**Parkwood Hills Community Stakeholder Committee - Meeting Minutes**

**19 April 2012 10am – 1130am**

**Y Employment Access Centre**

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| **Date:** | 17 January 2013 |
| **Minute Taker** | Lesline Irons |
| **Team/Committee:** | Parkwood Hills Community Stakeholders Committee |
| **Present:** | Lesline Irons, Kyle Kearnan, Susan Kuruvilla, Marisa Moher, Lauren Essiambre, Courtney Flynn, Sheena Bolton, Keith Egli, Mark Nethercott, Michelle Crogie, Phil Elwell | |
| **Regrets:** | Brian Jarvis, Lisa Dumont, Gudrun Klingelstein | |

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| **Agenda Item** | **Discussion** | **Action** |
| 1. **Welcome/Introductions/Updates** | -Lesline welcomed the committee and guest speaker Kaitrin Doll - Changes to the agenda were introduce |  |
| 1. **Approval of Agenda minutes** | -Minutes from previous meeting approved. |
| 1. **Guest Speaker:** *Kaitrin Doll, Anti-Poverty Community Engagement Worker* | -Anti-Poverty project has been around for 10 years -The project underwent evaluation one year ago and the outcome was that there should be concentration one area on the spectrum of poverty -Food focus: impoverished people in Ottawa do not have access to healthy affordable food. -The Coalition had a food security luncheon which resulted in the formation of the Poverty and Hunger working group - The working group concluded that the group would be action oriented and project focused -Good Food Markets Project is not for profit, selling high quality affordable foods -GFM partnered with the Social Planning Council (SPC) who provides dry goods  -The partners involved in the project include the SPC, Just Food, CRCs, Coalition of CHCs, Ottawa Good Food box, City of Ottawa, Somerset West, Pinecrest Queensway, Ottawa Public Health, Nanny Goat Hill, Sandy Hill CHC, OCH and Anti-Poverty project -GFM’s are coordinated specific to the needs of the community and can be done in conjunction with community events -During the hours of the markets customers completed surveys; 220 respondents and 8 site managers -There was no money lost in hosting the GFMs  -Moving forward the GFM is looking to expand to more communities -all communities that participated last year will participate again this year -GFM has purchased all supplies and equipment needed included tents, tables, cash boxe etc. and have also developed a contingency fund -The key objective is for the markets to go to places where there is capacity and energy -There is a very solid group in the committee -It takes 2-3 volunteers to facilitate the market depending on the size of the market -SPC is solely responsible for the dry goods section of the market -GFM completes volunteer training session(s) using best practices -Hours of the market vary depending on the site -There is an upcoming meeting 20 February 2013, Kaitrin can meet with interested individuals beforehand | **Power Point Presentation is available**. |
| 1. **Application to Trillium Foundation** | -Trillium grant is a focused on a 3 year project  -Marisa is in the process of completing the collaborative application for funding which will be submitted under the stakeholders -Administrative tasks will be completed by NROCRC and Nepean Satellite -The 4 collaborating partners include: Parkwood Hills Stakeholders, NROCRC, Nepean Satellite and the Parkwood Hills Advisory Committee  -Application deadline is March 1 2013 -Grant funds would allow for hiring a Program Coordinator to facilitate social recreation programs in the community -Parkwood Hills has gained a lot of momentum which is great but additional staffing support would be good. -There needs to be an executive committee to assist in decision making regarding the Trillium grant -Extension 420 needs to be added to the contact information for Brad Spooner on the collaborative agreement | **Community in Motion collaborative agreement available** |
| 1. **Parkwood Hills Fun Day** | -There is good support for fun day attendance and for contributions -Last year was successful with approximately 360 participants -This year’s projection is 400 -There will be a craft sale to create a community access fund -Scheduled date is June 22 2013 10:00-14:00 -Community Action Day grant has been submitted to support the fun day -Keith suggests applying to Enbridge for their BBQ as they will provides cooks as well. -Manordale community has some BBQs that are available for rent | **Anyone interested in joining the planning committee or offering support may contact Kyle at 613-596-5626 Next planning meeting is scheduled for Feb 22 2013 at 9:30** |
| 1. **Parkwood Hills Advisory Committee Update** | -Will be voting in a new co-chair at the next meeting. |  |
| 1. **Parkwood Hills Youth Advisory Committee** | -currently consists of 5 youth from Merivale high school -Discussion of amalgamating a group of students from Elizabeth Wyn Wood and Bashir’s youth group. -Participating youth now have formalized roles (co-chairs, treasurer, moderator) -Youth will have an active role in the Parkwood Hills Fun Day |  |
| 1. **Early Years 0-6** | -Parents are coming forward, Ottawa Carlton District School Board Caroline Cote will be opening a literacy centre -Tuesday and Thursday playgroup is open there is a need particularly for 4-6 year olds -Screening clinics for parents who have concerns about their child’s development  -There is a request for the screening clinic to come to Parkwood Hills |  |
| 1. **Information Sharing** | **Courtney**: The Parkwood Hills Website has been started. There will be a stakeholder’s profile, community forum and a calendar for information sharing. -Request to add Advisory Committee to the website  **Kyle:** Changes to the Terms of Reference. There will be an Executive Committee to approve decisions between meetings. -Emails will be sent to Stakeholders to inform them of decisions made. -**Community Voice Project** : Approval for $24,000 to complete documentaries.  **Susan**: “I love to Skate” has started and “I Love to Play Hockey” those programs will be running on Saturday and Friday respectively  **Phil**: Contacted Debra Dynes before Christmas and no stats were available and they were contacted again after Christmas and informed that they do not keep statistical information.  **Mark**: On Saturday(January 19th, 10:00- 2:00) there will be a child print program at Baseline Wal-Mart.  **Michelle**: Looking for space to host a playgroup. If you know anywhere please contact Michelle.  **Keith**: Gaylord Flooring is opening in February and for every floor sold they will donate money to feed a family of four for a week. |  |
| 1. **New Business** | -Executive committee nominations next meeting. |  |
| 1. **Next Meeting** | March 21 2013 10:00-11:30 at YMCA 1642 Merivale Road (Inside the Merivale Mall) |  |