

Meeting Minutes

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Board Meeting

Wednesday March 8th, 2023 7:00 PM to 9:00 PM EST

Virtual Meeting via Zoom

Board Attendance	Board Member Regrets & Vacancies	Guests
<ul style="list-style-type: none"> - Sharon Martel – President & Meeting Chair - Andrea Morrell – Vice President - Nicole Frankovic – Membership and Communications - Bruce Hunter – Secretary - Debbie Neal – Fundraising and Events - Catherine Williams – Etobicoke Valley - Marg Hempstead – Garnetwood - Brandon Shaw – Jack Darling - Ellen Lockley – Lakeside - Carol Mitchell – Parkway Belt - Daniel Scouten – Paul Coffey - Laurie Usypchuk – Quineppenon - Robert Dowling – Totoredaca 	<ul style="list-style-type: none"> - Rose Shao – Treasurer - Ashley Vilella – Webmaster - Angela Puliyaodil – Past President - Veronica Cheng – Social Media Manager Volunteer 	<p>City of Mississauga – Not Available</p> <ul style="list-style-type: none"> - Jenna Prokop – Community Development Coordinator, Parks - Jamie Ferguson – Manager, Park Services

1. Call to Order

Meeting called to order at 7:00pm

2. Welcome and Introductions

Welcomed all to the Mar.8/23 board meeting

3. Apologies and Regrets

Rose Shao – Treasurer, Ashley Vilella – Webmaster, Angela Puliyaodil – Past President, Veronica Cheng – Social Media Manager Volunteer, Jenna Prokop – Community Development Coordinator, Parks, Jamie Ferguson – Manager, Park Services

4. Quorum

There being 13 of 16 or 81% directors present, more than the minimum 2/5th or 40% directors in attendance, a quorum was declared at 7:02pm.

5. Agenda

Moved and seconded at 7:02pm that the agenda be approved.

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6. Minutes from February 8th, 2023 Board Meeting

Moved and seconded at 7:02pm that the minutes be approved and posted to the website.

7. Animal Services – will be in April meeting.

8. City of Mississauga

- Jenna Prokop and Jamie Ferguson – not available.

9. Vacancies – none.

10. Park Rep Updates

- Etobicoke Valley: Catherine:
 - Park closed for construction project, 6th months now, 18-2441 Wastewater System Improvements; Spring 2024 planned completion.
 - People still access from the south end, but very slippery.
- Garnetwood: Marg:
 - Heard about small dog area coming to the park, may be too small.
 - Flooding from soccer field goes into and floods weeping bed, which used to be outside the park until area enlarged, weeping bed never fixed afterwards.
 - Email from Garnetwood members, over 10 +, issues will be addressed and forwarded to CoM with our request to deal with.
 - Shed move away from back gate corner where lawnmower comes in, getting hit and knocked around by lawnmowers, to platform beside willow tree, approved and waiting for better weather and ground to dry up.
- Jack Darling: Brandon:
 - CoM Brenda (took over from Adam) and Brandon did walk through couple weeks ago:
 - Under soil felt showing through cut away
 - Holes dug 15-20, frozen over, under snow, park closure needed to repair
 - Gate upgrades if possible, breaking down weekly, services requests are actively worked on by CoM, happy about that!
 - Park closure planning to fill holes, also requesting concrete landing around water fountain instead of mud pit, and fix broken fences, all during same shutdown.
 - Peel Region outstanding issue of Styrofoam showing through around the structure, Jenna involved with ongoing.
 - Dog fight incident reported last month, no other information became available.
 - Ticket #'s for tracking.
 - Plexiglass repair on bulletin board outstanding at our cost, finding out if project request still needed.
- Lakeside: Ellen:
 - Fence request that has been approved for removal in spring, now want to leave fence as is, otherwise the trees will die from dog interference, still want lower fence covering installed to deter dogs from escaping.
- Parkway Belt: Carol:
 - Very slippery with ice, all frozen.

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- No feedback received if Jenna visited.
- Paul Coffey: Daniel:
 - Usage is a little down, even though pathway nicely maintained by CoM.
 - Bulletin board notices on shed, waiting for better weather.
- Quenippenon: Laurie
 - South gate latch repaired.
 - Shed latches repaired.
 - Large puddles at gate.
 - Water carboys obtained, to be deployed when weather is warmer.
 - 311 vs Project Request question:
 - Mud pit in front of small dog area repair needed.
 - Petition process for members to let city know of concerns.
- Totoredaca: Robert:
 - Met with Jenna and Ryan Feb.9th.
 - Some work completed, gate chain-link separating at bottom still to be done.
 - Very icy conditions.
 - Sharon submitted 311 request for mud mitigation with pictures, and spoke with Geoff Bayne, Senior Project Manager, Park Development, at Feb.23 Public Information Session for the new Fire Station 125 and relocation of the dog park at Union Park, about repurposing sand from elsewhere, wood chips, and possibly repurposing artificial turf, to mitigate mud, update next meeting.

11. Proposed corporate bylaw:

- Change the Past President position from a Board voting role, to an honorary and advisory non-Board voting role, reducing the denominator when calculating Quorum, due to non-attendance.
 - Last meeting attended was Nov.8/22 AGM.
 - Previous Past President also did not attend but did contribute whenever asked.
 - Stepped down Dec.6/19
 - President position vacant until Angela stepped up Feb.5/20, CoM CGRP requires president in place.
- Will reach out to Angela and see what she wants to do.

12. Proposed change for LFM membership renewal

- Again, we are looking at changing the membership renewal from 1 year to renewal not required with no expiration date, to reduce hassle.
- Previous experience is many members donate at same time as renewal, our historical main method of getting member donations, and old annual fees.
- Previous suggestion of Park Perk for sign ups and members, like tag or similar to show membership, to recognize other members.
- If we rebrand or relaunch website, at that time we would ask existing and new members to click to agree to current Constitution or opt out.
- Constitution approved by board Jan.26/23 is annual renewal:
 - Members will continue to renew their membership annually online using the portal.

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- By submitting your request to become a Leash-Free Mississauga member, you are granting LFM permission to contact you by email.
- LFM will obtain consent to collect, use or disclose personal information to the City of Mississauga for the purposes of the Community Group Registry Program (CGRP), either by directly requesting it, or implied consent during online membership submission or renewal.
- The method of obtaining consent will be appropriate to the type of personal information being collected, used, or disclosed.
- Members are responsible for keeping their membership current and updating their personal information.
- Our membership numbers mainly keep on growing, due to few members notify us if they quit, no “Quit” button in online member profile, renewal process is one way to keep in touch and keep data fresh.
- CGRP:
 - LFM has a CGRP responsibility to obtain the consent of our Members and Registered Participants or their legal guardian before providing their personal information to the City and providing notice of collection and use of personal information by the Registered Group and the City.
 - CGRP does not mention membership renewal.
- At the Nov.6/19 AGM, a motion to remove the cost of memberships, and instead request donations and fundraise for specific enhancements was approved by unanimous board vote.
- On Feb.5/20, the board agreed to call anyone who registers their email address with LFM a member even though no fees are required. All members have voting privileges at the AGM and the ability to serve on the board.
- Send out annual email to all members to agree to Constitution, with Opt Out choice or button.
 - As long as message is not a Commercial Electronic Message (CEM) un CASL.
- At the time of refreshing our website, give members a choice to renew annually or lifetime.
- Board vote was 8 to 5 for lifetime membership versus annual renewal.
- All other CoM CGRP groups have annual membership renewal in place.

13. Social media – Veronica – regrets

- Twitter
 - No issues with Twitter. There are still some old accounts but since they're not active, tried to report them but twitter won't delete them.
- Instagram
 - No updates. Should we make St Patty's Day and Easter Posts?
- DogPack
 - Considering making a social media post about the leash free account. It's a fun app to earn points with your dog. Should we more active on it, just to post some photos of the parks?
- Other
 - Saw Laurie's guide to invasive species, it's a great idea for dog owners to look out and report these things since they'll be out anyways.
 - Will make a condensed, easier to read on social media post version on these invasive species.

14. Board updates

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- President: Sharon
 - Subcommittee New Leash-Free Parks and Planning
 - Sharon is Chair, Volunteers: Bruce, Andrea, Daniel, Rose
 - Income and expense plan for 2023 based on anticipated spending on enhancements, capital items and other expenses, and needed donations, sponsorships and other fundraising, anticipating completing Project Requests by next meeting.
 - Preparing communication to connect with City Councillors to ensure LFM has a voice at constituent meetings and attend to promote new Leash Free Parks. Planning to hold a meeting with all City Councillors to discuss LFM mission and our willingness to take on stewardship of new parks. Planning to complete PowerPoint presentation before next meeting.
 - St. John's Ambulance – Pet First Aid Course – First Aid Course cost for board members will be paid by LFM, approved by unanimous LFM board vote; Sharon signed up for Apr.22.
 - Any new parks will come after current parks for enhancements, etc., taking new park cost planning out of this year's plan.
 - Clarification needed from CoM about stewardship of Union and other new parks.
- Vice President: Andrea
 - Subcommittee Governance
 - Andrea is Chair, Volunteers: Bruce, Sharon
 - Social Media Code of Conduct is covered by the updated Constitution.
 - All single social media accounts will be under our control and covered under Article 3 of the Constitution.
 - Volunteer management
 - Contacted all park reps to identify all their volunteers to recognize and thank them, possibly by highlighting them on website and social media
 - Square account not needed anymore, closed down.
 - Subcommittee Infrastructure and Facilities
 - Andrea is Chair, Volunteers: Bruce, Sharon, Park Reps
 - Went to 3 parks without lights at night, confirmed lighting need.
 - Mud is a problem in most parks, planning for sand, pea gravel, artificial turf, etc., taking into consideration underground facilities, CoM and Peel Region, ongoing.
 - Will be visiting Paul Coffey and Parkway Belt during the daytime.
- Treasurer: Rose – regrets
- Fundraising and Events: Debbie
 - Subcommittee
 - Debbie is Chair, Volunteers: Nicole, Bruce, Sharon, Andrea
 - Earth Day event coming up preparations
 - also working on giveaways for volunteers.
 - Will work with Veronica to promote and publicize.

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- Will work with Park Reps.
- Winter hats remaining at Jack Darling to be kept for Brandon to distribute at his discretion, or to Debbie for Earth Day?
- Winter hats – Catherine has about 10 to contribute for Earth Day.
- Logo
 - Created some alternate examples for consideration, can include in Rebranding section, to catch people's eye better.
 - Send feedback to Debbie about alternate examples.
- Membership and Communications: Nicole
 - Subcommittee
 - Nicole is Chair, Volunteers: Bruce, Debbie, Sharon
 - CoM approvals – contacted Jenna about social media plans, single LFM facebook page, disconnect from existing pages, awaiting response.
 - Billboard free advertising space in Port Credit on video billboard at St. Lawrence Starch building, Lakeshore and Hurontario, Nicole arranging, should be in place by end of month, no logo, just wording.
 - Quarterly newsletter being put together, for quarterly email, with content links, please notify Nicole if you have content or links you would like included.
 - Distribution choices are email, website, facebook, etc.
 - Not emailing the newsletter was discussed, not resolved yet.
- Website and IT: Ashley – regrets
 - Subcommittee
 - Ashley is Chair, Volunteers: Veronica, Nicole, Bruce, Daniel, Sharon
 - Ashley travelling Jan.26/23 until sometime around end of Feb/23
 - Teams
 - Microsoft does seem to make it difficult for us to just set up a non-profit account.
 - Sign up and renewal pages on Website:
 - Change still needed to update the member's permission, granting LFM permission to contact by email, and to replace old 2021 version with new 2023 Constitution the members agree to during sign up and renewal.
 - Facebook
 - Veronica
 - Angela added Veronica as admin on most of the pages.
 - Has full admin access to Lakeside, Jack Darling, and Q-Park, can change anything on these pages, add anyone in the controls, and delete the page.
 - Has partial access to Toto, can do everything post related and edit page, but cannot add more people to roles or delete page.
 - Did see some messages from users complaining about other people's dogs misbehaving, and one recently about a dog biting her and needing help from the fb page (jack darling) but someone else replied to her.

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- Has not been added to other parks, in the process of deleting Paul Coffey, there was an error with the Paul Coffey page and so sent in request to FB to help deal with it.
- Bruce will follow up with Veronica about setting new single LFM Page, under our control, for all LFM parks, new presence to build on and plan next steps for previous existing park pages.
- Website replacement / rebuild.
 - 4 quotes received, reviewed Feb.15/23 with subcommittee Bruce, Andrea, Nicole, Debbie and Rose.
 - Possible proposal review from GrayCyan on Mar.11 put on hold, for Ashley return.
 - Discussed a little current website history, also low or no cost alternatives.
 - Continue to look for current members who could help with website knowledge or experience.
 - Get presentations from members who have proposals.

Next meeting is the April Board Meeting on Wednesday, April 5th, 2023 at 7pm.

Meeting adjourned at 9:18pm.

Minutes taken by Bruce Hunter.