COMMUNITY SERVICES ADVISORY COMMITTEE

Meeting for Wednesday 15th January 2014
7:00 p.m. – 9:00 p.m.
Meeting Room B, District Hall, 355 W. Queens Rd

MINUTES

Invited: Sean Burke
         Wendy Hiebert
         Sterling Megas
         Dustin Noble
         Elaine Noble
         Jocelyn Rea
         Arash Rezai
         Robin Woods
         Apologies: Joanne Cooper
         Catherine Nesmith
         Maralyn Wild

Staff: Cristina Rucci, Staff Liaison
      Lisa Stalham, Committee Clerk

Note room change on this occasion to Meeting Room B

1. New Member Orientation
   - Introductions were made around the table and Cristina provided an overview of the role of the Committee, possibilities for further activity, time commitments, and procedural guidelines.

   ACTION: add to the February agenda some guidelines on reviewing financial statements.

2. Adoption of agenda
   - MOVED by Elaine
   - SECONDED by Jocelyn
   - TO adopt the agenda

   CARRIED

3. Adoption of previous minutes
   - MOVED by Jocelyn
   - SECONDED by Elaine
   - TO adopt the minutes of October 16th, 2013

   CARRIED

4. Business arising from minutes
   - Cristina provided a follow-up to a discussion item in the minutes: Dovercourt House.
   - The Support Recovery house from Turning Point was another example of a project in which this Committee could have been involved. Indeed, if the idea of a men’s house were developed, this Committee could request further information and perhaps advocate.

5. Elections
   5.1. Chair
   - Nominations were called for the position of Committee Chair. Dustin nominated Robin Woods. Two more calls for nominations were made and no more nominations received.
MOVED without objection
TO elect Robin Woods as chair

CARRIED BY ACCLAMATION

5.2. Vice Chair

- Nominations were called for the position of Committee Vice Chair. Jocelyn nominated Maralyn Wild. Two more calls for nominations were made and no more nominations received.

ACTION: In Maralyn’s absence, Lisa will contact her to determine whether she would accept the nomination and election by acclamation.

6. Debrief Workshop: How to Write and Apply for North Shore Municipal Community Grants

- A summary was circulated of the results of the feedback survey circulated to workshop participants.

- Discussion of how frequently to hold workshops and how to share the information in between offerings generated some ideas including offering a webinar, offering another workshop this year to solidify the knowledge gained and then less frequently in future. It was noted that those new to the grant-writing role were the individuals who would require more frequent assistance and more tools could be offered online enabling them to access the resources when needed.

ACTION: Leave the video of the 2013 workshop online in the interim adding links from the agenda items to the associated segments to make it more user-friendly.

7. Next meeting: Wednesday 19th February 2014, 7:00 p.m.

- It was confirmed that the grant applications would be available for distribution at this meeting.

ACTION: Provide a list of applicants to the members for review prior to the meeting. Ensure the applicant organization description and value of grant request are included.

- Some procedures of application review were discussed including that applications under $1,000 would be considered by the group rather than being assigned for more in-depth review and applications over $10,000 would be considered in pairs.

8. Any other business

ACTION: Screening document to be circulated with the current application forms to all members for review. Any comments for revision to the screening document to be forwarded to Lisa.

9. Adjournment

- Meeting adjourned at 8:25 p.m.

District Vision Statement

Our goal is to be recognized among the most sustainable communities in the world as demonstrated through our environmental stewardship, strong network of neighbourhoods, a vibrant economy and community-driven growth and change.