



**BRIDLEWOOD COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
March 11, 2025**

Directors Present: Erin Coffin (President), Craig Skjerpen (VP Social), Maureen Dubiel (VP Communications), Lance Mitchell (VP Finance), , Sarah Badeen, Dave Westbury, Deb Sonogo,
Directors Absent: Len Goosen , Alyssa Munaretto, Moe Saleh, Larissa Chambers, Vicky Cleary, Nagmani Sharma (VP Development)

Ex-Officio Members Present:

Ex-Officio Members Absent: John Roach (Dev Committee Chair), Cassandra Bizewski (Spring Sports)

Members of the Public present: 3 people

LOCATION: Zoom

1. Call to Order & Welcome

Erin called the meeting order at 7:05 pm.

2. Declaration of Conflict of Interest

None declared.

3. Approval of Agenda

Motion to approve the agenda.

Moved by Erin Coffin seconded Craig Skjerpen, Erin called the vote and the motion was passed.

4. Approval of Minutes

Motion to approve the January 14, 2025 and Special Board Meeting February 26, 2025

Moved by Erin Coffin seconded Dave Westbury, Erin called the vote and the motion was passed.

5. Reports

a) President

FCA Working Group : Erin provided the members with a debrief on the recent FCA working group meeting. During the meeting, Refugee 613 gave a presentation with a review of the types of refugees currently in Canada. The working group is committed to providing clearer direction to the city regarding communication with regards to refugees and community integration.

Bluegrass Park Project: Erin confirmed that she has submitted the letter to the city planner assigned to the Bluegrass Park project, along with a copy to Councillor Hubley. She mentioned that she and Danny Lee (Rinks Coordinator) had a discussion with the city planner regarding potential issues with the current plans, particularly related to rink access, water supply, and snow removal. The city acknowledged the feedback and agreed to explore better options.



There was no clear indication of whether Option 1 or Option 2 of the proposed redesign would be selected. However, Erin noted that the city is open to considering alternative features, such as a gaming table instead of a standard picnic table. Erin will keep the board updated should she receive further information from the city.

Food Drive (April 12): Planning is underway, lots of interest and returning volunteers. So far, 72 of the 180 streets are assigned. We will have more support from Venci formerly Chartwell, along with the West Team and the Lions who are each purchasing over 1000 bags. More communication to be sent out soon. Will send out more Mailchimp email

Updates from the Special Board Meeting: Erin confirmed that the City appreciated the input received from the BCA and is seeking further support and coordination. This includes validating the \$12K investment from the BCA. Erin also mentioned that the City will be sharing the options as they are presented.

Rinks: While Danny was away for the meeting, Erin confirmed that our contract obligations have been completed. Planning for the renewal of the 2025-2026 contract will begin in April. Due to renovations at Bluegrass Park, we will likely lose our puddle rink. Danny emphasized the importance of ensuring better accessibility for maintaining the rink that will remain at Bluegrass, including improving the ramp for the snowblower.

b) VP Finance (Lance Mitchell)

Lance provided a summary of the recent challenges with the Stripe. Stripe is the software we use for the point of sale on the BCA website for the purchase of membership. Lance advised that the company was withholding back the funds as they were applying some policy decisions related to the Know Your customer. (sec note "Know Your Customer" (KYC) refers to the process that businesses, especially financial institutions, use to verify the identity of their clients or customers. Erin made the decision to disable the function while we research other potential options. Erin also indicated that she contacted TeamSnap regarding the KYC policy and they confirmed that they also use Stripe for the processing of the credit card transactions.

The board agreed that we need to explore some better options. Lance confirmed that in the interim we could use etransfer and Sarah offered to recreate the google forms to help with the tracking of the names of the renewal

Motion for a "Committee" be established as Erin as the OPI, Craig, Deb and Maureen as other committee members to help resolve payment and website, and Lance and Sarah to resolve the interim issues.

Moved by Craig Skjerpen and seconded by Erin Coffin, Erin called the vote and the motion was passed.

Motion for \$1000 motion to be moved from donations of Bridlewood Groups to support web site maintenance.

Moved by Lance Mitchell and seconded by Craig Skjerpen Erin called the vote and the motion was passed.



Motion to approve the 6 month financial statement.

Moved by Lance Mitchell and seconded by Craig Skjerpen Erin Coffin called the vote and the motion was passed.

c) VP Communications (Maureen Dubiel)

The discussion on emergency preparedness with Jeff Donaldson was engaging and well-attended. The next session in the speaker series will focus on Cyber Security, where participants will learn tips, tricks, and best practices for good cyber hygiene. The Uptick Research Team will return on April 22 for this session.

Additionally, we are working on scheduling a session on Safety and Security with the Ottawa Police Service (OPS) in May (date to be confirmed).

d) VP Social (Craig Skjerpen)

Approximately 400 people participated in Hockey Day in Bridlewood, with relatively low costs and considered better communication and outreach. This event could serve as a great opportunity to promote the BCA, memberships, and volunteering with the board.

The venue for the Block Party is booked along with 2 food vendors, there is strong interest with many people involved. Len has organized a cohesive sponsorship plan. An Ad hoc committee has been established with the following responsibilities: Vicky will handle security. Laryssa is responsible for entertainment. Alyssa will manage communications.

Craig recommended that we increase the per activity fee for spring sports. The cost will be \$65 for members and \$80 for non-members. Additionally, expenses for shirts, hats, and medals have risen. No reduced options if families register for multiple sports participation . It was confirmed that people can purchase your BCA membership if your outside of Bridlewood but they cannot be a board member, though they can still vote at the AGM. Registration typically begins in April, although last year it started at the end of March. Cassandra has a schedule ready for this. However, we are now competing with other soccer organizations for registrations for the fields. Cassandra has communications ready for coaches and participants. We will be seeking sponsorship from Myers.

e) VP Development

Community wide garage sale takes place the first Saturday in June. Alyssa is willing to redesign a new signage.

6. New Business

No new Business

7. Closing of Meeting

Motion to close meeting.

Moved by Erin Coffin and seconded by Deb Sonego, Erin Coffin called the vote and the motion was passed. Time was 8:24 pm.