



PCA Executive Committee

MINUTES

7:00-9:00 p.m. January 9, 2024 – The Only (Danforth and Donlands)

Attendees: Mali Docuvixen, Eadit Rokach, Meredith Kushnir, Gail James, Desiree de Barros, Rebecca Ross

Regrets: Leah Pollock, Peter Farncomb, Martin Pollak

Minutes:

Agenda Item	Summary
1. Land Acknowledgement - Mali	<ul style="list-style-type: none">Land acknowledgement was provided.
2. Call to order - Mali	<ul style="list-style-type: none">Done by Mali.
3. Action Items	<ul style="list-style-type: none">See updates below – open, new and closed items.Separate Action items to plan the Community Safety even are also added.
4. Community Safety Event - Final Planning	<ul style="list-style-type: none">Feb 24th confirmed by Mali with WSS. 1-3pm is the proposed time. Mali to obtain the cost.A TTC and Community Safety officer will speak – Eadit to obtain confirmation.Set-up can be done the day before (Friday) after the school day concludes. We will need to understand how to connect to a screen that can be viewed by attendees along with arranging microphones and garbage cans.Des will create a google form for registration purposes. It will include sections to register for a baking competition and membership sign-up.Mali and Des will get cups, drinks and other refreshments as needed e.g. cupcakes/cookies if the baking competition is not happening.Meredith will create two communications. The first for the end of January (monthly communication) and another for the week before the event. Both will contain links to the google form.Competition details for fun and prizes:<ul style="list-style-type: none">Cupcakes and cookies competition



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	<ul style="list-style-type: none"> ○ Meredith to create an automated survey so that people can scan a QR code when they arrive or enter the url manually for voting. Will need to know the entrants/participants from the google form registration. ○ Gail to purchase two gift certificates from Marsellis for the prizes: \$30 and \$20 • Volunteers for this event are: <ul style="list-style-type: none"> ○ Gail – registration and PCA membership table ○ Mali – day before set-up ○ Eadit -tentative – to host and moderate if attending – day of ○ Meredith tentative – day of ○ Rebecca – day of ○ Desiree – day before and day of ○ Desiree to ask Linda
<p>5. Jan-Jul Community Events - identify volunteers for each event</p>	<ul style="list-style-type: none"> • Jan 20th Hoot and Howl – TCRA event arrival 5:30 pm. <ul style="list-style-type: none"> ○ Rebecca ○ Gail • Jan 24th Community Safety event – as above. • Feb 18th Family Day Skating party arrival 10 am. <ul style="list-style-type: none"> ○ Rebecca to reach out to Lori to get details and also to Jeff to see if he can lead the event ○ Gail can man the table • Mar 30th Spring Fling/Egg Hunt and Eastview drive (Sat) – Rebecca to ask Lori and Jeff who organizes e.g. Easter Bunny, etc. <ul style="list-style-type: none"> ○ Meredith ○ Des • TBD Pocket Street Sale • TBD Phin Park Cleanup • TBD Pride Parade • We will regroup in February to wrap up volunteer specifics for the remaining events, up to and just after the AGM. • Additionally, there were some lessons learned during the Nov 1st pop up and pumpkin parade. From a communications perspective it felt disjointed as last-minute changes were being made and



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	communications were run by different groups – not coordinated and therefore they were not linked well. For next year, there is a recommendation to separate the two events onto different dates.
6. Treasurer Report	<ul style="list-style-type: none"> As Martin was unable to attend, participants confirmed they reviewed or will review the email he sent with the updated information.
7. New PCA website	<ul style="list-style-type: none"> Meredith provided the following update: <ul style="list-style-type: none"> Migration from the old site has been completed e.g. minutes, board information Waiting for final confirmation from Sean to flip over from the old site to the new site Historical information for events will be stored in a Word document (list)
8. Benevity	<ul style="list-style-type: none"> This looks to be an organization that offers fundraising for organizations through Scotiabank. Des will inquire about the details and legitimacy with Scotiabank.
9. Salting of path between Phin Park and Chatham (neighbour is concerned about the amount of salt and the effect on the trees and would like someone to contact WSS to see if they can reduce the amount that is used)	<ul style="list-style-type: none"> Meredith to reach out to a contact to see if a specific contact name is available to inquire as to whether a less amount of salt can be used. Mali will connect with the contact, however, if Meredith is unable to obtain a specific contact name, Mali will speak with WSS and Paula Fletcher. Mali to respond to the enquiring neighbour.
10. Other business	<ul style="list-style-type: none"> Eadit informed that the info@pocket emails are still going to her. This needs to transition to Mali. <ul style="list-style-type: none"> Looks like Leah is the administrator. Meredith will send an email to Leah to help coordinate the needed change. Motion made by Eadit: Chair, Communications Coordinator and Membership Coordinator to have the password/admin access to info@pocket email: <ul style="list-style-type: none"> Motion passed – Gail, Desiree, Rebecca, Mali, Meredith seconded. TD parks grant: Rebecca will join the Feb 24th QA session for this grant and see if she can dial in Martin as well as this is money related. If the grant is applied for and received it could be used for: <ul style="list-style-type: none"> Retaining wall in Phin Park or, Eco Fun Fair, or



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	<ul style="list-style-type: none"> ○ Pocket Change
11. Next meeting date and Agenda	<ul style="list-style-type: none"> • The next meeting date is Feb 26th – known agenda items are: <ul style="list-style-type: none"> ○ Spring Fling coordination ○ Upcoming events ○ Who is coming back to the PCA executive next year. This is needed for the Nominations and Elections committee ○ Action Items ○ Treasurer's Report
12. Motion to Adjourn	<ul style="list-style-type: none"> • Eadit moved to adjourn. • Des seconded. • Motion was passed.

Community Safety Event Planning – Action Items

Action Item	Assigned To	Updates	Status	Due Date
Create the google form for attendance registrations, participation in the baking contest & membership	Des		Open	2024-Jan-18
Create communications for the event: one the end of Jan and the second the week before the event. Include the link to the registration form	Meredith		Open	2024-Jan-24
Confirm both the TTC and Community Safety Officers can accommodate Feb 24 th and speak at the event.	Eadit		Open	2024-Feb-01
Ask Linda if she can volunteer at the event	Des		Open	2024-Feb-01
Create an automated tallying survey that enables attendees to vote for the baking competition	Meredith		Open	2024-Feb-20



Purchase Marsellis gift certificates: \$30 and \$20	Gail		Open	2024-Feb-20
Purchase cups, drinks, napkins, and other refreshments as needed	Mali & Des	24-01-09: Also pick up membership materials from the shed for the set-up	Open	2024-Feb-23
Set-up tables, screen, microphone, chairs, garbage cans, membership registration materials, etc.	Mali & Des		Open	2024-Feb-23

New Action Items

#	Date Raised	Action Item	Assigned To	Updates	Status	Due Date
26	2024-Jan-09	Inquire with Scotiabank re: Benevity legitimacy.	Desiree		Open	2024-Jan-24
27	2024-Jan-09	Contact Lori and Jeff to ask who organizes the Spring Fling/Egg Hunt and Eastview drive.	Rebecca		Open	2024-Feb-01
28	2024-Jan-09	Obtain contact names and inquire as to whether the salting of the path between Phin Park and Chatham can be reduced re: impacts to trees. Also provide an update to the enquiring neighbour.	Meredith, Mali	24-01-09: Meredith to check to see if she can obtain a specific contact name first and provide to Mali. If this is not possible, Mali will reach out to WSS and Paula Fletcher. Mali will also provide an update to the enquiring neighbour.	Open	2024-Feb-01
29	2024-Jan-09	Attend the TD Parks Grant QA session on Feb 24th and provide an update as to whether the PCA will qualify.	Rebecca	24-01-09: Rebecca will also engage Martin to help with the grant request is the PCA qualifies.	Open	2024-Feb-24
30	2024-Jan-09	Redirect info@pocket emails from Eadit to Mali.	Leah, Meredith		Open	2024-Feb-01



Open Action Items

#	Date Raised	Action Item	Assigned To	Updates	Status	Due Date
6	2023-Mar-22	Review the 2018 Dreams Survey to prioritize activities (Linda to send contact info for Susan to provide access to the survey)	Rebecca, Meredith, Leah, Mali	23-Jul-27: This will be postponed to when a new survey strategy can be developed. 23-May-05: This will be reviewed by the executive together after the nominations to determine whether there will be any new priorities this year. 23-Apr-05: Mali will chat with Susan to determine the priorities.	Open	tbd
18	2023-Aug-31	Create new Nation Builder website and complete migration from old website	Meredith	24-01-09: Meredith informed of the following: - Migration of minutes and board info - Historical information for events will be stored in an Word document (list) 24-01-07: Meredith has sent an email to Sean Symes to finalize the migration to the new site...amazing! 23-Nov-14: Meredith is on a mission to complete the new website by Dec 8th. Leah's spouse will assist with some of the technical build. Meredith will be inviting a group of people to assist with review of the site on Nov 30th. A list of names to invite were provided, namely Lori, Jeff, Dean, Eadit, Linda and Mali.	Open	2024-Feb-01
21	2023-Sep-26	Coordinate the notification of incoming funds through the PCA website for members and through the treasurer's email.	Martin, Leah	23-Nov-14: Leah and Martin aligned their documents so that they can reconcile memberships and payments. They need to do one other step to finalize. 23-Oct-23: Leah & Martin are aiming to meet this week to resolve.	Open	2024-Feb-01
25	2023-Sep-26	Contact Lori to obtain the contact name (leader) and details regarding the Family Day Skating party	Rebecca		Open	2024-Feb-01
25	2023-Nov-14	Reformat the membership form to condense and simplify the payment process instructions.	Leah, Meredith	24-01-09: Meredith informed this will be completed over the next few weeks.	Open	2024-Feb-28



Action Items that were closed during the meeting:

#	Date Raised	Action Item	Assigned To	Updates	Status	Due Date
24	2023-Sep-26	Contact the principal of the Wandering Spirit School to see if they are open for us to hold a community safety meeting in their auditorium (see if the dates Eadit obtains from the Community Safety Officers will work)	Mali	<p>24-01-09: Mali confirmed Sat Feb 24th, 1-3pm for this event. See additional action items below.</p> <p>24-Jan-02: Mali has requested Feb 24th. Waiting for confirmation.</p> <p>23-Nov-14: Mali is working with a WSS rep who is determining the date. Mali to get Sat dates for Jan and Feb as the constable needs a month's notice. Const Litte recommends adding a TTC overview as well for a 1.5 hour presentation and will also do a review of one home for those that are interested. <i>Update after the meeting: an email from the school was sent to Mali asking for a specific date in Jan. Will need to see if a Sat in Feb is better to provide time to finalize planning after the holiday season.</i></p>	Closed	2024-Jan-10
25	2023-Sep-26	Create communications and a registration form for the community safety meeting after all details have been confirmed.	Meredith	<p>24-01-09: Closing here as this is added to the overall planning for the event</p>	Closed	2023-Jan-05