

Meeting Minutes

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Board Meeting
Wednesday July 5th, 2023, 1900 to 2100 EST
Virtual via Zoom

Board Attendance	Board Member Regrets / Vacancies	Guests
<p>Andrea Morrell – <i>Vice President</i> Nicole Frankovic – <i>Membership and Communications</i> Debbie Neal – <i>Fundraising and Events</i> Catherine Williams – <i>Etobicoke Valley</i> Marg Hempstead – <i>Garnetwood</i> Ellen Lockley – <i>Lakeside</i> Carol Mitchell – <i>Parkway Belt</i> Daniel Scouten – <i>Paul Coffey & Meeting Chair</i> Laurie Usypchuk – <i>Quineppenon</i> Bob Dowling - <i>Totoredaca</i></p>	<p>Rose Shao – <i>Treasurer</i> Ashley Villella – <i>Webmaster</i> Angela Puliyodil – <i>Past President</i> Brandon Shaw – <i>Jack Darling</i> Veronica Cheng – <i>Social Media Manager Volunteer</i></p> <p>President - vacant Secretary - vacant</p>	<p>City of Mississauga Jenna Prokop – <i>Community Development Coordinator, Parks</i></p> <p>Regrets Jamie Ferguson – <i>Manager, Park Services</i></p>

1. Call meeting to order
Meeting called to order at 7:02pm
2. Welcome and Introductions if necessary
Everyone welcomed to meeting.
3. Apologies and regrets
Per above table.
4. Declare quorum (Minimum 2/5 two fifths of directors)
There being 10 of 14 or 71% directors present, more than the minimum 2/5th or 40% directors in attendance, a quorum was declared at 7:10pm
5. Approval of agenda
Moved and seconded at 7:12pm that the Agenda be approved.
6. Acceptance and approval of minutes from June 7, 2023
TO BE FORWARDED EOW JULY 3, 2023
7. City of Mississauga
 - Community Group Registry Program

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- City approved LFM's response letter dated June 9, 2023. LFM has 90 days (Sept 3/23) to submit Action Plan to City. Opportunity to rebrand & reimagine LFM. LFM will set up meetings to review Action Plan with Jenna and Jamie prior to submission.
- Leash-Free Policy
 - No updates available. Jenna keeping in touch with City team and will update LFM when information becomes available. By-Law review re: intact males in LFZ.
- LFZs
 - Garnetwood
 - 311 request for tree trimming and enlarging the gate
 - Small Dog Park will now be outside the existing LFZ footprint.
 - Jack Darling
 - Grass cutting – goal to have City and Region of Peel cut on same day (Wednesdays, per the City's published/posted schedule). Several 311 messages received by City about RoP contractors cutting with public/dogs in LFZ (usually the Thursday after City cuts). Map provided identifying areas not currently being addressed by either grass cutting group. Jenna to provide feedback.
 - Addition of seasonal garbage/recycling bin at very top not approved – not possible for Sanitation team to empty (weight issue for their vehicles).
 - Mulch dropped without LFM direct 311 requests in several LFZs. Jenna to investigate which Dept. Mulch appreciated but not dropped in locations needed for easy spreading by volunteers. LFM has requested to be advised by City/Jenna if non-LFM generated 311 requests for mulch are received to be able to direct placement of mulch in LFZs.
 - Paul Coffey
 - Jenna read aloud the City's response to LFM letter dated June 4, 2023. Given scope of construction and surrounding land, no temporary LFZ is possible during construction period. LFZ closure date is still TBC. Dan to redirect any emails received/questions regarding closure to 311 (public.info@mississauga.ca). LFM will also post City links on LFM website once available.
 - Totoredaca
 - City not locking gates during grass cutting. All other LFZs confirmed gates are locked.
 - LFM Board will now use 311 (public.info@mississauga.ca) exclusively for LFZ service issues as they occur. Formerly monthly Park Inspection Reports were submitted to City by each PR.

8. Vacancies & Voting

Andrea read aloud the constitution section 7 & 8 and interpreted it that the board can appoint a president until the next AGM... Debbie & Dan agreed and asked the board if anyone was interested in stepping up for the vacant positions. Nicole identified interest in the role as president. The board voted unanimously for Nicole to be president.

Andrea volunteered for Secretary. The board voted unanimously for Andrea to take on the secretary role as well as VP. Dan suggested hiring a secretary if the workload was too much for Andrea in future.

- Quenippenon Meadows Park Representative
 - No candidates have stepped forward to date. Laurie will stay on as PR until AGM if necessary but will not be able to attend LFZ as regularly. If no one steps up to take lead LFM will look to Laurie's volunteer regulars to "divide and conquer".

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- President
 - Nicole Frankovic will now serve as interim President (she gives up her role as Director, Membership & Communications).
 - NOTE: Debbie Neal will now serve as interim Director, Communications in addition to her current role as Director, Fundraising and Events
- Secretary
 - Andrea will serve as interim Secretary in addition to current role of Vice President
- Website/IT (Webmaster)
 - Board voted unanimously to hire external supplier to take over LFM website management effective immediately given Ashley will be departing the role as of July 19. Google Workspace will be added to the scope of work. Dan will run an evening tutorial for Board once everyone has access to GW. Rose and Andrea will oversee website vendor.

9. Board Updates

- Vice President
 - Insurance – CGL & D&O
 - D&O is current, expires April 1, 2024. Policy will be uploaded to GW.
 - CGL renewal form submitted to Risk Management, AON with copy to Jenna on July 6. It was due June 21. Current policy expires July 31, 2023. Issue with a formula in the Form; City requested separate Word document be added to the filing.
 - NOTE: Both policies and Service Ontario will need to be updated again to reflect interim President's address – Andrea will action.
 - Action Plan for CGRP (Subcommittee: Nicole, Dan, Andrea)
 - Nicole reviewed Action Plan in detail with Board, put to vote and accepted unanimously with a few tweaks. Due to City by Sept 3, 2023. LFM to follow-up with Jenna/Jamie on their offer to review and brainstorm re: future role of LFM prior to Action Plan submission to City. Board to review and approve prior to submitting to City.
 - Business Continuity Plan
 - Accounting/Finance details provided to Board. Information to be uploaded to Google Workspace. Andrea will follow-up with Rose to confirm, may need help from Dan.
 - Website information/details still required. New website management team can assist in flushing out.
 - Short, medium, and long-term goals of LFM
 - Board voted unanimously to defer discussion until after Action Plan filed with City. Goals will naturally flow from Action Plan.
- Treasurer
 - Rose – regrets.
 - Rose to arrange meeting at BMO to update with Board changes, issue new Bank Cards, signing authority, etc.
- Fundraising & Events
 - Board in agreement to hold off on any major LFZ-wide events until Fall when Action Plan on file with City, future events to be part of rebranding exercise, membership drive. Revisit Fundraising component.
- Membership and Communications and Social Media

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- Board was asked to re-check all Legacy LFZ FB accounts and remove any and all LFM contact information, links, etc. as they are able (not all PRs have Admin Rights). Veronica is also double-checking and will edit/remove as able. To be in compliance with City guidelines and easily be able to manage content, LFM has one FB page. Deb is prime with Nicole, Andrea and Veronica having Admin Rights. All Board members are encouraged to send in photos and stories about their respective LFZs. Board members were asked to no longer post to the Legacy LFZ FB pages.
 - Website & IT
 - Ashley regrets.
 - Per above.
 - Secretary
 - Per above.
 - Nicole will forward Andrea Contact Us/Secretary emails received while Nicole was away.
 - NOTE: Bruce confirmed he would share June Board Meeting Minutes by end of week. Andrea will send Board the YouTube link of June Board Meeting.
10. Park Updates
- No additional updates.
 - Children in LFZs continues to be a challenge. LFM to follow-up with City re: addition of a red circle sticker (No Children) be added to existing By-Law sign to draw better awareness.
11. Roundtable
- Suggested we add a “Areas of Concern/Flags” to City agenda section to advise LFM of issues in LFZs the Board may not have line of sight to, etc.

Next Board Meeting: Wednesday August 2, 2023, 7:00pm – 9:00pm EST