therefore*

*Be it resolved that Leslie Sheedy be appointed as the Interim Membership Outreach Coordinator.*

*Moved: Joel Duff/Barbara Haines Carried (September 23, 2020)*

#### **4.1.5. Motion to Set Proxy Deadline**

*Whereas the RPCA will be conducting its first online AGM and will have limited capacity to process proxy forms and verify memberships in real time, therefore*

*Be it resolved that a 48 hour deadline be set for receiving proxies.*

*Moved: Joel Duff/Mark Staz Carried (September 23, 2020)*

#### **4.1.6. Motion to Make Donation for Community Artwork**

*Whereas local muralist Claudia Salguero worked with Councillor Riley Brockington and the local community associations in 2017-2018 to produce a public art installation as part of Canada 150 celebrations on the outside of the Hunt Club-Riverside Park Community Centre;*

*Whereas the City of Ottawa charged unanticipated insurance costs of \$800/year for five years, from 2018-2022;*

*Whereas the art installation was a gift to the City and is not the property of the artist; and*

*Whereas efforts to appeal to the City for compassionate relief of these insurance costs due to the financial hardship they have caused to the artist have been unsuccessful; therefore*

*Be it resolved that the RPCA provide \$500 to reimburse Claudia Salguero towards her outstanding liability insurance obligations to the City of Ottawa; and*

*Be it further resolve that this donation be made on an exceptional basis and on the condition that future art projects will be contracted with due consideration of all of the costs of production, installation, insurance, and other expenses.*

*Moved: Joel Duff/Travis Croken Carried (October 6, 2020)*

## **5. New Business**

### **5.1. Officer Elections**

**5.1.1.** It was moved by Terry and seconded by Katie that the following directors be elected to officer positions:

- President – Joel Duff
- Vice-President – Travis Croken
- Treasurer – Barbara Haines
- Secretary – Mark Staz

**MOTION CARRIED**

### **5.2. Assignment of Committee Chairs**

**5.2.1.** It was moved by Katie and seconded by Travis to approve the following assignment of committee chairs:

- Communications & Outreach – Joel Duff
- Community Safety – Mark Staz
- Environment & Parks – Ethila Palit Parna
- Events and Culture – Travis Croken
- Gardening Committee – Kate Cathrae
- Land Use, Development, and Transportation – Terry
- Libraries Matter – Gillian Wintonic
- Recreation and Rinks – Andrew Wintonic

**MOTION CARRIED**

**5.2.2.** It was agreed that the topic of splitting the Land Use, Development, and Transportation Committee will be added to the agenda for a future Board retreat.

**5.2.3.** Katie Raso and Travis Croken volunteered to join the LUDT Committee.

**5.2.4.** Sarah Brickell and Kallyan Kanti Das volunteered to join the Communications & Outreach Committee.

**5.2.5.** Ethila Palit Parna volunteered to join the Gardening Committee.

**5.2.6.** Kallyan Kanti Das volunteered to join the Events and Culture Committee.

**6. Other Business**

**6.1. Appointment of IT Manager**

**6.1.1.** Joel said that former RPCRA President David Hutchison had continued to volunteer his time to manage Information Technology for the RPCA, but had recently requested that a replacement be found. Joel recognized the generous and invaluable contributions that David had made. He said that Sarah Brickell, an IT Professional living in the Mooney's Bay neighbourhood has volunteered to take on this role.

**6.1.2.** It was moved by Joel and seconded by Barbara to appoint Sarah Brickell to the role of IT Manager.

**MOTION CARRIED**

**7. Next Board Meeting**

**7.1.** The next RPCA board meeting will be held on Wednesday, November 4, 2020 – 7:00 pm (virtual).

**8. Adjournment**

**8.1.** It was moved by Andrew and seconded by James Scheer that the meeting be adjourned.

**MOTION CARRIED**

**8.2.** The meeting was adjourned at 10:34pm.

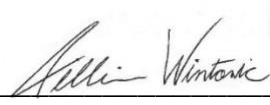
Meeting minutes were prepared by:

Gillian Wintonic

Minutes confirmed by:



Joel Duff, President



Gillian Wintonic