

DRAFT
Bridlewood Community Association
Virtual Meeting
December 13, 2025 Minutes

Board Members Present:

Executive Directors: Erin Coffin, President, Eric Sonego, VP Finance, and Deb Sonego, VP Communications

Neighbourhood Directors: Mo Saleh, Terri Gabatt, and Dave Westbury

Vacant Positions: VP Social

Board Members Absent: John Roach, VP Development, Neighbourhood Directors Larissa Chambers, Vicky Cleary and Sharon Leaf

1. Call to Order

With quorum being established, the meeting was called to order by the President and Chair a 2:10 pm.

2. Approval of the Agenda

Moved by E. Coffin and seconded by D. Sonego
That the agenda be accepted.

CARRIED

3. Approval of Minutes, September 9 and November 5

Moved by D. Sonego and seconded by E. Coffin
That the Minutes of September 9 and November 5, 2025 be accepted.

CARRIED

4. Budget

E. Sonego presented the 2025-2026 Draft Budget and the board members entered into a discussion and agreed that it would show a deficit of \$1,900 as it would take advantage of last year's surplus of \$1,975.39. Money-on-hand in the bank is currently approximately \$5,400. If the deficit was applied, that would leave a cash balance of \$3,500 remaining in the account. Members discussed amending the By-Laws so that the Board would have the flexibility to spend any surpluses from previous years as they saw fit.

Coffin indicated that the cost of the December 10 Christmas Party had gone over budget but that the bill submitted by Gabriel's has been lowered by approximately \$150. The cost would still approximately \$1,450 (not including tip). The exact amount of the bill will be forthcoming. To help offset the overrun, 14 new

memberships for 2026 were sold at the Christmas Dinner, and the BCA Holiday Silent Auction raised \$630.

Moved by E. Sonego and seconded by D. Westbury that the BCA budget for 2025-2026 be approved. **CARRIED**

(Secretarial note: the absent board members had sent emails to confirm their support of the budget).

The approved 2025-2026 Budget has been appended to these Minutes

5. Discussion

2026 Membership

Coffin stated that to date 91 Memberships for 2026 had been sold, comparing favourably to the approximately 100 memberships sold all of last year (including memberships sold around Spring Sports registration). 74% of the 2026 memberships currently sold are new members. The goal is to sell 300 memberships.

Coffin noted that membership sales have been low for the last number of years with 2022 having 146 members, 2023 having 108 members, and 2024 had 174. Statistics can not be found for years between 2008-and 2021 but in 2007 there were 519 members, and it is assumed this was a year that a strong membership drive was actioned.

Membership drives in the new year will include:

Location	Person(s) Responsible
• Seniors residing in the Venvi residence	Erin
• Loblaws and Metro lobbies	Deb
• Neighbourhood Watch Network (300 people)	Moe
• Senior Events	Moe
• Door Knocking (dates TBD)	All Board members

It is evident that the membership discount cards have been a big factor in sales. Window decals are also being produced for business who are part of the BCA discount card. It is hoped that membership and sponsorship will increase for future auctions and 2027 Membership discount cards.

Rinks:

Coffin was pleased to report that the BCA will be receiving an increase of \$500 from the City of Ottawa for our ice rinks maintenance as Mattawa Park was upgraded from a hockey rink only to a puddle and hockey rink. Councillor Hubley spoke to city staff to support the addition of Mattawa puddle rink (in existence for decades but no compensation from the city) and the keeping of the Bluegrass Puddle rink after the renovations this summer. Thanks to our volunteers, Scissons Park puddle rink was

the first rink (not run by the city) to open in all of Ottawa. Further, Charles (rink operator for Scissions) is setting up a light post that runs off his home's hydro for skaters to be able to skate into the evening (there is no city lights available for this part of Scission, and the city has stated that hydro costs for lighting being added is astronomical).

6. Adjournment

Moved by E. Coffin and seconded by M. Saleh that the meeting adjourn at 2:40 pm.

CARRIED

Appendix A

Bridlewood Community Association 2025-2026 Budget

Revenue	2025-2026		2024-2025		2023-2024	
	Budget 13-Dec	Yr to Date 09-Dec	Budget 23-Nov	Actual 31-Aug	Budget 01-Nov	Actual 31-Aug
Spring Sports Sponsorship	3,000.00		3,000.00	0.00		3,000.00
Spring Sports Registration	22,000.00		22,000.00	16,630.00	25,000.00	22,225.00
Block Party	2,500.00		2,000.00	2,600.00	5,000.00	3,060.54
December Auction	500.00	667.18	-	-	-	-
Memberships	4,500.00	4,500.00	4,500.00	1,470.00	2,000.00	2,070.00
Ottawa Rink Grants	17,447.00		16,000.00	16,880.00	16,000.00	15,995.40
Bank Interest	0.00		0.00	322.09		
Other Donations	550.00		500.00	32.09	150.00	1,768.98
Total Revenues	50,497.00	5,167.18	48,000.00	37,934.18	48,150.00	48,119.92

EXPENSES	2025-2026		2024-2025		2023-2024	
	Budget 16-Dec	Yr to Date 09-Dec	Budget 23-Nov	Actual 31-Aug	Budget 01-Nov	Actual 31-Aug
General Administration						
Marketing Expenses	1,000.00		400.00	387.14	4,000.00	511.88
Website	1,400.00	124.24	1,400.00	530.63	200.00	
IT Software Licenses	500.00		500.00	574.07		
Online Payment Platform	200.00					
Directors' Liability						
Insurance	750.00		750.00	691.20	1,700.00	691.20
Legal	300.00		300.00	67.80		
General Administration*	400.00		400.00	851.82	1,500.00	
Volunteer Appreciation	200.00				500.00	
Directors	200.00				500.00	
Meeting Room Rental	150.00		150.00	79.00		43.98
Annual Membership						
Meeting	500.00		500.00	237.74		
Other					100.00	
Total	5,600.00		4,400.00	3,419.40	8,500.00	1,247.06

EXPENSES	2025-2026		2024-2025		2023-2024	
	Budget 16-Dec	Yr to Date 09-Dec	Budget 23-Nov	Actual 31-Aug	Budget 01-Nov	Actual 31-Aug
Donations						
School Donations	3,500.00		4,000.00	4,000.00	3,500.00	3,500.00
Paul Van Steen	600.00		600.00	0.00	250.00	0.00
Other Donations	1,000.00					1,500.00
Total	5,100.00		4,600.00	4,000.00	3,750.00	5,000.00
Rinks					2,000.00	2,301.00
Volunteer Luncheon	300.00					
Maintenance	1,620.00		3,000.00	2,726.04		
Honorariums	1,080.00					
Total	3,000.00		3,000.00	2,726.04	2,000.00	2,301.00
Spring Sports						22,450.36
Spring Sport Administration	500.00				200.00	1,264.44
Equipment	2,000.00				2,500.00	
Field Rentals	2,500.00				2,500.00	
Coach Honorarium	2,000.00				500.00	
Team Apparel	11,000.00				8,000.00	
Medals	1,500.00				3,000.00	
Player Swag	1,500.00				5,000.00	
Miscellaneous	1000				2,500.00	
Total	22,000.00	0.00	22,000.00	14,520.86	24,200.00	23,714.80
Food Drive	1,000.00		1,000.00	796.94	-	-
Total	1,000.00	0.00	1,000.00	796.94		
Social Events			2,000.00	1,690.63		1,655.23
Seniors Infor Program	1,000.00		1,000.00	0.00	1,000.00	
Halloween Contests	200.00	190.00			200.00	
Remembrance Day	60.00				100.00	
<i>Christmas Parade</i>						
Float Fee	100.00	100.00				
Decorations	60.00	62.00				
Costume	10.00	10.39				
Candy Canes	70.00	69.34				

EXPENSES	2025-2026		2024-2025		2023-2024	
	Budget 16-Dec	Yr to Date 09-Dec	Budget 23-Nov	Actual 31-Aug	Budget 01-Nov	Actual 31-Aug
<i>Christmas</i>						
12 Days of Christmas	50.00				200.00	
House Decoration Prizes	50.00	50.00				
Holiday Party	1,000.00					
Other	0.00					
Hockey Day in Canada	400.00					
Valentine's Day	100.00				100.00	
Easter Egg Hunt	50.00				50.00	
<i>Block Party</i>			10,000.00	8,804.92		10,250.36
Games/Entertainment	7,000.00				9,000.00	
BCA Swag	590.00				1,000.00	
Signs	1,000.00				1,000.00	
Eva James Rental	1,500.00				2,000.00	
Radio Rental	300.00				300.00	
Porta Potties Rental	600.00				600.00	
Volunteer Food	200.00				400.00	
<i>Movie Night</i>						
Movie License	500.00				500.00	
Food	400.00				250.00	
Clean the Capital	20.00					
Bridlewood Garage Sale	500.00				200.00	
Other Social Events	937.00				500.00	240.18
Total	16,697.00	481.73	13,000.00	10,495.55	17,400.00	12,145.77
Grand Total Expenses	52,397.00	481.73	48,000.00	35,958.79	55,850.00	44,408.63
Grand Total Revenue	50,497.00	5,167.18	48,000.00	37,934.18	48,150.00	48,119.92
Surplus/Deficit	-1,900.00	4,685.45	0.00	1,975.39	-7,700.00	3,711.29

A budget deficit of \$1,900 has been created this year in order to take advantage of the surplus of last fiscal year of \$1,975.39. Current, the bank accounts cash-on-hand is approximately \$5,400. Incorporating and spending the deficit of \$1,900 would leave the bank account with a reserve of \$3,500.