

**Meeting Notes
May 20, 2010
7:00 pm in the Conference Room**

PRESENT: Dan Fass, John Flipse, Adam Potvin, Lynda Hurst, Penny Street, Sam Mohamad-Khany

STAFF: Cynthia Low, Hai Truong (Note Taker)

GUEST: Elizabeth Murphy, Joffre Polerleau, Dan Freeman

REGRETS: Ray Spaxman, Ian Marcuse, Bruce MacDonald, Brenda (Posey) Koch

1) Review Agenda

Draft version of the vision will be discussed at next meeting when Robin returns.

2) Meeting Administration – Format for Notes/Minutes

Suggestion that there should be an ACTION column

Title for each Document with version number and date

ACTION Sam and Cynthia work on organize and title all documents

3) Committee Composition – Skills, Abilities, Experience and Gaps

Working Groups – Roles and Responsibilities

Inventory of skills; what set of skills we have and what set of skills that we are looking for i.e.

Website that provide basis information (content and updates)

ACTION: John finds somebody to set up a website

Energy Sustainability; looking for somebody with background in energy sustainability

ACTION: DAN finds somebody with background in energy sustainability

Number of committee; at the moment we are at eleven members not including staffs or regular guests

Community Representation: young family (John Flipse), youth (Adam Potvin), first nation (?), Arts & Culture (?), Immigrant Family (?), Britannia Student (?), Local Business (?), Social Services (?)

ACTION: Lynda will accumulate a distribution list for community base interest

Privacy concerning the list: BCC/undisclosed all contacts so it won't get into the wrong hand; avoiding spam

4) Consultant Hiring – Review recommendations from Ray

Selection Committee: Penny, Lynda, Bruce, Cynthia & Maged; Sam and Robyn (guest).

Recommendation questions for the selection committee; what other projects are the consultants working on? Is there enough resources/dedication to Britannia?

ACTION: Cynthia find out about Britannia Purchasing Policy

5) Work Chart Updates

Formalize Planning Committee Operations – well on its way

Penny is working on the Information Package – Britannia at the Heart of...

Bruce and Ray wrote a narrative about the vision of the project; Adam work with Bruce until Ray is back

Partner engagement – letter will send out June 3rd – Penny will revised the final version

NOTES – Planning & Development

6) Report to Board – July and August

7) Other Issues

Stone Soup went well; Ray thought that it should be more structured
Italian Day is the next big event (June 6th 12:00pm to 8:00pm); P&D will have a stand
ACTION: everyone should send Sam their availability for Italian Day
Car Free Day is on June 20th

8) Review Actions

ACTION Sam responsible for Italian Day set up and schedule staffs
ACTION Cynthia gets Adam in contact with Robin
ACTION John finds somebody to set up a website
ACTION Cynthia find out about Britannia Purchasing Policy
ACTION: DAN finds somebody with background in Energy sustainability
ACTION Sam and Cynthia work on organized and title all documents

MOTION: To recommend Dan Freeman and Elizabeth Murphy for consideration for the Planning and Development Committee Member.

Penny Street/John Flipse - Carried:

9) Meeting Adjourned at 9:00pm

Next meeting Thursday June 3rd, 2010 at 7:00pm