



**Bridlewood Community Association
Eva James Memorial Community Centre
November 5, 2025 Minutes**

Board Members Present:

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

Neighbourhood Directors: Vicki Cleary, Larissa Chambers, Mohamed Saleh, Sharon Leal and Terri Gabbatt

Board Members Absent: John Roach, VP Development, and Neighbourhood Director Dave Westbury

1. Call to Order

The meeting was called to order by the President and Moe seconded at 7:10 pm.

2. Minutes

Moved by D. Sonogo, seconded by M. Saleh that the September 9, 2025 minutes of be accepted.

63CARRIED

3. Confirmation of Quorum

Quorum was established at 7:05 pm as per By-law #1, 2-18 Quorum of a Board Meeting, that being 3 Executive Directors plus and at least 51% of the total number of Directors with 7 out of 10 Board members being present.

4. Agenda

Moved by E. Coffin and Seconded by D. Sonogo that the agenda be accepted.

CARRIED**5. Introduction of New Neighbourhood Directors**

In introducing the newest members of the Board, President Coffin stated that both Sharon Leaf and Terri Gabbatt had volunteered to be Neighbourhood Directors prior to the Annual General Meeting in October. Unfortunately, as neither were able to attend the meeting due to prior commitments, the Board had decided to appoint them via email. E. Coffin reported that the Board was unanimous in agreeing to add both women to the Board. E. Coffin reminded the Board that By-law 3, 1-10 permits the Board to fill Director vacancies.

6. Board Meetings

E. Coffin stated that not-for-profit organizations are required to hold at least 4 Board meetings per year. These meetings can be in person or virtual and that should be called when votes are required such as in the case of accepting a budget or authorizing expenditures. Currently, the Board is provided with a free meeting room at Eva James Memorial Centre on the second Tuesday of every month but it was recognized that Tuesday evening meetings are difficult for some Board members to attend.

Moved by E. Coffin and seconded by T. Gabbatt that the Board commit to a minimum of 4 meetings per year to be held either in person or virtually as determined by the Board.

CARRIED



It was also agreed that voting could be done by email with the results being formally added to the minutes of the next meeting of the Board.

Moved by Coffin and seconded by Cleary that upon direction of the President and with agreement of the Board, complex decisions will be discussed and voted on at in-person Board meetings while other votes may take place via email. **CARRIED**

The President stated that it will be necessary to pass a budget for the year and that she proposed to do this at an in-person meeting in December with date TBD. She added that the next meeting would likely be in January.

7. Halloween Contest Prizes

Coffin stated that past Halloween Contests winners were provided with gift certificates to local merchants. The best decorated house were \$50 for the house that placed first with \$25 for the next 2 runners up for a total of \$100.

The best adult pumpkin carving would win \$25 with \$15 for the next 2 runners up for a total of \$55.

The best kid pumpkin carving would receive a gift certificates from Boomerang, with first place receiving \$25 and the next 2 runners up receiving \$10 gift certificates for a total of \$45.

Coffin agreed to purchase the gift certificates to the winners who had been selected via email by Board members.

Moved by Gabbatt and seconded by Leaf that a maximum of \$200 worth of gift cards be purchased by Coffin and be given to the winners.

CARRIED

8. Christmas Contests

Coffin informed that Board that as per past years, the BCA would be doing the 12 Days of Christmas contest. Generally, there are a number of entrants who answer all the questions correctly and that the winner would be decided by a draw that will take place on December 28. One gift certificate of \$50 would be awarded. Cleary agreed to organize the contest again for this year.

Coffin proposed a change this year for the Best House Decoration with community members being able to submit an entry for a neighbour's house in addition to their own. She proposed that the gift certificates again be for \$50 for the winner and \$25 for 2 runners up. This would bring the total for the Christmas contests to \$150.

Moved by Coffin, seconded by Cleary that a maximum amount of \$200 worth of gift certificates be purchased by Coffin and be given to the winners. **CARRIED**

Best House Decoration would be determined by vote of the Board via email. All winners will be posted on the BCA website.

9. Membership and Sponsorships

The Board agreed that more members need to be added to the BCA. As an incentive, families who purchase memberships, whether in the BCA catchment area, would receive discounts from local businesses when they purchase their membership. Coffin reported that she has been able to secure these discounts from many businesses, including West Team Realty, Boomerang, Gabriel's Pizza, The Works, Global Pet Foods, etc. and she encouraged Board members to



check with other businesses to see if they would be interested in participating as a means to advertise their businesses. She stated that she is working on a script that would help people sell memberships. Membership cards would have to be printed as most businesses are offering it on a one-time discount and once used, it would be noted on the card. Coffin is currently discussing the best way to do this with a printer.

Moved by Coffin seconded Leaf that a maximum of \$250 be allocated for printing discount membership cards. **CARRIED**

It was also agreed that in addition to the membership card, households could buy a second discount card for further \$10.

The Board also discussed lowering membership fees for those community members 65 years and older.

Moved by Gabbatt and seconded by Saleh that the membership fees for people 65 years and older be set at \$10. **CARRIED**

Various on-line payment systems exist but it appears that there is currently only one that is wholly Canadian owned and that is Helcim (<https://www.helcim.com/>). It is also less expensive than the current system we use, RAMP, which is not user friendly.

Moved by Coffin seconded by Leaf that the BCA move to the Helcim for membership registration and that a maximum of \$200 be allotted for this.

CARRIED

Coffin will follow up.

10. Silent Auction

Coffin proposed to hold a silent auction posted on the BCA website prior to Christmas and she will be asking merchants to donate gift cards. The Board agreed to consider a second silent auction for the Spring Block Party should the first one be successful. Gabbatt volunteered to talk to local merchants as well.

11. St Anne's Christmas Bazaar, November 29, 2025

Coffin reported that St. Anne's Elementary School will once again be holding its Christmas Bazaar and that it is quite popular. She proposed that the BCA participate as a way to sell memberships. The cost of a table is \$60.

Moved by Coffin seconded by Chambers that the BCA purchase a table at the bazaar.

CARRIED

Several directors volunteered to staff the table and Coffin will set up a schedule.

12. Ice Rink Contracts

Coffin reported that the City of Ottawa has yet to send out the rink contracts although she expects them soon. Danny Lee has agreed to once again organize the Bridlewood volunteers. A meeting has been set for November 9 for the ice rink volunteers at The Works with food provided as per last year.

Coffin advised that the amount that the BCA will be paid by the city will be less as there will no longer be a puddle rink at Blue Grass Park due to the construction of new pickleball courts. The number of rinks is now 11 and includes both puddle and boarded rinks

13. Budget Direction



E. Sonogo stated that he is currently working on the new budget which will be made available to the Board in December. He will also present the compliance rules for not-for-profits.

14. Santa Claus Parade with 3rd Kanata Scouts

The parade will be held on Saturday, November 22 and starts at Holy Redeemer Church on Rothesay and will end at the Hazeldean Mall. Mark Hatfield of Dunrobin has volunteered his tractor and 16' trailer for the BCA and Scouts to use as a float.

Clearly stated that a scout has asked to take the lead on organizing his troop for the parade. Leaf will be working them as well. BCA Bucky the Beaver will be on the trailer with the Beavers and Cubs.

D. Sonogo has agreed to take the lead organizing and registering the BCA float.

Moved by Coffin and seconded by Leaf that the BCA pay the \$100 registration fee on behalf of both the BCA and the 3rd Kanata Scouts. **CARRIED**

15. Christmas Party on December 10

The BCA Christmas drop in party will be held from 5 pm to 8 pm on Wednesday, December 10 at Gabriel's Pizza on Stonehaven. Santa will be present and pizza, pop and small gift for kids will be provided as per previous years.

Moved Coffin and seconded by Saleh that a maximum of \$1,000 be spent for the BCA Christmas party. **CARRIED**

16. By-laws

Coffin advised that given the new By-laws that were passed at the 2024 Annual Membership meeting and issues have been noted. She has asked Maureen Dubiel to review the BCA by-laws as she was part of the committee who developed them. Dubiel will lead up a committee that will provide recommendations for the Board's approval.

Coffin moved and Gabbatt seconded that Maureen Dubiel be asked to lead a review of the BCA By-laws. **CARRIED**

It was noted that the Monihan's Landing neighbourhood is part of BCA but that Trail West is not. A community association had been set up a few years ago but appears to be dormant. D. Sonogo asked that we consider adding this neighbourhood to the BCA catchment area in the by-laws.

17. Adjournment

Coffin moved and Clearly seconded that the meeting adjourned at 8:45 pm. **CARRIED**