



**DRAFT Minutes**  
**Bridlewood Community Association**  
**Held June 10, 2025 at the Eva James Memorial Community Centre**

**Directors Present:** Erin Coffin (President) Lance Mitchell (VP Finance), Craig Skjerpen (VP Social), Deb Sonogo, Larissa Chambers, Vicky Cleary, Sarah Badeen, Alyssa Munaretto.

**Directors Absent:** Nagmani Sharma (VP Development), Mo Saleh, Len Goosen and Dave Westbury

**Ex-Officio Members Present:** John Roach (Development Committee Chair)

1. **Chair Call to Order.** Erin called the meeting to order at 7:10 pm. Erin declared that a quorum of Directors was present.
2. **Declaration of Director Conflict of Interest.** No Directors declared a conflict of interest concerning any agenda items.
3. **Approval of the Agenda. Motion:** Moved by Erin, seconded by Deb that the agenda be adopted. Motion passed.
4. **Approval of May 13 Minutes.** There was an objection to the May 13 Draft Minutes; As per Robert's Rules of Order when minutes are made and a motion does not have a seconder any further discussion becomes informal and should not become part of the record. One director disagreed, and felt it was relevant to note the discussion. Another indicated agreement stating notes should indicate the topic discussed, concerns raised, and decisions made. **Motion:** Moved by Erin, seconded by Vicki, that the May 13th, 2025 Minutes be edited to reduce content and the suggested revision be circulated to directors via email for approval. 7 votes in favour. 1 vote opposed. Motion passed.

**5. Committee & Officer Reports**

**5(a) President**

- **Bluegrass Park Update**

City of Ottawa is aware the BCA will contribute up to \$20,000 for activity tables. The Park Planner communicated that the park update project had already gone to tender. Due to cost, the current tender will go forward without the tables. The City of Ottawa will then bring in a second contractor to install the tables upon completion of the initial park update. It was requested that communications with the Park Planner be shared with the Board, and the President agreed to do so.

- **Garage Sale**

In response to feedback from last year's event, the BCA worked in conjunction with other community associations to obtain updated signage for the event. However, a number of the new signs were stolen within 24 hours of going up. Participation was up from 200 houses in 2024 to 307 in 2025. There was a suggestion that moving forward communication take place with the City Councillors to request they advertise this ward-wide event.

- **School Donations**



Cheques have been delivered to Roch Carrier, Maurice Lapointe, St. Anne's and Bridlewood Community Elementary School.

- **Board Community**

President requested that Board members use kindness and thoughtfulness when interacting with each other whether in person or written communication. She encouraged Board members to check in on each other and ask for help with their assigned duties as required.

- **Questions**

It was asked if the VP Communications position would be filled prior to the Annual Member's Meeting (AMM). It was noted that the current plan is to wait until fall 2025. Concerns were raised that someone needs to do the planning for the AMM. President indicated she had planned to do so given the resignation of the VP Communications, but asked VP Finance to draw up a document indicating the deadlines for the tasks required, and it was agreed.

**Motion:** Moved by Erin, seconded by Lance that the AMM be scheduled for October 14, 2025. Motion passed.

**Motion:** Moved by Deb, seconded by Craig, to have a planning meeting take place the week of August 25 at 7 pm (date and location TBD). 7 votes in favour, 1 abstention.

#### 5(b) VP Communications

President noted she would be working with a volunteer to update the website to make it more user-friendly. QR code stickers had been printed and being placed throughout the community. Seven new subscribers to the BCA Newsletter happened in a 24 hour period.

#### 5(c) VP Social

- **Spring Sports**

The season is ongoing. The Ramp App is working well, and suggests it continue to be used, some follow up is required – will work with VP Finance to provide feedback to the company. He notes advertising for spring sports needs to start early and have a firm registration closing date to be able to ensure all materials are in place for the start of the season. He notes the t-shirt and hat vendor has been switched to a local vendor this year. He notes they had the most competitive price, and states that previously used vendors had significantly raised prices. Given the decrease in registrations, he suggests the fees be reviewed. He reports that while dates were shifted this year given field conditions last year, he feels the season should be shifted back one week, as another reason for the decreased registrations may be participants will not be present for the July games.

- **Block Party**

Block Party planning is going well. He notes Larissa and Erin have been instrumental in securing sponsorship. Alyssa reports the marketing plan is in place and underway on BCA social media accounts. The layout is similar to the 2024 event, however, there will be more activities. The event should come in under budget. Craig reports he is unable to be present for the event so Erin and Katherine will manage logistics in his absence.



**5(d) VP Development**

No information provided.

**5 (e) VP Finance**

Lance discussed the monthly financial report (previously circulated).

**Motion:** Moved by Erin, seconded by Alyssa, to consult with Danny Lee on how to spend the remaining rink budget to thank Rink Operators and key volunteers for their efforts during a difficult season. Motion passed.

**Motion:** Moved by Erin, seconded by Alyssa, for the President to consult with Danny Lee and the Scissons Rink Operator, and if required, spend up to \$3000 to replace an aging snowblower. Motion passed.

**Motion:** Moved by Lance, seconded by Deb, that the June 10, 2025 financial report be accepted. Motion passed

**6. Closing of Meeting: Motion:** Erin moved the meeting be adjourned at 8:34 pm. Seconded by Alyssa. Motion passed.

Minutes prepared by Sarah Badeen, 13 June 2025