

Mt. Hope Breithaupt Park Neighbourhood Association ("MHBPNA") Minutes

Breithaupt Centre
Monday, October 23, 2017

Attendance: Trudy, Levi, Rachel, Louis, Eli, Emily, Ted
City: Colette, Sarah

1. Introductions - skills, interests, where you live/work, what you would like to see from the NA
 - a. Returning Members
 - i. Trudy, Levi, Ted, Louis, Emily
 - b. New Members
 - i. Rachel, Eli
 - c. All about the NA
 - i. Office location, use of funds, constitution, Robert's Rules, how to use Slack
 1. We have keys for the office and a projector; filing cabinet
ACTION ITEM: We need to do an inventory of all the NA supplies
ACTION ITEM: Emily will create a document with all this information
 2. Use of funds: policy to support any initiative within neighbourhood, any executive member can spend \$200 on something within the neighbourhood (Events and programs), but ideally will run it past the exec. Since we don't have a revenue stream, this money could disappear really quickly
 3. Meeting style: Agenda needed, need to vote on some motions, especially financial; don't need to follow Robert's Rules to the letter; need to be friendly and hospitable; tip: always have new and emergent business at the beginning!
 4. There are 31 NAs in Kitchener, most of them make revenue by offering programs; we have the paper bins, but have the capacity to host programs - currently planning for Spring session at BRC, but we would need volunteers and interest - Colette can guide through process
 2. If can't get organized early enough, can try to book rooms at any time to run programs, but may not be able to get into Leisure Guide to advertise
 3. City collects fees and then gives them back to the NA
5. Slack tips: @everyone to notify everyone on your team, or @individuals to tag certain people
It's all searchable!
2. Assignment of positions
 - a. Co-chairs: Levi
 - b. Treasurer: Trudy

- c. Secretary:
- d. Communications: Ted
 - i. Newsletter is not active as many read the blog, but city prints for free
 - ii. We could aim to do one next year to promote an event and provide info about development, etc
 - iii. EaFam could help deliver
- e. Special Events Director: Louis
- f. Members at Large: Rachel, Eli
- g. use of email addresses
 - i. Could get general MHPNA business cards
 - ii. Internally, use Slack
 - iii. If you want a dedicated MHPNA address, let us know
 - iv. General email is mhbpna@gmail.com, Levi and Emily can help out moderating it **ACTION ITEM: Ted to share passwords**
- 3. Meeting dates and times for upcoming year
 - a. Weekends vs weeknights
 - i. **ACTION ITEM: Levi can send out a Doodle Poll with times of the week that generally work well**
 - b. Locations for “informal” meetings/socials
 - i. Smile Tiger, Descendants, WALES, Kypreos, churches
 - ii. Partnerships: Early Years, Shawky, Cocoon Apothecary
 - iii. Could include guest speakers
- 4. Current projects
 - a. Website
 - i. Business Directory, send any businesses to us!
 - 1. We could get a grant to do this and partnerships
 - b. Development group
 - i. Ted sent Catherine an email - idea to arrange meeting with city to learn how to use OpenAccess, Levi knows a guest speaker that could do this
 - ii. **ACTION ITEM: Create development channel on Slack**
- 5. Other business
 - a. **ACTION ITEM: Ted will post King Edward PS message about school council**

Motion to Adjourn: Louis

Meeting Adjourned

