

**GWCA MISSION STATEMENT:**

*To maintain the hamlet character of Glen Williams by engaging and communicating with its residents and other stakeholders.*

**GWCA Board Meeting Minutes**

**Thursday March 14/24 @ 7:00 PM at 17 Credit St.**

**Present: Joan Griffin, Ken Paige, Derek Remes, Larissa Howe, Mike Brown, Steve Groom, Ilde DeBerardinis, Shane Titus**

**Regrets: Anthea Hoare**

**Welcome**

- Motion to accept and approve agenda with the date corrected. Moved by: Derek Remes, Seconded by: Mike Brown. Carried
  - Motion to accept and approve meeting minutes of Feb 21/24. Moved by Ken Paige, Seconded by Derek Remes. Carried

**New Board Introductions**

- Everyone went around the table to introduce themselves, how long they lived in the Glen and why they were interested in the GWCA

**Appoint executive board members**

- Claudia Russell stepped down from the role of Chair. This role now open.
- Discussion about requirements of role and confirmation that a Chair and President are not required as per bylaw. By-law states that one Director could have 2 executive roles.
- Ken Paige offered to be the Chair. Ilde DeBerardinis will sub for Ken when necessary.
- For the President role, Joan has offered to continue, unless someone else wanted to step into role.
- Officer – Kate Murray will run again as Treasurer.
- Secretary – Larissa Howe in the role and offered to continue.
- Motion to approve Joan Griffin to continue in a second term as President. Moved by Derek Remes. Seconded by Shane Titus. Carried.
- Motion to approve Ken Paige as Chair. Moved by Larissa Howe. Seconded by Shane Titus. Carried.
- Motion to approve Kate Murray to continue as Officer – Treasurer. Moved by Derek Remes. Seconded by Ilde DeBerardinis. Carried.

**2023 AGM – debrief – what worked, what did not, lessons for next time**

- Recap of accomplishments a great view of breadth of all the things we have done throughout the year.
- Many residents stayed for the Wine and Cheese Mingle.

- Great feedback from Mayor Ann Lawlor on the event and about the GWCA – Mayor stating the GWCA is a real gold star of community associations. Great feedback to get!
- Joan is supporting Stewarttown and Limehouse communities who have sought guidance on how to create community associations.
- Discussion about history of the GWCA, founding members and drivers behind incorporating.

### **Proposed 2024 Operating Budget – Presentation and Discussion**

- Joan presented proposed budget for 2024
- Operating costs increasing. Volunteer Canada a considerable fee increase. A discussion about our membership to Volunteer Canada to get the discount on the insurance; there is information on what the benefit of membership is however current board unsure of real benefits for the cost; too late to cancel this year, but would like look into this for next year.
- Directors & Liability Insurance is purchased from the main non-profit company that is used by community associations.
- Zoom cost has gone up. Having a meeting platform is useful given we have no facility. Members in agreement we should explore a free platform prior to renewal – October 2024.
- Printing costs are something we try to contain. Joan and Claudia have personally absorbed a lot of printing costs in the past. Sherwood and UPS both provide a 5% discount for printing.
- We are looking to have the materials for the new Kiosk donated as the Grant funding will not cover the materials, map and plaque. Fundraising events will need to be scheduled into the annual plan to cover these costs.
- We are committed to more planting in the Shelagh Law Parkette. Verbinins Native Plant Nursery in Dundas, Ontario is the supplier of choice in order to meet various certifications including getting the David Suzuki Foundation Butterfly Way Certification.
- Discussion for new Board members on how GWCA has historically raised funds:
  - Rely on sponsors and donations (at events and online through Donate button on website)
  - Fundraisers are a requirement
  - Donation basket out at all open meetings
  - Grants
  - Confirmed we have not charged residents to become members

#### **Action:**

- Investigate benefit of cost of Volunteer Canada membership prior to renewal date of February 2025.
- Find a free meeting platform prior to zoom annual subscription renewal due – October 2024.

### **2 new grant opportunities**

- **Climate Change Grant.** The Town be opening up in the spring a sustainability grant for up to \$2500. GWCA could apply for this to support naturalization of strip of grass at rivers edge in Shelagh Law Parkette. GWCA has Town permission to proceed. We just need CVC approval of planting list and funding

If we apply and are approved for the Climate Change grant Sandy Gillians has offered to lead the project, however has stressed it may be a two-year endeavour

**Motion:** to apply for the sustainability grant and commit to following through to completion and to maintain this additional area in the Shelagh Law Parkette. Carried

**Action:** Joan to write and submit proposal for Grant funding

- Town of Halton Hills Community Grant Program. Proposals due March 22nd. We could apply and use this to fund the educational, interpretive sign required for the backside of the new Kiosk. If we get the grant we could start this project this year. If we do not get the grant, this project would need to be deferred until 2025

**Motion:** to apply for the community grant. Carried

**Action:** Joan to write and submit proposal for Grant funding

#### **Draft 2024 Annual Plan – discussion**

- To create our annual workplan GWCA needs to ask the community what their priorities are, what they would like us to focus on as their elected board. In the past we have gathered this information through an annual Survey of residents
- We also need to ensure what we are focusing on year over year align with our Letter Patent in order to maintain not for profit status

#### **Letters of Patent (GWCA governing objectives) - discussion**

- Ken asked if there was a need to review and change them. Joan explained that it was not necessary
- For our yearly plans, we only need to align with a few of these
- Mike pointed out typos. Joan to check if GWCA errors or part of Government template

**Action:** Joan to check with Kate Murray regarding typos

#### **What's Important To You 2024 member survey – Discussion of results**

- 1 in 6 residents responded to the survey
- Top 3 most important key areas of focus consistent with previous years
- Last year Traffic was second behind Development and Parks & Trails tied for most important. This year Traffic is 1<sup>st</sup>, however closely following in 2<sup>nd</sup> is Development & Parks & Trails which are tied.
- Community engagement, Glen Beautification and then Communication is the remaining priority order
- Open comments are not a surprise, mostly consistent with those of last few years. Traffic, resident safety, development
- Suggestion to start a Neighborhood Watch Program. Board to decide if this is something we want to take on

#### **Year over year commitments – review and discussion**

- Earth Day Clean Up must take place – April 19 – 27
- Spring Open Meeting & Fundraiser – must take place in April
- Build Kiosk in Shelagh Law Parkette – must include map of Glen and historic plaque and an unveiling celebration
- Canada Day Booth & Fundraiser – July 1
- Help Town Hall Board with Shrub Sale – May 18<sup>th</sup> – we just show up and help
- Fall Open House & Fundraiser – October/November (as per bylaws board must have at least two open meetings in addition to the AGM)
- Pumpkin Walk – November 1

- Xmas Market Booth & Fundraiser – December
- AGM – February

**Motion:** to confirm the above activities for 2024: Carried

#### **New – Proposed Activities for 2024 – Review and Discussion**

- World Migratory Bird Event – May 11, partnering with Birds For Halton, host at Parkette, profiling pollinator habitat GWCA is doing at Parkette, focus on importance of insects to birds, insect guided walks to try find insects, Birds for Halton doing a shrub sale, pre order native shrubs, pick up at the Parkette
- Partnership with CVC to plant 95 native trees along river, Glen Park - May 25<sup>th</sup>, GWCA to advertise & provide 20-25 volunteers. CVC to provide volunteers
- Garden Party Fundraiser – July (Eduardo/Brian have volunteered their garden)
- Offer from Isobel, Glen Town Hall Board to support us in doing a fundraising event at the Town Hall. Isobel suggested a weekday lunch event, including bingo for prizes, include 1 bingo card in fee for the lunch, can purchase additional bingo cards during the lunch. Prizes only no cash prizes allowed. No fee to use hall, Isobel will help organize, cook however GWCA needs to also pitch in and do the advertising. Discussion about this type of event being out of character, requiring upfront funding. Need to ensure we are managing risk for a profitable return
- 200<sup>th</sup> Anniversary of the Glen in 2025. GWCA partnership with Town Hall Board in leading a working group to plan and organize events to celebrate, commemorate. Joan explained that Board of 2023 agreed GWCA would partner with Town Hall Board to plan and organize and that this would be separate from Canada Day celebrations. Sense of urgency to get started in planning discussed given Federal Grant Funding window closing April 30, 2024. Mike indicated Alton may be a good example because they did some spectacular things for their anniversary

**Motion:** to proceed to add all of the above projects and fundraisers to the draft annual plan. Carried.  
Decision to regroup in a second March 2024 meeting to further flesh out details for all initiatives going into the annual plan

**Action:** Joan to draft annual plan for Board to review with a goal to finalize prior to April 17 Board meeting.

#### **April Spring Social & Fundraiser – discuss & confirm format**

- We need to present draft Annual Plan for resident feedback. We also need to do a Fundraiser. This event considered our main fundraiser for the year
- Board agreed to Silent Auction as the Fundraiser of choice
- Confirmed refreshment choice is sweets vs wine and cheese. Further details to be discussed at next meeting

**Action:** Joan to create Action Plan with all ToDos

#### **Board Business**

- All Board members to Sign Board Code of Conduct
- Request for a board member to represent the Glen and GWCA on the Town of Halton Hills Culture Days Committee. Steve Groom volunteered
- Newsletter production discussed and proposed content for March edition reviewed.

**Adjourned:** Meeting adjourned 10:04 p.m.

**Next Meeting:** Wed., April 17, 2024